

CALL TO ORDER

The meeting was called to order by Vice-President Polewchak at 6:04 p.m.

Present: Mr. Buttari, Mr. Mackey, Mrs. Petruccio, Mrs. Polewchak, Mrs. Roche, Mrs. Roseum.

Absent: Mr. Monin

Also Present: Director Rick Werner; Deputy Director Eric Linderman; Fiscal & Compliance Officer Vicki Simmons; Administrative Assistant Trisha Lastoria; Willoughby Library Manager Deb Mullen and Children's Services Manager Sarah Vargo.

Additions to the agenda:

Mr. Werner stated that he will brief the Board on the agreement for faxing services during the Administration Report, and no approval will be needed since it will be month to month.

Citizen's Comment: no comments

Vice-President Polewchak presented the following minutes:

- November 18, 2019 Regular Meeting of the Board of Trustees
- December 11, 2019 Building Committee Meeting
- December 11, 2019 Finance & Planning Committee Meeting

MOTION 99-19

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

- November 18, 2019 Regular Meeting of the Board of Trustees
- December 11, 2019 Building Committee Meeting
- December 11, 2019 Finance & Planning Committee Meeting

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

MOTION 100-19

Mrs. Roche moved and Mrs. Roseum seconded that the Board accept the bonds for the Fiscal Officer at \$75,000 and the Administrative Assistant at \$25,000 for 2020.

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

Ms. Lastoria administered the oath of office for Fiscal Officer to Ms. Simmons.

Mrs. Petruccio presented the slate of officers for 2020.

MOTION 101-19

Mr. Mackey moved and Mrs. Roseum seconded that the Board approve the nominating report as presented:

President	Mr. Monin
Vice-President	Mrs. Polewchak
Secretary	Mrs. Roche

2020 Committee members:

Audit Committee: Mr. Mackey-**Chair**, Mrs. Roche, Mrs. Roseum, Paul Tyler (citizen)

Buildings Committee: Mrs. Polewchak-**Chair**, Mr. Mackey, Mrs. Roseum

Finance and Planning: Mr. Buttari-**Chair**, Mrs. Roche, Mrs. Polewchak

Personnel Committee: Mrs. Petruccio-**Chair**, Mr. Mackey, Mrs. Roseum

Policy Committee: Mrs. Roche-**Chair**, Mrs. Petruccio, Mr. Buttari

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

PRESENTATION ON KULTURE CITY – SARAH VARGO

Ms. Vargo presented to the Board information about KultureCity, which is an organization that provides training and resources about sensory inclusion for organizations as well as other programs for individuals with sensory needs. Ms. Vargo also showed the items in the Sensory Bags and answered questions.

FISCAL OFFICER’S REPORT

Public Library Fund Distribution

PLF	2018	2019	% Increase
December	\$173,997.43	\$172,809.46	-0.68%
YTD	\$1,949,194.74	\$2,029,148.98	4.10%

MOTION 102-19

Mrs. Petruccio moved and Mr. Buttari seconded that the Board approve the November, 2019 Fiscal Officer's report:

NOVEMBER LIST OF BILLS PAID: \$ 627,734.10

NOVEMBER FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$5,430,630.47	\$5,349,150.38	\$1,055,331.50
Grants	\$763.00	\$762.75	\$0.25
Capital Projects Fund	\$8,789.07	\$88,822.78	\$747,023.91
Building Construction	\$0.00	\$0.00	\$0.00
Computer Information	\$0.00	\$35,840.68	\$32,298.79
Eastlake Coal Plant	\$0.00	\$0.00	\$0.00
Fiduciary Fund – Worrallo	\$110.03	\$895.68	\$15,332.58
TOTALS	\$5,440,292.57	\$5,475,472.27	\$1,849,987.03

NOVEMBER INVESTMENTS: \$1,420,779.65

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

MOTION 103-19

Mrs. Roche moved and Mr. Mackey seconded that the Board approve the request for the advance of taxed collected.

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

MOTION 104-19

Mrs. Petruccio moved and Mrs. Roseum seconded that the Board approve the "re-certified" amounts and rates due to the Levy passage.

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

MOTION 105-19

Mr. Mackey moved and Mrs. Roche seconded that the Board approve the 2020 contracts:

- Guardian Life insurance for one year with an increase of 4.3%, the AD & D are the same rates.
- The 2 year renewal for Vision Insurance from 1-1-2020 to 12-31-2021 are the same rates.

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

MOTION 106-19

Mrs. Roseum moved and Mrs. Polewchak seconded that the Board approve the 2020 IRS mileage rate, when posted. In the interim, the 2019 amount of .58 cents per mile will be used.

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

AUTHORIZATION MOTIONS

MOTION 107-19

Mrs. Roche moved and Mrs. Petruccio seconded that the Fiscal Officer be authorized to transfer funds on the Library’s books from one account to another during 2020 as needed.

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

MOTION 108-19

Mrs. Roseum moved and Mr. Buttari seconded that the Board authorize the Fiscal Officer to invest Library funds in 2020 in accordance with the current Library Investment Policy.

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

MOTION 109-19

Mr. Buttari moved and Mr. Mackey seconded that the Board approve the following authorization motions:

- The President or Vice-President of the Board, along with either the Fiscal Officer or Assistant Fiscal Officer is authorized to sign checks written against the General Fund.

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

MOTION 110-19

Mr. Mackey moved and Mrs. Petruccio seconded that the board approve the 2020 property, liability and auto insurance with Zito Insurance Agency in the amount of \$15,580.00

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

COMMITTEE REPORTS

AUDIT (Roche, Mackey, Roseum, Tyler)

Did not meet

BUILDINGS (Buttari, Polewchak, Mackey)

Mr. Buttari stated that the Committee met on December 11th and discussed the 2019 and 2020 projects which will be added to the facilities schedule. Mr. Werner added that the committee should meet in mid-January to discuss the Willowick elevator and the release for the request of qualifications for the architectural firm for Eastlake Library renovation.

FINANCE AND PLANNING (Mackey, Buttari, Petruccio)

Mr. Mackey stated that the Committee met on December 11 to discuss the 2020 Temporary Budget which he is recommending to the Board to approve.

MOTION 111-19

Mr. Mackey moved and Mrs. Petruccio seconded that the Board approve transfers from the General Fund of \$100,000 to the Capital Projects Fund, and \$25,000 to the Computer Information Fund.

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

MOTION 112 -19

Mrs. Roche moved and Mrs. Roseum seconded that the Board approve the 2020 Temporary Budget as presented.

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

PERSONNEL (Petruccio, Buttari, Roche)

Did not meet

MOTION 113-19

Mr. Buttari moved and Mr. Mackey 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, “Absent”; Mrs. Petruccio, “Yes”; Mrs. Polewchak, “Yes”; Mrs. Roche, “Yes”; Mrs. Roseum “Yes”. Motion carried.

RESOLUTION 114-19

Mrs. Petruccio moved and Mr. Mackey seconded that the Board adopt the resolution to approve the 2020 Non-Bargaining Personnel salaries effective the first full pay of January 2020 as presented.

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

POLICY (Roseum, Polewchak, Roche)

Did not meet

ADMINISTRATION REPORT

RESOLUTION 115-19

Mr. Mackey moved and Mrs. Roche seconded that the Board adopt the resolution to approve the 2020 CLEVNET membership contract at a cost of \$171,300.17.

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

MOTION 116-19

Mrs. Petruccio moved and Mrs. Roseum seconded that the Board approve the December 16, 2019 Surplus Equipment list and disposal of items as presented.

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

Director’s Report/Rick Werner

Mr. Werner briefed the Board that after the faxing service for the Library was switched from Windstream to ComResource, there were faxing issues that surfaced and the solution was to seek out a separate faxing service company. Biagio DiCioccio has received 4 quotes from E-Fax Corporate, E-Gold Fax, MetroFax and BizCom. The recommendation is MetroFax for a cost of \$41.67/month for the 4 branches and administration, 5 separate accounts are needed and will be installed by January 1st.

[2020 Facilities Projects](#)

We had the chance to review our proposed 2020 Facilities projects with the Building Committee on Wednesday, December 11. The summary of the recommended projects is available in the Building Committee folder on the Board’s OneDrive site.

The most significant projects that we are recommending include elevator replacement, roofing, and replacing the air handlers at Willowick; Euclid Avenue signage and landscaping, passport office construction, roofing at Willoughby; the commencement of the renovation process, air handler replacement, and the meeting room furnace replacement at Eastlake; and the purchase and construction of new children’s shelving at Willoughby Hills.

Coinciding time wise with the signage project at Willoughby, we are planning to purchase and install digital signs at the Willowick and Eastlake Libraries. We are hoping that all of the signage projects can be accomplished in the same timeframe of late winter/early spring.

We also reviewed the Eastlake Library renovation timeline that we have drafted. That timeframe calls for commencing the project in January by launching the search for an architect/design firm; using the April to June time frame to develop the design; seeking a general contractor through the bidding process in late summer; and having the Board choose a general contractor by mid-fall in order to begin construction in November and December.

The timeline also includes points of engagement with Eastlake elected officials and community leaders as well as taking input from our patrons and other interested parties. The goal for completion of the project is late spring/early summer of 2021.

The Building Committee registered its general agreement with our proposed 2020 projects and the Eastlake Library renovation process and timing. Amy Winter, the Eastlake Library Manager, is also comfortable with the renovation timeline.

[Willoughby Hills Transition](#)

With the election of Andy Gardner to the office of Mayor of Willoughby Hills, we look forward to working with Mayor Gardner and his administration as they take the reins from outgoing Mayor Bob Weger in January.

Holly Ferkol and I had the chance to introduce ourselves to Mayor-elect Gardner at a reception honoring Mayor Weger this week. We requested the opportunity to meet with him at his convenience after he takes office. Sue Roseum has agreed to be part of the meeting along with Holly, Eric, Vicki, and me. In addition to ensuring that we get off on a good footing with the new administration (who is also our landlord!), we want to raise some building issues with the Mayor and his colleagues.

The transition of the Willoughby Hills government continues with the recently-announced resignation of Councilman John Plecnik.

Deputy Director's Report/Eric Linderman

[Budgets](#)

We have been updating the drafts of our 2020 budgets to include anticipated funding increases. We intend to deliver enhanced services to our supporters in the community by making increases to our budgets for materials and programming.

[Materials](#)

In the current draft, we have budgeted increases to most lines of the materials budget. The largest increase, of about 30%, will be to eMedia, which includes eBooks and downloaded audiobooks. This increase is based on the ever-increasing demand for these items.

We are planning for an increase of about 4% for print books, given steady borrowing patterns in both children's and adult. This budget includes the centralized purchasing of bestsellers, as well as the branch-specific development of subject collections by the librarians at each of our four locations.

We have been surprised by the lasting popularity of DVD movies, so we are budgeting for an increase of about 5% in that area. While the disc format seems to be on the way out, we find that the public library remains a great option for people who opt out of cable TV and paid subscription services for shows and movies. This trend is also affected by the fact that some shows and movies are made available on DVD before they are released to digital services like Netflix and Hulu.

[Programming](#)

We are planning substantial increases to our programming budget, which includes lines for presenters and for supplies and other costs. A few of the efforts that will be strengthened in the coming year include the following:

- ❖ Movie Programs—we are renewing public performance rights for showing movies at the Willowick, Willoughby, and Willoughby Hills libraries. Also, we have budgeted for outdoor presentation rights in order to provide the summer outdoor movie series at the Willoughby Library.
- ❖ Between-the-Lines Author Series—we have designated funds from our presenter budget to support presentations and book signings by authors at all of our libraries.
- ❖ We are exploring opportunities for additional instructional programs like the ESL classes that are offered at the Willowick Library. As an example, we are considering writing instruction workshops offered in partnership with Literary Cleveland.
- ❖ We have added funds for our 2020 Signature Programs, which are being planned at this time.

Collection Services Staffing Update

An ad was posted for the manager who will replace Melanie Wilson, and some applications have been coming in. Melanie's position was a combination of two prior positions titled Virtual Services Manager and Collection Resources Manager. We have posted an ad for this combined position (I shortened the title from Collections & Virtual Services Manger to Collection Services Manager on the posting). Interviews will be scheduled for early January.

Holiday Programs

We have an outstanding schedule of holiday programs this year at all of our libraries, including music, movies, and children's activities. Recently, I stopped by the Holiday Open House at the Willowick Library, and was happy to see lots of kids enjoying craft activities and snacks with their families. I also have the opportunity to be a cookie judge at the upcoming DIY Day at the Eastlake Library (I will take this responsibility very seriously!)

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.
- ❖ Lori attended a Campaign Cabinet meeting for United Way of Lake County.
- ❖ Lori was invited by Lakeland Community College to attend the Association of Fundraising Professionals Philanthropy Day at the Downtown Cleveland Renaissance Hotel.

Willoughby Hills Branch Report/Holly Ferkol

- ❖ We have a television screen in the story area of the Children's department with a Nintendo Switch game for children and teens to play.
- ❖ A ceiling fan was installed in the Circulation area of the library.
- ❖ There were many interesting programs we recently had including the Frozen PJ Movie Night with 9 in attendance and the Mac Computer Tips & Tricks class which had 6 people who attended the program.
- ❖ Our Lego Club was popular with 22 people in attendance and 61 people came to our Flower Clown program. We will be having ALICE training for our entire staff meeting on December 11, 2019.

Willowick Branch Report/Kathleen Jozwiak

- ❖ We reapplied and were approved for passport recertification in 2020 (all management and circulation staff passed again). The number of patrons who have come to the library for this service remains staggering. December 31 will mark one full year and as of this date we have accepted 534 applications.
- ❖ Our first holiday open house was a success. We estimate 55 people attended. Thanks to Bryn and Sarah for their organization and efficiency and to Dennis for his trivia.
- ❖ Thanks especially to Kristen and Sharon for heading up our holiday decorating crew and to Sandy Winter for the donation of her artificial Christmas tree. We thank the Boosters for their generous support of decorations, since most were lost in the flood. The library looks festive.
- ❖ Bryn and Sarah have teamed up again for a tween program to make book hedgehogs in January.

- ❖ Jack is starting a new book discussion group Chapter Chat to be held at the Willowick Restaurant.
 - ❖ We will have a follow up DNA program after Willoughby's on March 31. Hopefully, this will be a nice collaboration of parts one and two.
 - ❖ Please take note of our Library Eats, local chef panel program, on April 21, with three local chefs.
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OLD BUSINESS

Mrs. Petruccio reminded Mr. Werner and Ms. Simmons that their self-evaluations are due by December 31st.

NEW BUSINESS - no New Business

NEXT MEETING, Monday, January 27, 2020 (**4th Monday**), 6:00 p.m., WEPL Administrative Offices

ADJOURNMENT

MOTION 117-19

Mrs. Petruccio moved and Mr. Buttari seconded that the Board adjourn at 7:19 p.m.

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

Respectfully submitted,

Board President

Secretary