

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees
Monday, March 16, 2020, WEPL Administrative Offices, 6:00 p.m.

CALL TO ORDER

The meeting was called to order by President Monin at 6:00 p.m.

Roll Call:

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

Absent: *no absences*

Also present: Director Rick Werner; Deputy Director Eric Linderman; Fiscal & Compliance Officer Vicki Simmons; Administrative Assistant Trisha Lastoria; Communications & Development Manager Lori Caszatt; Collections & Digital Services Manager Carol Tuttle; Willowick Adult Services Librarian Gale Lippucci; Willoughby Library Building Manager Deb Mullen; Willowick Children’s Librarian Sarah Silbaugh and other interested observers.

Additions to the agenda:

Approval of the Pandemic Disease Policy, the Coronavirus Public Closure Resolution and E-card Policy.

Citizen’s Comment: *no comments*

President Monin presented the following minutes for approval:

- February 17, 2020 Policy Committee
- February 17, 2020 Building Committee
- February 17, 2020 Regular Meeting of the Board of Trustees

MOTION 29-20

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

- February 17, 2020 Policy Committee
- February 17, 2020 Building Committee
- February 17, 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, “Yes”. Motion carried.

FISCAL OFFICER’S REPORT

PLF	2019	2020	% Increase
March	\$134,388.34	\$144,958.91	7.87%
YTD	\$478,500.88	\$511,165.17	6.83%

MOTION 30-20

Mrs. Roseum moved and Mrs. Petruccio seconded that the Board approve the February, 2020 Fiscal Officer’s report:

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FEBRUARY LIST OF BILLS PAID: **\$493,365.70**

FEBRUARY FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$881,631.85	\$945,569.33	\$601,827.47
Grants	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$3,122.26	\$26,611.67	\$823,922.89
Building Construction	\$0.00	\$0.00	\$0.00
Computer Information	\$0.00	\$5,557.45	\$51,650.80
Eastlake Coal Plant	\$0.00	\$0.00	\$0.00
Worrallo Trust	\$0.00	\$0.00	\$15,332.58
TOTALS	\$884,754.11	\$977,738.45	\$1,492,733.74

FEBRUARY INVESTMENTS: \$980,908.36

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, “Yes”. Motion carried.

COMMITTEE REPORTS

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

BUILDINGS (Polewchak, Mackey, Roseum) *did not meet*

FINANCE AND PLANNING (Buttari, Roche, Polewchak) *did not meet*

PERSONNEL (Petruccio, Mackey, Roseum) *did not meet*

MOTION 31-20

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”; Mrs. Roche, “Yes”; Mrs. Roseum, “Yes”. Motion carried.

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POLICY (Roche, Petruccio, Buttari)

did not meet

Mr. Linderman stated that last time the committee met it was suggested that per diem costs for meals be updated. Rates are given by the U.S. General Services Administration (GSA). The GSA lists these rates, by city and state, on its website at gsa.gov.

MOTION 32-20

Mrs. Petruccio moved and Mr. Mackey seconded that the Board approve the Travel 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, “Yes”. Motion carried.

Mr. Linderman continued that in preparing for the shut down due to the Pandemic, he would like to make sure the schools and public will not have an issue applying for the card, and would like to strike from the current policy “over the age of 18”.

MOTION 33-20

Mrs. Roseum moved and Mrs. Petruccio seconded that the Board approve the updated Ecard 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, “Yes”. Motion carried.

ADMINISTRATION REPORT

MOTION 34-20

Mrs. Roche moved and Mr. Buttari seconded that the Board approve the March 16, 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, “Yes”. Motion carried.

Mr. Werner briefed the Board on the current status of the SID project (Willoughby Special Improvement District). Karen Tercek from the Willoughby Chamber of Commerce will be holding a meeting on Saturday, March 21st that he and Deb Mullen plan on attending. Mr. Werner also brought to the attention of the Board that the Library owns two parcels of land in downtown Willoughby that are adjacent. One is titled under the W-E School Board and the other is titled under the W-E Public Library. He would like to speak with the library’s attorney to have the property name changed from the W-E School Board to the Board of Trustees of Willoughby-Eastlake Public Library. Due to this change the assessment for the property taxes for this project will increase by an additional \$794 added to the original \$694. Mr. Werner suggested that after more information is gathered from the meeting on Saturday, then a Finance and Planning meeting can be held to discuss this further and bring back to the April Board meeting. Mr. Werner is recommending that until he can come back to the Board with more detailed information, that this be held until the Finance and Planning Committee meeting and then put on the agenda for the April Board meeting for approval. Mrs. Petruccio agreed with tabling this issue.

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MOTION 35-20

Mr. Mackey moved and Mrs. Petruccio seconded that the Board approve the ~~Pandemic Disease Policy~~ Infectious Outbreak Preparedness and Response Plan Policy, as amended.

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, “Yes”. Motion carried.

RESOLUTION 36-20

Mr. Mackey moved and Mrs. Roseum seconded that the Board approve the ~~Pandemic Disease Closure Policy~~ Coronavirus Public Closure Resolution, as amended.

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, “Yes”. Motion carried.

Director’s Report/Rick Werner

[Willoughby Library Parking Lot](#)

We do not yet have an extension of the lease of the 20 parking spaces in the former Citizens Bank parking lot behind the Willoughby Library. I have continued to communicate with the local real estate company, Anchor Cleveland, which is representing the property owner (Vereit, Inc. headquartered in Phoenix, Arizona). The lead broker has assured me that he is discussing the lease extension with his Vereit contact.

In order to demonstrate our goodwill and strong desire to extend the lease of the spots, we put in place a purchase order for the lease payments through the end of 2020 at the rate that we had previously been paying: \$1,200 annually. I sent a copy of the purchase order to the real estate agent at Anchor. We are continuing to use the parking spots.

I had hoped to have a month-to-month lease extension in place before we took more steps to explore the potential purchase of the twenty spaces. Given the length of time that it is taking, I will be getting a quote for the cost of an appraisal of the parking lot that would place a value on the portion of the lot that we lease.

[Downtown Willoughby Special Improvement District](#)

The planning for a downtown Willoughby Special Improvement District has resumed. We have been contacted by Karen Tercek from the Willoughby Western Lake County Chamber of Commerce who is assisting in the process of collecting agreements from downtown Willoughby property owners. The request from the organizers of the SID is posted on the Board’s OneDrive site. We will include a resolution for the Board to approve the Library’s membership in the SID if the Board agrees on Monday night.

Deputy Director’s Report/Eric Linderman

[Collection Services Librarian Position](#)

We have been conducting interviews for the job of Collection Services Librarian. Carol Tuttle has been coordinating the process along with me, Deb Mullen and Colleen Kelly. I am pleased to report that we had a very well-qualified applicant pool. We are in the process of talking to four candidates, with several others who may be contacted if we decide on a second round of interviews. It seems likely at this point that we will have a decision by the end of March.

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Collection HQ

Carol Tuttle and I met with members of the Clevnet staff in early March to share our knowledge of the Collection HQ collection analytics software. While several Clevnet member libraries subscribe to Collection HQ, Clevnet also provides the analytics tool connected to our catalog system, which provides much of the information for our reports, but does not provide the depth that is helpful for ongoing decisions about collection development. The Clevnet representatives were interested in learning from us, and from other libraries with Collection HQ, how they may be able to build stronger analytics resources for us. We are in the first year of a 3-year contract with Collection HQ, so over the next few years, we will be making careful comparisons between how we use Collection HQ and the development of Clevnet's analytics resources.

Willoughby ArtsFest

Even with the uncertainty presented by the pandemic, we are planning programs for spring and summer with the hope that we can provide our popular events. In addition to our programs, like Summer Reading and our signature programs, we work with other organizations on collaborative events. Deb Mullen and I are both involved in the planning of the annual ArtsFest, which is organized by the Willoughby Western Lake County Chamber of Commerce and happens right in front of the Willoughby Library in July. Deb will coordinate activities for children and I am working on the recruitment of sponsors.

Communications & Development Report/Lori Caszatt

- ❖ Michelle conducted book discussion groups at Breckenridge Village, Willoughby Senior Center and Grace Woods.
 - ❖ Michelle conducted film discussion group at Breckenridge Village.
 - ❖ Lori, Vicki and Eric attended the State of the Cities Chamber meeting.
 - ❖ Lori and Sarah V. met with Lake Humane Society to create a Pawsitive Readers program, where children read to shelter animals. It will begin this summer.
 - ❖ Lori met with NCM to discuss Summer Reading Program movie ads at Regal Cinema in Willoughby.
 - ❖ Lori attended a Campaign Cabinet meeting for United Way of Lake County.
 - ❖ Lori attended a WE Library Boosters meeting.
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Children's Services Report/Sarah Vargo

- ❖ Eastlake Library had 11 families attend their Adapted Storytime on 2/11. We have added at least 4 new families in the 2 months that Connecting for Kids has been advertising our programs. Samantha Nicholson was so overcome with happiness at having such a big and positive group that she got a little choked up while singing Head, Shoulders, Knees and Toes! Her commitment to a program that has had many classes with only 2 families should be commended. We are all so excited to see all the registrations pouring in from Connecting for Kids for both the storytime and Willowick's Adapted LEGO club; and it's only been two months!
 - ❖ I've been working with Connecting for Kids to identify organizations in Lake County that serve families with special needs. They are slowly working their way to include Lake County in their service area.
 - ❖ I reached out to State Support Team 4 to see if Lake County would be conducting a family resource fair like other local counties do. They invited me to join their Family and Community Engagement committee and I will be attending my first meeting on April 3.
 - ❖ Lori Caszatt and I met with Lake Humane Society. We will be starting a reading program AT the Humane Society this summer. Pawsitive Readers will meet for 6 weeks and Families will have a chance to read with the shelter animals. We are considering a homeschool option for the fall as well.
 - ❖ Due to a patron request, I will be hosting a new homeschool program at the Eastlake library beginning in April called Homeschool Board Gamers. It's based off a very popular program in Cleveland Heights. Families will have the option of playing games together or older children will join me for some more complicated games that will teach cooperation, sportsmanship, critical thinking and so much more.
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Collections & Virtual Manager's Report/Carol Tuttle

Two new databases have been added to the WEPL website: Scholastic GO! and Scholastic Teachables. They are now accessible from in-library computers or remotely using a WEPL barcode. The Teachables database offers teacher-created lesson plans and activity sheets. They are easily search by grade, subject, type or theme, and are a great resource for teachers, homeschool parents or parents wanting to fight the Summer Slide during vacation. Scholastic GO! is a searchable database that provides accurate, credible content on almost every core-curricula subject. The search results include encyclopedia databases including Grolier Multimedia Encyclopedia, The New Book of Knowledge, America the Beautiful, Lands and Peoples, Amazing Animals of the World, and The New Book of Popular Science and world newspapers.

Carol Tuttle and Donna Rosciszewski were part of a user exercise assisting the Midwest UX development team with their upcoming website redesign. The Midwest ordering platform website update is scheduled to go live later this spring.

Mentor Library director Cheryl Kuonen requested to have WEPL ILL experts Karen Battaglia and Teresa Marschall meet with the Mentor ILL team. They went one afternoon to consult and advise the team regarding workflows and room arrangement and received glowing praise afterward.

In February, Carol Tuttle attended the Public Library Association Conference in Nashville, TN. There were 8500 public librarians from across the country and Canada. She attended informative programs on a variety of topics, including Book Buzz of upcoming hot titles for the spring and summer, database promotion, data visualization and the current state of eBooks in libraries. There are videos of a sampling of programs available at this link: <http://bit.ly/PLAPlaylist>. In addition, Carol attended the Collection HQ forum with over 60 library representatives from across the country. There was also a Collection Management Summit held at the Nashville Public Library organized by Cuyahoga County, Sno-isle and Nashville Collection Managers. This roundtable group of over 90 attendees (most of which are employed by very large public library systems) discussed practices and issues with collection management within their experience, allowing attendees to compare notes and generate ideas for practical application.

The Collection Services Librarian position was posted, and qualified candidates are now being interviewed.

Eastlake Library Branch Report/Amy Winter



We had the first of three Essential Oils Classes. Despite the weather 29 people attended. We are looking forward to the second and third classes.

Our Getting Started with Medicare program had 52 people learning from Laura Mutsko about the complexities of Medicare.

Abby Vandiver, a local Cleveland author, had a wonderful talk here at Eastlake to a cozy crowd of 12.

Annette took a field trip to the Euclid Police Evidence department to retrieve one of our Hotspots.



Teen Art Club experimented with 3d pens. Creating some interesting sculptures.

The tables in the children's department were replaced with beautiful Squiggle Tables and matching chairs.



The Children's Department also put on a Family Paint Night. Parents and Children used q-tips to explore the pointillism technique.



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Willoughby Library Branch Report/Deb Mullen

Willoughby Library has a few vacancies, first begun as a couple of high hour staff moved on to opportunities outside of WEPL. Now, vacancies are resulting from staff members moving on to new responsibilities within our system. We will soon be interviewing for a 28-hour Circulation Support, 12-hour Page and 20-hour Children's Associate.

Brian Campbell and I have begun our Passport Acceptance Agent Training in the hope that Willoughby will receive final approval as a Passport Acceptance Facility.

ArtsFest meetings have begun as we look forward to again being the anchor for the Kid's Studio and Heart of Willoughby continues to have me as their Secretary and have the Willoughby Library as the home for Last Stop Willoughby's Kid Zone at Point Park as well as many displays inside the library.

I also had the opportunity to participate in NEO's Big Ideas Group in which representatives from member libraries are welcomed to give feedback on how NEO can better serve them.

Willoughby Adult Services—Travis Fortney

In February, Willoughby hosted three events in the Between the Lines Author Series: "Integrating the Cleveland Indians" with author Stephanie Liscio, "Rust Belt Burlesque" with author Erin O'Brien, photographer Bob Perkoski and foreword writer Mike Olszewski in a panel-style talk, and "Immortality Inc.", with Chip Walter, author of five books, former CNN bureau chief, and award-winning documentary filmmaker.

The Chip Walter event was unique. Two podcasters set up before the event in Willoughby's storytime room, and interviewed Chip for The State of Us podcast and syndicated radio program <https://truechat.org/thestateofus>.

The State of Us | Podcast & Radio Show — TrueChat Learn More. The State of Us embodies many of the ideals that TrueChat seeks to uphold. As the network's flagship podcast for over seven years, this program continues to demonstrate what open, honest, and respectful conversations look like. truechat.org

The event itself was then presented as "a conversation with Chip Walter" and was moderated by Mentor Public Library's Jason Lea. Chip and his wife, who also attended the event, said they had done 60 events around the release of Immortality Inc., including an interview on NPR, and a panel discussion at Politics and Prose bookstore in Washington DC, and our event, in terms of the questions asked, audience participation, and overall feel, was the best one they'd done.

We seem to have built an audience of 20-30 regular patrons who attend these author events, and I'm looking forward to increasing those numbers when the weather gets warmer.

For May- October 2020, we've booked Derf Backderf, Sarah Menkendick, Dr. Michael Roizen, DM Pulley, David Pepper, Connie Schultz, Frank Monastra, Tiffany McDaniel, and Jim Ingraham, and we are holding events at Willoughby Hills, Willowick, and the Fairport Harbor Lakefront Amphitheater as well as Willoughby.

The total budget for this upcoming lineup of events is \$250, so I'm hopeful that Between the Lines can be a popular, valuable, and educational programming series into the future, and can prove a good value for WEPL.

Also, in February, we hosted the Djapo Cultural Institute, "A Journey Through African Dance," for Black History Month, and held meetings for Next Chapter Book Club, and Delicious Discussions Book Club.

I attended the Lake County League of Libraries meeting at Kirtland Public Library on February 12th.

Coming in March, we're excited for the programs about the Beatles and the Sisters of Notre Dame Cleveland (and for warm weather!).

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Teen Services—Marybeth Carroll

Cardiodrums is a big hit, just not for teens. All classes filled up quickly with maximum of 15 people. Makes for a crowded, loud and fun meeting room.

Computers in the teen room are being used daily.

The PS4 and Switch have regular teens using them. Spiderman (PS4) and Legend of Zelda: Link's Awakening (Switch) have been so popular that I have asked for copies specifically to house with the gaming consoles for use by teens and YA programming.

The Switch Party for Tweens and Teens was a bust. Even though 5 teens/tweens signed up, nobody actually showed up—even the tweens that signed up that afternoon.

The All Things Disney discussion group has between 3 and 5 people attend each time.

The Art Club is still popular. Have between 3 and 5 teens attend. Next month (April) we are creating string art using string (or yarn), glue and balloons.

Children's Services—Julie Vickers

I have continued to do outreach visits to the local schools, Grant and Edison Elementary Willoughby as well as visiting Pembroke School for Pre-K, two locations of Little Scholars in Willoughby and Y-Care deliveries for Grant and Edison once a month. The children's staff has been shadowing me so they will be able to do some of the visits as well.

The Home School Thursdays have continued to do well. In January we had a winter art program about making landscapes with watercolors and pastels and in February we had Willoughby Martial Arts visit and do a presentation on self-defense and bullying prevention. In March we plan to have a veterinarian visit from Animal Hospital in Willoughby do a class on pet care and in April we plan on having Carol Powers from 4-H and a guest visit to talk about gardening. Homeschool Thursdays will resume in August.

Our Winter Wonderland party in January, Valentine Party in February and a Dr. Seuss Birthday event all had very good attendance and included stories, crafts and games. The children and families had a lot of fun! At the end of March, during Willoughby-Eastlake Spring Break, we are having a Spring and Easter Party and Willoughby Martial Arts will be visiting that week as well for the public school children to have a chance to participate in their bullying prevention and karate program. Young and the Restless was held in January and will be held again in April after storytimes are finished. Storytimes have been busy for all ages. Yoga storytime has also been held.

Jamie and I will be doing school visits in May to promote the Summer Reading Program in Willoughby. Planning is in full swing for guests and programs during our Summer Reading Program and summer months

OLD BUSINESS

Mr. Werner and Mr. Linderman will be working on the final edits of the strategic plan and will have a draft plan for the Finance and Planning committee to consider within the next few weeks.

OLC Trustee Dinner – cancelled, will be rescheduled for a later date.

President Monin would like to revisit the potential purchase of the house on E. 305th next to the Willowick Library, Mr. Werner will contact the real estate agent.

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Mr. Werner informed the Board that the Willoughby Arts Collaborative was not successful in the fund raising for the mural to be placed on the Willoughby Library. Mr. Werner will put together a proposal for the April Board meeting for the library to fund the project on its own, along with a request from Mayor Morley to contribute to the Eastlake eagles.

NEW BUSINESS *no new business*

NEXT MEETING, Monday, April 20th, 2020, 6:00 p.m., **Eastlake Public Library**

ADJOURNMENT

MOTION 37-20

Mrs. Petruccio moved and Mr. Mackey seconded that the Board adjourn at 7:15 p.m.

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

Respectfully submitted,

Board President

Board Secretary

*Board Action Required