

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees,  
Monday, October 21, 2019, WEPL Administrative Offices, 6:00 p.m.

## **CALL TO ORDER**

### Present:

Mr. Buttari, Mr. Mackey, Mr. Monin, Mrs. Petruccio, Mrs. Polewchak, Ms. Roche

Absent: Mrs. Roseum

### Also Present:

Director Rick Werner; Deputy Director Eric Linderman; Fiscal & Compliance Officer Vicki Simmons; Administrative Assistant Trisha Lastoria, Willoughby Library Manager Deb Mullen and other interested observers.

The meeting was called to order by President Monin at 6:06 p.m.

Additions to the agenda:

Previous to this meeting, a discussion was held with Josh Werling from Cleveland Institute of Art on the Willoughby Arts Collaborative.

Mr. Werner asked that a motion be added tonight for approval of a temporary extension for snow plowing on the current Giannetti Landscaping contract. Once all the quotes have been received then a resolution will be added to the agenda for the November Board meeting.

Citizen's Comment – no comment

Ms. Lastoria gave the Oath of Office to Mrs. Polewchak

President Monin presented the following minutes:

- September 16, 2019 Building Committee Meeting
- September 16, 2019 Regular Meeting of the Board of Trustees

## **MOTION 84-19**

Mrs. Petruccio moved and Mr. Mackey seconded that the following minutes be approved as presented.

- September 16, 2019 Building Committee Meeting
- September 16, 2019 Regular Meeting of the Board of Trustees

On roll call the following vote was cast: Mr. Buttari "Yes", Mr. Mackey "Yes", Mr. Monin "Yes", Mrs. Petruccio "Yes", Mrs. Polewchak "Yes", Ms. Roche "Yes", Mrs. Roseum "Absent". Motion carried.

FISCAL OFFICER’S REPORT

PLF Fund Distribution

PLF	2018	2019	% Increase
October	\$ 153,511.34	\$ 166,339.98	8.36%
YTD	\$1,611,151.53	\$1,684,356.59	4.54%

MOTION 85-19

Mrs. Roche moved and Mrs. Petruccio seconded that the Board approve the September, 2019 Fiscal Officer’s report:

SEPTEMBER LIST OF BILLS PAID: **\$ 505,720.78**

SEPTEMBER FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$4,892,644.70	\$4,279,473.06	\$1,587,023.05
Grants	\$763.00	\$762.75	\$0.25
Capital Projects Fund	\$7,971.94	\$63,822.78	\$771,206.78
Building Construction	\$0.00	\$0.00	\$0.00
Computer Information	\$0.00	\$34,454.22	\$33,685.25
Eastlake Coal Plant	\$0.00	\$0.00	\$0.00
Fiduciary Fund – Worrallo	\$19.28	\$613.75	\$15,523.76
<b>TOTALS</b>	<b>\$4,901,398.92</b>	<b>\$4,379,126.56</b>	<b>\$2,407,439.09</b>

SEPTEMBER INVESTMENTS: **\$1,415,812.95**

On roll call the following vote was cast: Mr. Buttari “Yes”, Mr. Mackey “Yes”, Mr. Monin “Yes”, Mrs. Petruccio “Yes”, Mrs. Polewchak “Yes”, Ms. Roche “Yes”, Mrs. Roseum “Absent”. Motion carried.

COMMITTEE REPORTS

AUDIT (**Roche**, Mackey, Roseum, Tyler citizen) *Did not meet*

BUILDINGS (**Buttarri**, Polewchak, Mackey) *Did not meet*

FINANCE AND PLANNING (**Mackey**, Buttarri, Petruccio) *Did not meet*

PERSONNEL (**Petruccio**, Buttari, Roche) *Did not meet*

**MOTION 86-19**

Mrs. Polewchak moved and Mr. Buttari seconded that the Board approve the Personnel Actions report as presented.

On roll call the following vote was cast: Mr. Buttari “Yes”, Mr. Mackey “Yes”, Mr. Monin “Yes”, Mrs. Petruccio “Yes”, Mrs. Polewchak “Yes”, Ms. Roche “Yes”, Mrs. Roseum “Absent”. Motion carried.

POLICY (**Roseum**, Polewchak, Roche) *Did not meet*

**MOTION 87-19**

Mrs. Petruccio moved and Mr. Mackey seconded that the Board approve the Notary Policy as presented.

On roll call the following vote was cast: Mr. Buttari “Yes”, Mr. Mackey “Yes”, Mr. Monin “Yes”, Mrs. Petruccio “Yes”, Mrs. Polewchak “Yes”, Ms. Roche “Yes”, Mrs. Roseum “Absent”. Motion carried.

ADMINISTRATION REPORT

**RESOLUTION 88-19**

Mrs. Roche moved and Mrs. Polewchak seconded that the Board approve the 2020 Board of Trustees Meeting Dates and Locations list as presented.

On roll call the following vote was cast: Mr. Buttari “Yes”, Mr. Mackey “Yes”, Mr. Monin “Yes”, Mrs. Petruccio “Yes”, Mrs. Polewchak “Yes”, Ms. Roche “Yes”, Mrs. Roseum “Absent”. Motion carried.

**RESOLUTION 89-19**

Mr. Mackey moved and Mr. Buttari seconded that the Board approve the Resolution setting the 2020 Holiday Schedule as presented.

On roll call the following vote was cast: Mr. Buttari “Yes”, Mr. Mackey “Yes”, Mr. Monin “Yes”, Mrs. Petruccio “Yes”, Mrs. Polewchak “Yes”, Ms. Roche “Yes”, Mrs. Roseum “Absent”. Motion carried.

### **RESOLUTION 90-19**

Mr. Mackey moved and Mr. Buttari seconded that the Board approve the extension on the existing contract with Giannetti Landscaping for snow removal services through November 30<sup>th</sup>, 2019.

On roll call the following vote was cast: Mr. Buttari “Yes”, Mr. Mackey “Yes”, Mr. Monin “Yes”, Mrs. Petruccio “Yes”, Mrs. Polewchak “Yes”, Ms. Roche “Yes”, Mrs. Roseum “Absent”. Motion carried.

## **ADMINISTRATION REPORT**

### **Director’s Report/Rick Werner**

#### [Reappointment of Shelley Polewchak](#)

I am pleased to report that the Willoughby-Eastlake Public Schools Board of Education unanimously approved the appointment of Shelley Polewchak to a new seven-year term at its meeting on October 14, 2019. Trish will swear Shelley in for her new term at the October Board meeting. Congratulations and thanks to Shelley for continuing to lend her time, talents, and experience to the Library by continuing her service on the Board of Trustees.

#### [Willoughby Arts Collaborative](#)

The Willoughby Arts Collaborative was established by the City of Willoughby under the leadership of Mayor Bob Fiala to work on public art projects in downtown Willoughby. The Collaborative has conducted a process to identify artists that can design artwork for outside display. I have attached a link to a News-Herald article about the process: [https://www.news-herald.com/lifestyle/neighborhood-news/willoughby-mayor-artists-selected-for-art-projects/article\\_9a75c682-bea7-11e9-8f2f-b7b8dd4b4e64.html](https://www.news-herald.com/lifestyle/neighborhood-news/willoughby-mayor-artists-selected-for-art-projects/article_9a75c682-bea7-11e9-8f2f-b7b8dd4b4e64.html).

Mayor Fiala and a member of the Collaborative, Josh Werling, have reached out to the Library to see if they could mount one of the pieces on one of the exterior walls in the Willoughby Library’s Euclid Avenue entrance cut-out. After checking with Frank Buttari, Jeff Mackey, and Nick Monin, we have invited Mayor Fiala and Mr. Werling (the Digital Output Center Coordinator at the Cleveland Institute of Art) to make a short presentation to the Board at 5:30 pm this coming Monday just before the October Board meeting. We will not be asking the Board to make a decision on participating in the project this month.

#### [2020 Budget Preparation](#)

Vicki Simmons has begun the process of preparing the Library’s 2020 budget and has asked the management team to start their work on 2020 priorities and associated budget asks.

With the expectation that we will commence the Eastlake Public Library renovation in 2020, we are starting to plan for the timeline of the planning, design, and construction phases of the project. I anticipate asking for a Building Committee meeting in November or early December after we know the outcome of the Issue 3 campaign; the scope of the Eastlake renovation will be affected by whether we have additional revenue that can be applied to the project.

We are also planning to continue the preparation work for the replacement of the Willowick Library elevator and air handler system in 2020. That will include the rather complicated and detailed required public bidding process. We will be providing the timeline of those two major projects to the Building Committee and then to the entire Board.

## 2018 Annual Report

With thanks to Eric Linderman, Lori Caszatt, and Vicki Simmons for their input into the development of the 2018 Annual Report, I am pleased that the Annual Report was mailed to all the 40,271 households in our seven communities. The total cost of the design, printing, and mailing of this year's Annual Report was \$8,453.38.

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### Deputy Director's Report/Eric Linderman

#### Interim Collections & Virtual Services

It is good to report that a successful transition is in place following Melanie's exit in early October. Carol accepted the role as acting Collections & Virtual Services Manager, and that has already proven to be a good decision. Having worked as the collection services librarian since 2017, she was the person most qualified to immediately continue the work that she and Melanie had worked together on. Furthermore, since Carol had worked previously as a manager at Geauga County Public Library, she has much experience in the areas of supervision and budgeting.

The following describes our plans for areas formerly under Melanie's management:

#### *Budgets*

Before leaving, Melanie completed a near-final materials budget that I will review with Carol Tuttle over the next month. Melanie suggested that we may plan for a 15% increase following the passage of Issue 3 in a few weeks. If that proves to be true, I will first work with Vicki to determine the exact percentage increase in this budget and others, and then work with Carol and managers at the four libraries to revise the budget created by Melanie. Right away, I can predict increases to the following items: DVDs and Blue-rays due to heavy demand, and eMedia materials to replace circulating Android tablets with newer and improved Chrome books.

#### *Collection Development Management*

The selection and acquisition of books and other materials has always been a collaborative process that involves many people and was managed by Melanie. Carol Tuttle worked with Melanie over several weeks to learn all the processes used to communicate between the library and vendors, and between the materials & processing department and our fiscal office. As a backup measure, I also received a brief refresher course on these processes, as well as all the passwords and manuals needed to access and use the necessary systems. Of all of us, Carol is experiencing the greatest impact to her workload, so she has received an interim change to her title, position description, and rate of pay.

#### *Technology-related Responsibilities*

Melanie adopted a lot of miscellaneous technology tasks, which by themselves, do not require large amounts of time, but altogether, they amounted to a substantial part of her job. Much of the work on updating the website has been moved over to Biagio and Amanda, and as a backup, I am able to do that as well. Amanda will be helping us with the technical support for our hotspot lending program. Carol, Trisha, and I will pick up some of the statistical tracking associated with our programs, collections and the usage of our emedia. Lastly, Melanie had a few public technology classes that were scheduled over the next few months. These have been picked up by reference staff and assistant managers who also do technology training as part of their regular responsibilities.

#### New Staff Member

We hired Melissa Davis as our third public services support staff member (floater). Melissa has a bachelor's degree in communications from John Carroll University and a career in public relations work. She will work for us mainly during the evenings and on weekends.

**Communications & Development Report/Lori Caszatt**

- Michelle conducted book discussion groups at Breckenridge Village, Willoughby Senior Center and Grace Woods.
- Michelle conducted a film discussion group at Breckenridge Village.
- Lori attended a Boosters board meeting.
- Michelle attended a Senior Isolation and Loneliness initiative meeting.
- Michelle attended a NEO-RLS training on emergency preparedness.
- Lori attended the NEO-RLS Annual Meeting.
- Lori is now a member of the NEO-RLS Marketing Committee.
- Lori attended Content Marketing World.
- Lori Attended a Chamber meeting.

Michelle is now a member of the Wisdom Collaborative. The Wisdom Collaborative is a community partner of the U.S. Attorney's Office for the Northern District of Ohio in the Department of Justice's Elder Justice Initiative. The mission of the Elder Justice Initiative is to support and coordinate the Department's enforcement and programmatic efforts to combat elder abuse, neglect and financial fraud and scams that target our nation's seniors.

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**Network Systems Administrator/Biagio DiCioccio**

- We are trying to institute the new contracts with Pitney Bowes and ComResource that were graciously passed last meeting. Pitney Bowes is further along than ComResource but Pitney Bowes has had some growing pains. ComResource contract for new phone connection to building requires more setup, but hopefully will be connected soon.
- The IT department is working with our camera vendor to install a new camera at Willoughby that is close to the Circulation desk, after the current one has stopped working again. The vendor recently installed 2 new cameras at the entrances that have better facial recognition.
- We are also working with the maintenance department to install cell phone boosters at Willoughby and Willowick to increase the cell phone signal in the basements of each library.
- Solution is being worked on for televisions that repeat the signal of the main projector in the big meeting room at Willowick.
- We will soon be meeting with a networking cabling company to install the cabling and a new networking rack that installs against the wall at the administrative office.

Thank you for your support.

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**Willoughby Hills Branch Report/Holly Ferkol**

We had many successful programs at our library in September and October. Fly Me to the Moon had 16 kids and 10 parents in attendance and Outback Ray had 117 people who attended the program.

Willoughby Hills Library had a partnership with the Willoughby Hills Historical Society and the Willoughby Historical Society to present Willoughby at War which had 50 people in attendance. There was also a Sewing for Adults program which had 5 people in attendance and there were 16 people who attended our movie night.

Our program called Normandy had a speaker portray a member of the Fifth Rangers and he described the Normandy invasion. There were many war artifacts on display at the program for patrons to view at this program which had 32 people in attendance.

Our library now has a television screen mounted on the wall in the Children's area and a Nintendo Switch game system. Patrons are enjoying visiting the library on Sundays again.

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**Willowick Branch Report/Kathleen Jozwiak**

- Sarah gives amazing impromptu story times. She reads to the kids wherever and whenever she can....at her desk, on the floor, at a table. Her energy is amazing. The kids seek out Miss Sarah and line up to give her hugs.
- The children's department welcomed Diane Smith in August to its team.
- Sarah started Home School Technology Mondays at Willowick this fall.
- Bryn's Basement Writers has expanded and the teens requested NOT to take a break so she added some extra dates in August. Bryn has made great connections with the teens.
- Bryn and Sarah have partnered for a tween program Willow-ICK where kids ages 8-12 will make their own slime around Halloween. The slime was a favorite prize during summer reading.
- Now that we have new display units, we've returned the display case back to its original purpose - displays of collections. The public is invited to use this space for a month coordinated through our assistant manager Jack. We have had

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a doll furniture display, anime display and currently a terrier display. Stop by and check it out. If you would like to display something, please contact Jack.

- o Here are two special programs to note on your calendars: Willowick's Dennis Campbell will discuss the Golden Age of Cinema on Oct. 23 and the following evening, Oct. 24, we will be showing the movie Manry at Sea. Douglas Manry, son of Robert, will be on hand to answer questions after the showing. The team efforts of Gale, Lora and Dennis are making this a special event.
  - o ESOL classes began again this fall. The partnership with the Tri-C Aspire office to offer these classes has been a win-win.
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**OLD BUSINESS**

Mr. Buttari inquired about the status of the Strategic Plan, Mr. Werner replied that by the end of the year he will have a final draft document for the Board at the December or January meeting.

**NEW BUSINESS**

Mrs. Petruccio stated that she would like the self-evaluations for Mr. Werner and Ms. Simmons, along with a list of goals that have been accomplished in 2019 by the end of December.

**NEXT MEETING**, Monday, November 18, 2019, 6:00 p.m., Willoughby Hills Library

**ADJOURNMENT**

**MOTION 91-19**

Mrs. Petruccio moved and Mr. Buttari seconded that the Board adjourn at 6:50 p.m.

On roll call the following vote was cast: All "Ayes." Motion carried.

Respectfully submitted,

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Board President

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Board Secretary