

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees,  
Monday, February 17, 2020, WEPL Administrative Offices, 6:00 p.m.

CALL TO ORDER

The meeting was called to order by President Monin at 6:10 p.m.

Roll call

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

Absent: Mrs. Roseum

Also Present: Director Rick Werner; Deputy Director Eric Linderman; Fiscal & Compliance Officer Vicki Simmons; Administrative Assistant Trisha Lastoria, Eastlake Library Manager Amy Winter, and Facilities Manager Tom Johnson and other interested observers.

Additions to the agenda: Mr. Werner stated that the Willoughby Library parking lot item will be removed from the agenda since he is still waiting on a return call from the real estate company, also, the Eastlake Library HVAC project resolution has been added.

Citizen's comment: *no comments*

President Monin presented a resolution to Helen Drake for her years of service on the Library's Boosters Board.

President Monin presented the following minutes:

- January 27, 2020 Building Committee Meeting
- January 27, 2020 Regular Meeting of the Board of Trustees

**MOTION 17-20**

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

- January 27, 2020 Building Committee Meeting
- January 27, 2020 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", Mrs. Roche "Yes", Mrs. Roseum "Absent". Motion carried.

**FISCAL OFFICER'S REPORT**

<b>PLF</b>	<b>2019</b>	<b>2020</b>	<b>% Increase</b>
<b>February</b>	\$188,220.08	\$200,671.33	6.62%
<b>YTD</b>	\$344,112.54	\$366,206.27	6.42%

**MOTION 18-20**

Mrs. Petruccio moved and Mrs. Polewchak seconded that the Board approve the January, 2020 Fiscal Officer's report:

JANUARY LIST OF BILLS PAID: **\$ 494,331.22**

JANUARY FINANCIAL STATEMENT: YTD

	<b>RECEIPTS</b>	<b>EXPENDITURES</b>	<b>BALANCES</b>
<b>General Fund</b>	\$173,731.08	\$479,452.07	\$360,043.96
<b>Grants</b>	\$0.00	\$0.00	\$0.00
<b>Capital Projects Fund</b>	\$2,773.97	\$0.00	\$850,186.27
<b>Building Construction</b>	\$0.00	\$0.00	\$0.00
<b>Computer Information</b>	\$0.00	\$4,005.45	\$53,202.80
<b>Eastlake Coal Plant</b>	\$0.00	\$0.00	\$0.00
<b>Fiduciary Fund – Worrallo</b>	\$0.00	\$0.00	\$15,332.58
<b>TOTALS</b>	<b>\$176,505.05</b>	<b>\$483,457.52</b>	<b>\$1,278,765.61</b>

JANUARY INVESTMENTS: **\$1,128,416.77**

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

**MOTION 19-20**

Mr. Mackey moved and Mrs. Petruccio seconded that the Board approve the 2020 compensation 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", Mrs. Roche "Yes", Mrs. Roseum "Absent". Motion carried.

**COMMITTEE REPORTS**

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

*Did not meet*

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

Mrs. Polewchak stated that the Committee met prior to this meeting and are recommending the following three resolutions for approval:

**RESOLUTION 20-20**

Mr. Mackey moved and Mr. Buttari seconded that the Board approve the RFQ for Eastlake Public Library Design Services.

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

**RESOLUTION 21-20**

Mrs. Petruccio moved and Mrs. Roche seconded that the Board approve the digital sign vendors’ recommendations.

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

**RESOLUTION 22-20**

Mrs. Roche moved and Mrs. Polewchak seconded that the Board approve the Eastlake HVAC project.

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

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

*Did not meet*

**PERSONNEL (Petruccio, Mackey, Roseum)**

*Did not meet*

**MOTION 23-20**

Mrs. Polewchak 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 “Yes”, Mrs. Petruccio “Yes”, Mrs. Polewchak “Yes”, Mrs. Roche “Yes”, Mrs. Roseum “Absent”. Motion carried.

**POLICY (Roche, Petruccio, Buttari)**

Mrs. Roche stated that the Committee did meet prior to this meeting and are recommending approval of three policies below, the Employee Travel policy is pending approval next month once revisions are done.

**MOTION 24-20**

Mrs. Roche moved and Mrs. Petruccio seconded that the Board approve the Willowick Meeting Room policy.

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

**MOTION 25-20**

Mrs. Petruccio moved and Mr. Buttari seconded that the Board approve the Loan Periods and Limits policy.

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

**MOTION 26-20**

Mrs. Polewchak moved and Mr. Mackey seconded that the Board approve the 3D Printer policy.

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

**ADMINISTRATION REPORT**

**MOTION 27-20**

Mrs. Petruccio moved and Mr. Buttari seconded that the Board approve the February 17, 2020 Surplus List.

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

**Director’s Report/Rick Werner**

[Willoughby Library Parking](#)

Since 1992, the Library has leased 20 parking spaces from the Citizens Bank (and its predecessor Charter One Bank) for \$1,200 annually in order to provide sufficient parking for Library patrons and staff.

I learned that the bank property is currently being marketed by Anchor Cleveland, a real estate broker located in Beachwood. The property itself is owned by a real estate investment trust based in Arizona. I have contacted the Anchor Cleveland broker and he is taking to the owner a proposal that we enter into a month-to-month lease with a 30-day cancellation option.

I raised with the broker that we would like a longer-term arrangement. I am thinking in terms of a lease for a number of years or the potential of the Library purchasing the portion of the lot we are currently leasing. I don’t believe that this longer-term arrangement is a possibility while the property is actively being marketed for lease. I am hoping that I can raise that possibility after we reach agreement on a short-term solution.

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With the Citizens Bank relocation, we received notice last week that the lease for the parking spaces is being terminated effective on March 4, 2020. I reached out to the Bank's property management office to identify who we could talk to about a new lease and I also alerted Mayor Fiala that we might need the assistance of his office.

### Longevity Compensation

Eric Linderman, Vicki Simmons, and I have started to do research on potential ways in which the Library could construct a longevity compensation process. We are collecting models from other public organizations. I am hoping that we will be able to provide some longevity approach options to the Board in March. We broached the topic with the management team and got positive feedback as well as some helpful suggestions in how we might go about structuring it.

### Management Succession Planning

Eric, Vicki, and I are beginning the process of identifying the positions that should be covered by a management succession plan. We will present the Board with an outline of our approach by April and hope to conclude the plan by the early summer.

### Out and About

Since the January Board meeting, I have had the chance to attend the CLEVNET Directors meeting at the Cleveland Law Library and the Lake County Library Directors meeting at Morley Library.

## Deputy Director's Report/Eric Linderman

### Policy Recommendations

A meeting of the Board Policy Committee has been scheduled before the February regular meeting to consider changes to four policies.

- 1. Travel Policy*--we are encouraging staff, especially those of us who work at the Eastlake City Hall, to use our new SUV for work-related drives. To help with this, I recommend that we begin to require the use of the SUV for staff who work at Eastlake City Hall, and pay mileage only cases that the SUV is not available.
- 2. Circulation of Video Games*--there has been a serious problem with organized video game theft at our neighboring libraries. So far, our thoughtful policies have protected us from this, but we think it will be wise to tighten our circulation policy even further as a precaution against this threat. I am proposing that we limit our circulation of games to two per card. Currently, we are at five per card.
- 3. Meeting Room Policy*--a small change is recommended to our meeting room policy at Willowick, where we charge for private social events. In the cases where a group is using the room in the evening, we require that the event be finished fifteen minutes before close. Our policy requires payment for the full hour, but I suggest that we reduce the cost for the last 45 minutes.
- 4. 3D Printer at the Eastlake Library*--We are planning to offer 3D printing at our Eastlake location. The plan is for our staff to print designs that have been created by patrons and submitted in the appropriate file types. Patrons will be charged \$1.00 per hour for the use of the library's supplies.

The restructured committee has been in place for one year now. At our most recent meeting we discussed changes to the membership of this joint committee that includes five members from management, including me, and five members from the bargaining unit. The bargaining unit representatives made the unusual request to rotate four members off the committee and introduce four new members. I agreed to that for 2020 with the understanding that all of the 2019 committee members from management will stay on for another year. In the fall of this year, the committee will have a meeting to discuss 2021 membership and rotate off one labor representative and one management representative, as prescribed in the committee charter.

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Labor-Management-Safety Committee

Staffing Updates

We are moving ahead with changes to the staffing levels at the Willoughby Hills Library, which included increasing Holly Ferkol's hours to full time and adding a 24-hour per week children's associate. This job has been posted and we are receiving applications. These additional hours at the Willoughby Hills location will help Sarah Vargo to dedicate more time to work on our children's outreach services and system-wide programming. With recent increases to hours and circulation of materials, allowing Holly more time to work on adult collections will help to continue our growth.

We have posted an ad for the Collection Services Librarian position and are receiving resumes from qualified applicants. Carol Tuttle and I have discussed the position and made changes to the description that reflect skills that will be needed with the change in leadership. The job will now include a greater emphasis on website content management.

Along with the filling of this position, we will complete the transition of technology instruction away from collection services to the adult services staff at the four libraries. Melanie had been responsible for developing much of our training program prior to her promotion to the management Collection Services, MAP, and ILL. At that time, we began moving training responsibilities more to the libraries. At the time of her resignation, Melanie was still coordinating parts of our training programming, and Carol has continued this work on an interim basis. At this time, Carol, I, and the library managers are studying a few different options for moving the remainder of this work to the libraries.

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**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 and Michelle met with Mimi Magazine to discuss our 2020 advertising contract.
- Lori met with Kirk Stonebrook to discuss the Lake County Development Council.
- Lori met with Wayne Meyer of WCPN to discuss 2020 advertising options.
- Lori met with Jen Yorke, GM of the Lake County Captains, to discuss our 2020 contract.
- The Boosters Annual Meeting was held at Willowick Library.
- Lori attended a Campaign Cabinet meeting for United Way of Lake County.

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**Network Systems Administrator Report/Biagio Di Cioccio**

- All staff computers have been upgraded to Windows 10, this was necessary due to the obsolescence of Windows 7 updates. Public computers will be upgraded to Windows 10 when replaced.
- All the new staff phones have been deployed.
- The IT department is working with our camera vendor to install new cameras at Willoughby and Willowick.
- With the contract signed and a PO sent we are awaiting the delivery of our public computers and will be deploying them over the next month.

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**Willoughby Hills Library Branch Report/Holly Ferkol**

- Programming was a success with 32 patrons attending the Interactive Movie for children – Moana.
  - Barb Goudreau and Sarah Vargo had two Homeschool Sewing classes with a total of 16 kids in attendance. Storytimes have been well attended with over fifty attending the storytimes in January and over fifty in attendance for storytimes just in the beginning of February.
  - Chrystal Jeter started a new book discussion group for kids called Super Sleuth Jr. Book Club.
  - Sarah Vargo had the Ice Breakers, a professional ice hockey team based in Mentor, come to read stories to the children.
  - Chrystal Jeter went to the ALA Midwinter Meetings in Philadelphia.
  - Holly Ferkol's hours were increased to 40 hours.
  - A 24 hour Children's Associate position for Willoughby Hills Library was posted so that Sarah Vargo can spend the majority of her time at Eastlake City Hall to work on children's projects and do outreach.
  - We received 10 brand new green chairs to use for programming at our library.
  - Our movie night in January was well attended.
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**Willowick Library Branch Report/Kathleen Jozwiak**

- Lori Vayo assisted an ESOL student by using an app he had to translate what she said into his own language, in this case, Arabic. It was great to observe the interaction at the circ desk. Lori was patient and helpful and the patron left satisfied. Technology is amazing.
  - Please plan to attend our Signature Event Fantasy Folklore and Fiction Fest on May 16, from 11 am - 3:30 pm. I think our biggest draw will be the Big Foot speaker we just booked. Marc DeWerth lives on the west side and seems to have quite a following.
  - We are pleased to welcome John Benda to the circulation department.
  - We hope to have the page position filled soon.
  - Kathleen will represent the library as a Lions club member.
  - The Census Bureau has booked our meeting room for several days of training.
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**OLD BUSINESS** – *no old business*

**NEW BUSINESS** – *no new business*

**NEXT MEETING**, Monday, March 16th, 2020, 6:00 p.m., **Eastlake Public Library**

**ADJOURNMENT**

**MOTION 28-20**

Mrs. Petruccio moved and Mr. Buttari seconded that the Board adjourn at 6:52 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