

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees  
Monday, January 27, 2020, WEPL Administrative Offices, 6:00 p.m.

**CALL TO ORDER**

Present: Mr. Buttari, Mr. Mackey, Mr. Monin, Mrs. Petruccio, Mrs. Roseum.

Absent: Mrs. Polewchak and Mrs. Roche

Also Present: Director Rick Werner; Deputy Director Eric Linderman; Fiscal & Compliance Officer Vicki Simmons; Administrative Assistant Trisha Lastoria, Willoughby Library Manager Deb Mullen, Network Systems Administrator Biagio Di Cioccio and Facilities Manager Tom Johnson and other interested observers.

The meeting was called to order by President Monin at 6:01 p.m.

Additions to the agenda: Mr. Werner added that he is requesting consideration and approval of the utilities contracts that was discussed in the Building Committee meeting. The digital signs request will be tabled until the February meeting.

**MOTION 1-20**

Mrs. Roseum moved and Mrs. Petruccio seconded that the Board approve the nomination of Jeff Mackey and appointment of Jeff Mackey for Board Secretary pro-tem.

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

Citizen’s Comment: *no citizens comment*

President Monin presented the following minutes:

December 16, 2019 Organizational Meeting of the Board of Trustees  
January 21, 2020 Finance and Planning Committee Meeting

**MOTION 2-20**

Mr. Buttari moved and Mrs. Roseum seconded that the following minutes:

December 16, 2019 Organizational Meeting of the Board of Trustees  
January 21, 2020 Finance and Planning Committee Meeting

be approved as presented.

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

Ms. Lastoria administered the oath of office for Board President to Mr. Monin.

**FISCAL OFFICER’S REPORT**

<b>PLF</b>	<b>2019</b>	<b>2020</b>	<b>% Increase</b>
<b>January</b>	\$155,892.46	\$165,534.94	6.19%
<b>YTD</b>	\$155,892.46	\$165,534.94	6.19%

**MOTION 3-20**

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

DECEMBER LIST OF BILLS PAID: **\$430,910.66**

DECEMBER FINANCIAL STATEMENT: YTD

	<b>RECEIPTS</b>	<b>EXPENDITURES</b>	<b>BALANCES</b>
<b>General Fund</b>	\$5,608,951.15	\$5,917,037.61	\$665,764.95
<b>Grants</b>	\$763.00	\$763.00	\$0.00
<b>Capital Projects Fund</b>	\$109,177.46	\$88,822.78	\$847,412.30
<b>Building Construction</b>	\$0.00	\$0.00	\$0.00
<b>Computer Information</b>	\$25,000.00	\$35,931.22	\$57,208.25
<b>Eastlake Coal Plant</b>	\$0.00	\$0.00	\$0.00
<b>Fiduciary Fund – Worrallo</b>	\$110.03	\$895.68	\$15,332.58
<b>TOTALS</b>	<b>\$5,744,001.64</b>	<b>\$6,043,450.29</b>	<b>\$1,585,718.08</b>

DECEMBER INVESTMENTS: **\$1,372,754.83**

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

**MOTION 4-20**

Mrs. Petruccio moved and Mr. Buttari seconded that the Board approve the mileage rate at 57.5 cents per mile for 2020.

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

**COMMITTEE REPORTS**

**AUDIT (Mackey, Roche, Roseum Paul Tyler, citizen)**

*Did not meet*

**BUILDINGS (Polewchak, Mackey, Roseum)**

Mr. Mackey stated that the committee met prior to this meeting and is recommending the utilities contracts to the Board for approval.

**MOTION 5-20**

Mrs. Roseum moved and Mrs. Petruccio seconded that the Board approve the 3 year rate contracts for natural gas and electricity as presented.

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

**FINANCE AND PLANNING (Buttari, Roche, Polewchak)**

Mr. Buttari informed the Board that the committee met on January 21<sup>st</sup> and is recommending Board approval for the 2020 Permanent budget.

**MOTION 6-20**

Mrs. Petruccio moved and Mr. Buttari seconded that the Board approve the 2020 Permanent Budget as presented.

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

**RESOLUTION 7-20**

Mr. Buttari moved and Mrs. Roseum seconded that the Board approve the use of 2020 Library funding to pay for staff recognition activities, events, and awards.

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

**PERSONNEL (Petrucchio, Mackey, Roseum)**

*Did not meet*

**MOTION 8-20**

Mr. Buttari moved and Mrs. Petrucchio 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. Petrucchio, "Yes"; Mrs. Polewchak, "Absent"; Mrs. Roche, "Absent"; Mrs. Roseum, "Yes".  
Motion carried.

**RESOLUTION 9-20**

Mrs. Roseum moved and Mrs. Petrucchio seconded that the Board approve the resolution honoring Helen Drake.

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

**POLICY (Roche, Petrucchio, Buttari)**

*Did not meet*

**ADMINISTRATION REPORT**

**MOTION 10-20**

Mrs. Roseum moved and Mr. Buttari seconded that the Board accept the list of gifts from July through December, 2019.

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

**MOTION 11-20**

Mr. Buttari moved and Mrs. Petrucchio seconded that the Board approve the 3 year lease agreement with Government Connection for 94 public computers effective upon signing of the lease.

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

**MOTION 12-20**

Mrs. Petrucchio moved and Mr. Buttari seconded that the Board approve the 3 year contract with Scholastic Teachables pending follow up with Sarah Vargo.

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

**Director’s Report/Rick Werner**

[Willoughby Hills City Government Transition](#)

I attended the January 1st swearing-in of the new Mayor and City Council Members of the City of Willoughby Hills. The new elected officials include Mayor Andy Gardner, and Council Members Michael Kline, Tanya Taylor Draper, Christopher Hallum, and Joe Jarmuszkiewicz. Mayor Weger served as Master of Ceremonies and Judge John O’Donnell administered the oaths of office.

Mayor Gardner and the new Members of Council gave short remarks; the tenor of the remarks highlighted the need for the City to move beyond the political (and personal) differences of the last couple of years in the interests of the City and its residents.

Sue Roseum is working to set up a meeting with Mayor Gardner that would include Sue, Holly Ferkol, Mary Lou Caine, Eric Linderman, and me. The Willoughby Hills Library still experiences some challenges in getting the access to meeting rooms for programs despite the lease provisions that provide for the Library’s use of meeting room space. We will raise that issue with Mayor Gardner to resolve it.

[Eastlake Library Request for Qualifications](#)

In order to commence the process of the renovation of the Eastlake Library, we have drafted a Request for Qualifications to identify an architecture/design firm. The Building Committee will be reviewing the RFQ at a meeting at 5:15 pm on Monday, January 27, 2020, before the January Board meeting.

I am hoping that the RFQ can be formally approved by the Board at the January or February Board meetings. This will keep us on target to begin the design process in March or April. That should keep us on track to be able to start the actual construction in the late fall.

The draft RFQ will be available for review in the Building Committee’s OneDrive folder by Friday, January 24, 2020.

[Willowick Library Facilities Project Management](#)

In order to undertake both the Willowick Library elevator replacement and the HVAC air handler replacement projects in the first half of 2020, we are exploring the use of a professional project management firm to assist the Library throughout the entire process from identifying a vendor to overseeing the work to conducting the close-out.

We are currently soliciting proposals from project management firms. We will update the Building Committee and full Board at the meetings on Monday, January 27th. If the Committee and the Board are supportive of moving forward with a project management firm, we will have a recommended firm for consideration by the Board at the February Board meeting.

[WEPL Boosters Leadership Transition](#)

Eric and I represented the Library at the WEPL Boosters Annual Meeting on Saturday, January 18 at the Willowick Library; Lori Caszatt, the official Library liaison to the Boosters, was out of town on vacation. Over 15 Boosters members attended, including Dawn Roche.

In addition to reviewing the activities of the Boosters in 2019 and the tentative plans for 2020, the Boosters membership approved a slate of officers that includes Karen Fraley taking over as President. After five years as founding President of the Boosters, Helen Drake stepped down both as President and as a Board member. The membership also approved a revised set of by-laws that Lori assisted the Boosters Board in drafting and adopting.

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The WEPL Board's January meeting will include a resolution thanking Helen for all her work in starting and overseeing the Boosters in its first five years of supporting the work – especially the programming – of the Library. Karen will be an energetic and creative new Boosters leader; her first responsibility will be to oversee the March book sale that will be held at the Willowick Library. Lori, Eric, and I look forward to working with Karen and the Boosters Board as she takes up her new post.

### Rotary Club of Willoughby

I am planning to transition from membership in the Rotary Club of Willoughby effective in February. I have not been able to take full advantage of my membership and want to make sure that WEPL is adequately represented in the Rotary. To that end, I am hoping that we can identify another member of senior management to be considered for membership by the Rotary Club who can more actively engage in the important community-building and charitable work of the Rotary Club.

### City Partnerships

I attended a meeting with Willoughby Mayor Bob Fiala and Willoughby Arts Collaborative's Josh Werling to further discuss the potential of displaying a mural on the Willoughby Library's Euclid Avenue entrance wall. Mayor Fiala is working with the Collaborative to identify grant funding in order to be able to move forward with the full public art agenda of the Collaborative. I believe that we will be receiving a more detailed proposal (that may include a request for some funding assistance) from the Collaborative in the next few months.

Judy Moran from Mayor Morley's office in Eastlake recently briefed me on a new initiative that the City may be undertaking to showcase (as well as protect and monitor) the eagles that are making their home in one of Eastlake's parks. The City is planning to work with a national wildlife conservation organization to raise the necessary funding to install cameras and other equipment in the trees where the eagles have established their nests. The City is hoping to partner with the Willoughby-Eastlake schools and the Library to highlight the eagles. Based on Judy's discussion with me, I expect that the formal partnership outreach from the City will include a request for funding. I will share any proposals that we receive from either City with the Board as soon as we receive them.

On another partnership note, I received a call from Karen Tercek of the Willoughby Western Lake County Chamber of Commerce; she indicated that the downtown Willoughby merchants and organizations are reviving the concept of establishing a special improvement district in order to fund services and improvements in the downtown area. You may recall that former Willoughby Mayor Dave Anderson raised this issue with the Library in 2019. I will let the Board know of the plans for the SID as soon as Deb Mullen and I meet with Karen.

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## Deputy Director's Report/Eric Linderman

### Collection Services Staffing Update

Early in January, we conducted interviews for the management position that became available when Melanie Wilson left last October. After a thorough hiring process, the position was offered to Carol Tuttle, who had been our Collection Services Librarian, and who also filled Melanie's position during the interim period. Moving forward, Carol's position will be titled Collections & Digital Services Manager, and will involve the same level of authority over system-wide collection development, interlibrary loan, the Materials & Processing department, and digital services including website content management and the coordination of our technology training.

When Melanie was here, she was heavily involved in digital services side of this role, while Carol, as Collection Services Librarian, handled a lot of the work in collection development and ordering of materials. Carol and I are currently working on the job description for the librarian position, which will now have more of a digital services focus, while Carol remains more closely involved with the collection services component of this work. This position will be posted very soon.

### Willoughby Hills Staffing

After discussions with Sarah Vargo and the Willoughby Hills Library management, I recommend that we move ahead with two

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staffing adjustments at our Willoughby Hills location. I support moving Holly Ferkol to full-time status. Presently she is scheduled at 35 hours per week, unlike the rest of our library managers and assistant managers who work full time. With our increased hours at Willoughby Hills, as well as the increase in circulation we are seeing there, I believe that giving Holly additional time for collection management work will help to continue the growth we are experiencing at that location.

The addition of a 24 hour-per-week children's associate is also recommended to allow for our Children's Services Manager, Sarah Vargo, to engage more in the system-wide children's services efforts including partnering with schools, development of our services to homeschoolers, summer reading, and services for kids and families of kids with disabilities. The additional children's associate will take over ordering and maintenance of the children's collection at the Willoughby Hills Library.

### **Scholastic Teachables Contract Recommendation**

We are requesting approval of a 3-year contract for Scholastic Teachables. This is a database that Sarah Vargo and the children's services staff would utilize as part of their daily work with kids, as well as for their growing service to parents who homeschool. This resource provides online access to worksheets, lesson plans, and practice pages for grades Pre-K through 8, and covers topics including reading, math, science, social studies, early learning, foreign languages, ELL & ESL, social skills and holidays. The three-year contract has been offered to us for \$1,542/year (\$4,626 total).

### **Transitional Work Program**

Recently, we had two meetings with occupational therapists assigned to our transitional work program that is being funded by the Ohio Bureau of Workers Compensation. The transitional work program, which was recommended to us by our BWC managed care organization, provides plans for injured workers to return to work faster, thereby reducing costs for the employer, and shortening the time that workers experience the reduced pay and benefits that come with time off due to workers comp situations. One of these meetings included the members of our Labor-Management-Safety Committee, and the other included our entire team of managers and supervisors.

I think the meetings provided worthwhile information about workers' compensation for our managers, even though use of the transitional work program will likely be infrequent. Also, the job analysis that has been provided for every job may be appropriate for use in certain situations outside the workers' compensation context, such as FMLA, which we encounter more often than we do extended absences involving workers' comp.

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### **Communications & Development Report/Lori Caszatt**

- ❖ Lori attended a Campaign Cabinet meeting for United Way of Lake County.
- ❖ Lori and Michelle met with Cristen Kane of RSVP Lake County to discuss the 2020 Volunteer Fair to be held at Mentor Public Library. We are partnering with them this year.
- ❖ Lori met with Jen Smyser at Lakeland Community College to discuss bringing Galaxy Digital to the Volunteer Fair. Galaxy Digital is a new volunteer portal where residents of Northeast Ohio can find and sign up for volunteer opportunities. WEPL will have an account for recruiting volunteers.

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### **Children's Services Report/Sarah Vargo**

- ❖ We have received 5 registrations for our January Adapted programming through Connecting for Kids. It may seem small, but both programs had 0 registrants before the CFK registrations. The Newsletter they included us in will be distributed at the meeting.

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- ❖ Little Learners Too in Eastlake has asked me to return for outreach storytimes every month in 2020. I typically do 4-5 storytimes for children from infants to 5. I hope to be able to support the buildings like this even more in 2020.
  - ❖ We are investigating two new databases for patron and staff use. Scholastic Go and Scholastic Teachables are great resources for teachers, students and staff. They are easy to use and will help with programming and with the area homeschoolers.
  - ❖ We purchased new toys for Willoughby and Willowick's toy libraries and will be adding a smaller collection at Willoughby Hills.
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### Collections & Virtual Managers Services Report/Carol Tuttle

MAP added a total of 82,769 items to the collection in 2019 (a 29 % increase from 2018). There were 80,979 items removed from the collection. This is a 30% increase over 2018, so the Total physical collection was reduced by 5% to 245,349 items.

EMedia total circulation increased by 12.5 % for 2019. OverDrive circulations again reached a record, with 129,482 checkouts in 2019. This was a 10% increase over 2018. Hoopla use increased 14 % in 2019 with over 16,000 items checked out. We increased the circulation limit to 40 items per month beginning in December and had 4 patrons reach that ceiling. Kanopy (WEPL subscribed to this streaming service beginning in 2018) nearly doubled in 2019 with 753 checkouts in 2019.

- ❖ The ILL department moved into their new location (the former Marketing office) in December. The space was modified with new shelving that is sized to accommodate the items being distributed to Clevnet libraries. Karen and Teresa are pleased with the new space as it provides more room to maneuver and work in their physically demanding job. ILL staff processed over half a million (557,776) items in 2019, which is a 25% increase over 2018.
  - ❖ Carol facilitated the monthly Book Discussion Group in the Pub Room at Grace Woods/Breckenridge for the months of November, December and January. The January meeting had a record 19 people attend.
  - ❖ Carol facilitated the quarterly NEO-RLS Collection Management and Development Network meeting at Westlake Porter Library on December 2.
  - ❖ NHDVD-BR item type (non-holdable Blu-ray) was implemented in late December 2019 to increase the availability of Blockbuster films in Blu-ray format for our browsing patrons in the buildings. These items will only circulate by checking out at a WEPL building and will fill Clevnet holds.
  - ❖ News Herald reporter Chad Felton wrote an article about eMedia and streaming services in libraries, referencing Carol's information about WEPL. The article featured a photo taken of Brian Campbell checking out a hotspot to Sheehan Clarkson at the Willoughby Circulation Desk.
  - ❖ On January 20, Carol Tuttle assumed the position of Collections & Digital Resources Manager.
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### Eastlake Library Branch Report/Amy Winter

#### Adult Reference:

- ❖ On December 14th Eastlake hosted the first of the Signature events, DIY DAY.
- ❖ We had three classes and a number of passive programs as well.

*In the Meeting room throughout the day:*

- ❖ Karin Zito came to do an Insta-Pot Breakfast classes (which was delicious.)
- ❖ The Willoughby Art Bar held a class on how to paint wine glasses.



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- ❖ And Amy Winter taught families how to make Faux Marble ornaments.



- ❖ In the Magazine Area, we showcased many of the clubs we have here at Eastlake.
- ❖ The coloring club began the morning with a relaxing holiday themed Coloring session, The Yarn Club came later in the afternoon to teach Crochet and finger knitting, Cathy Ellers came in the afternoon to make holiday buttons with the patrons, and in the middle of the day, our cookbook book club hosted a Holiday Cookie bake off. We had 11 Bakers and 40 tasters. Picture of our wonderful Judges below.



#### Eastlake Teens:

- ❖ Cathy Ellers partnered with the Eastlake Middle School and Eastlake City Council Members and ran one of the holiday celebration workshops at Eastlake Middle School on December 20<sup>th</sup>.
- ❖ She helped about 100 middle schoolers (and some teachers) make holiday themed buttons.

#### Children Department:

- ❖ In addition to the busy Young & Restless classes, Barks for Books, and LEGO Club, the Eastlake Children's department has been busy freshening up with NEW TOYS! We have new hand puppets and sensory & STEM toys that have already been a hit!

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**Willoughby Library Branch Report/Deb Mullen**

[Willoughby Adult Services: Deb Mullen/Travis Fortney](#)

Willoughby Library said farewell to long-time Circulation Clerk, Brandon Semonik. That left a 40-hour vacancy which was filled internally by Sheehan Clarkson, who brings with him a wealth of experience in Circulation including processing passports, which we are looking forward to providing assuming we get approval to do so. We now have a 28-hour circulation vacancy we are looking forward to filling.

We wrapped up 2019 with 2 well-attended speaker events, Romona Robinson and Terry Pluto. Both excellent local authors drew great crowds!

2020 began with our first annual signature program, New Year New You! We had 3 speakers, including keynote speaker, Dr. Michael Roizen of the Cleveland Clinic, who spoke about his book, *What to Eat When*. Cardiodrumming, Yoga and free samples from DTW's own My Mindful Market completed the day. Total attendance for the full day of programming was 196!

Some upcoming programs of note are: Between the Lines Series Programs: Smoky, Sweaty, Rowdy, and Loud--Cleveland Rock Landmarks with Mike and Jan Olszewski on 1/29/2020, Rust Belt Burlesque on 2/19/2020, Immortality, Inc. with Chip Walter 2/26/19, Sister Eileen Quinlan on 3/11/2020. Other interesting programs are: The Djapo Institute presents "The Journey" in honor of Black History month on 2/6/2020 and DNA 101 about the various DNA testing services now available on 2/27/2020.

[Willoughby Teen: Marybeth Carroll](#)

November was the final meeting of the Willoughby Otaku Anime Club. Anime and manga are still very popular with our patrons but finding a time that fits with their schedule (and mine) is no longer possible. I will miss the afternoons spent with the club members talking about our favorite shows and books.

Still have one teen using the PS4 at least 5 days a week. The teen computers are getting more use, including 2 teens that use them at least 5 days a week.

Looking forward to our 2020 programming year. The new discussion group is All Things Disney—Mandalorian anyone??? I hope that there will be more interest in the Cardiodrumming classes for teens and adults that are scheduled after our New Year New You signature event.

[Willoughby Children's: Julie Vickers](#)

The Grinch Party and Santa visit were great successes in December. The children had a lot of fun at these events with wonderful attendance.

Homeschool Thursday Program is continuing each month and in December the children learned about Christmas trees and the Rockefeller Center tree's history. The children also made Stem Christmas trees out of gumdrops. The January theme is about oil pastels and watercolors and how to make these items.

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The Winter Wonderland was held on Tuesday, January 14th at 6:30 p.m. and the children had a great time with games and crafts! The Meeting Room was decorated with snowflakes, posters, and snow to make for a nice Wonderland at the library. Attendance was great and the children and parents had a fantastic time.

Young and the Restless Yoga Storytime continue to be well-attended. At the end of January starting on January 27th we will have Story and Craft program for Elementary aged students and in February we will have a Valentine Party.

There will also be a Dr. Seuss event in early March and a Spring/Easter Party during the Willoughby-Eastlake Spring Break so there are a lot of fun things going on in the Children's Department! All baby, toddler, and family storytimes will resume at the end of January.

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**OLD BUSINESS**     *No old business*

**NEW BUSINESS**

Mrs. Petruccio stated that she will forward the Board Award nominations that she has received to the Board.

OLC Trustees Dinner will be held on Thursday, April 9<sup>th</sup> at the Holiday Inn, Independence. RSVP to Trish.

Mr. Werner explained to the Board that if they are interested in attending an OLC training it is available to them as well as to staff, also there is an OLC Trustees Workshop in March held in Columbus.

**NEXT MEETING:** Monday, February 17<sup>th</sup>, 2020, 6:00 p.m., WEPL Administrative Offices

**MOTION 13-20**

Mrs. Roseum moved and Mr. Buttari seconded that the Board adjourn into executive session to conduct the personnel evaluation of the Director and Fiscal Officer and to discuss the compensation issues at 7:00 p.m.

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

Motion carried.

The Board returned from executive session at 9:14 p.m.

**MOTION 14-20**

Mrs. Petruccio moved and Mrs. Roseum seconded that the Board approve the proposed 3% salary adjustments to the Director's position effective (retroactive to) the first full pay in January, 2020 plus 1% for each of two goals that attain a longevity incentive plan and a management succession plan.

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

Motion carried.

**MOTION 15-20**

Mrs. Petruccio moved and Mrs. Roseum seconded that the Board approve the proposed 3% salary adjustments to the Fiscal Officer's position effective (retroactive to) the first full pay in January, 2020 plus 1% for each of two goals that attain a longevity incentive plan and a management succession plan.

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

**ADJOURNMENT**

**MOTION 16-20**

Mrs. Petruccio moved and Mrs. Roseum seconded that the Board adjourn at 9:15 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