

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees

Monday, April 20, 2020, 6:00 p.m.

Held virtually via Zoom pursuant to House Bill 197 making temporary changes to the Ohio Open Meetings Act, passed by the Ohio General Assembly on March 27, 2020

CALL TO ORDER

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, WEPL staff and other interested observers.

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

Additions to the agenda:

Mr. Werner stated that a motion for consideration and approval will be added for \$15,000 for various building modifications.

Citizen’s Comment: no comments

FISCAL OFFICER’S REPORT

PLF	2019	2020	% Increase
April	\$ 123,754.40	\$ 116,038.08	-6.24%
YTD	\$ 602,255.28	\$ 627,203.26	4.14%

MOTION 40-20

Mr. Mackey moved and Mrs. Petruccio seconded that the Board approve the March, 2020 Fiscal Officer’s report:

MARCH LIST OF BILLS PAID: \$ 484,240.72

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MARCH FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$3,074,972.30	\$1,480,785.99	\$2,259,951.26
Grants	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$3,401.66	\$26,611.67	\$824,202.29
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
Fiduciary Fund – Worrallo	\$0.00	\$0.00	\$15,332.58
TOTALS	\$3,078,373.96	\$1,512,955.11	\$3,151,136.93

MARCH INVESTMENTS: **\$982,576.81**

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.

Ms. Simmons then went over the handouts for the projected revenues and expenses due to the shutdown. A 20% reduction for the PLF was estimated for the remaining months for 2020, May will be the hardest hit month due to the April sales tax revenues, the decline in the income tax withholding payments and the postponement of the 2019 income tax from April to July. The OLC feels that the tax filing date in July will be reflected in the August PLF. Ms. Simmons also reduced earnings on investments due to the reduction in interest rates. The other General Revenue accounts were reduced by an average of 3 months, using the approved revenue amount for each account. Also, the Capital Category of the Approved Expenses for 2020 was reduced by \$60,000. The current expenses include the April payroll that was \$6,700 less than March, and the utilities were about \$1,500 less for this month. The total expenses for April should be approximately \$335,000, March was \$484,240, February \$493,366 and January \$494,331. Last April was \$473,660.

COMMITTEE REPORTS

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

BUILDINGS (Polewchak, Mackey, Roseum) did not meet

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

PERSONNEL (Petruccio, Mackey, Roseum) did not meet

MOTION 41-20

Mrs. Roche moved and Mrs. Polewchak 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.

POLICY (Roche, Petruccio, Buttari) did not meet

ADMINISTRATION REPORT

Mr. Linderman briefed the Board on the different ways the staff has continued services to patrons during the shutdown, which include: online story times and book discussion groups, a story in the News-Herald featuring the Little Free Libraries content changing from books to a food pantry, updates on social media, and keeping up with the book ordering. Mr. Werner added that the managers are currently working on a reopening plan. The county libraries are planning on using the same timeline for reopening and will be waiting on guidance from Clevnet for the delivery services schedule and the Lake County Health Department. Carol Tuttle stated that the Emedia and digital services have increased with the exception of Eaudio books which have shown a decrease due to patrons not driving to work. Ancestry has extended its free service to library card holders until the end of May. Carol then gave details on the Beanstack program which is a virtual year-round program that includes many challenges and templates for readers. A discussion was held on the reopening planning and process and how library services will be restarted. Sarah Vargo has been meeting with the Children’s staff over the last few weeks, Beanstack will be a digital Summer Reading Program option, instead of the physical prizes, kits will be made for winners to pick up at a later date that would include at home activities. The summer performers will hold virtual programs and the librarians would like to try interactive story times and songs on Zoom as well as programming in the parking lot using speakers to follow the social distancing guidelines.

RESOLUTION 42-20

Mr. Mackey moved and Mr. Buttari seconded that the Board approve the 3-year contract with Beanstack.

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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RESOLUTION 43-20

Mr. Mackey moved and Mrs. Roseum seconded that the Board approve \$15,000 in costs for various building improvements.

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

[Coronavirus Response](#)

As Eric outlines in his report, he is coordinating a planning process with the building management teams to pull together a system-wide and building-specific reopening plan.

On the facilities front, Tom Johnson is working with Lake County Cleaning on a process to have the buildings prepared to open. More importantly since the buildings will have been closed for over a month by the time WEPL reopens, Tom and the LCC management are working on the cleaning protocols for the appropriate way to clean the buildings once we have staff and ultimately patrons back in the buildings.

We are exploring and planning for the construction of plexiglass barriers at service points (circulation and reference desks) across all four libraries. We expect to have quotes for the purchase and installation of the barriers by early next week. We are also planning to purchase reusable face masks for staff in addition to sufficient sanitizer and other necessary supplies.

While we wait to hear official guidance from the State and suggestions from the OLC about reopening, the Lake County public library directors have been sharing information and planning for the seven public libraries in the County. We have tentatively agreed – pursuant to approval by the respective boards of trustees – to try to coordinate our reopening timelines and approaches so that all of our patrons can have an understanding of what they can expect. We would plan to publicize the collective timeline through a news release for the News-Herald and through social media.

Based on Governor DeWine’s stated and non-detailed announcement that the State can begin to reopen on May 1, the Lake County directors have discussed the possibility of all libraries being open to staff only the week of May 4 in order to prepare for a sequence of public services to be resumed (likely in a limited fashion) starting on May 11. While the dates can change based on guidance from the State, having a uniform approach across all Lake County public libraries seems like a good idea.

We would like to schedule a special board meeting (via Zoom) close to May 1 in order for us to be able to present to the Board the management recommendation for reopening. We will firm up the date and time for the meeting as we get more information from the State.

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Deputy Director's Report/Eric Linderman

Collection Services Librarian and other Hiring Processes

For the most part, we have halted our open hiring processes until we have a reopening date. These vacancies include a few circulation and page openings, as well as a Children's Associate job at the Willoughby Library.

There has also been an opening for the Collection Services Librarian, which was made available when Carol Tuttle was promoted to her current position of Collection Services Manager in January. At the time of the pandemic and the closing of libraries, we had interviewed all but one applicant for that position. Since there is still a lot of ongoing work in the area of collections and subscriptions, Carol and I decided it would be wise to conclude the hiring process and start the selected candidate working remotely. We finished the interview process using Zoom and made the decision in early April.

I am happy to report that Amanda Schoen was selected for the position and will start on April 27. Amanda has worked for us as our network technician since last July. Besides having advanced computer skills, she is also a degreed librarian who has experience managing collections and digital subscriptions of the corporate library at Sherwin Williams, as well as experience in the reference departments of the Westlake-Porter Public Library and Mentor Public Library. She is very excited to start this new role, and I am happy that she is developing her career at WEPL. Colleen Kelly has put together a job ad and hiring plan for the network technician job, which will be posted as soon as we see a clear timeline for reopening.

Reopening Plan

Our management team has been discussing reopening plans since late March. We are preparing for a situation with substantial backlogs, restricted services, and extensive precautions against health risks.

Our discussions include conversations with the Ohio Library Council and other area libraries, with the hope that regional efforts will be consistent. Also, the managers of our four libraries, as well as our Materials & Processing department, have created plans that are being combined and discussed at this time. Some common points throughout all these discussions include quarantine of returned materials, physical barriers at public service desks, and reduced access to children's items and furniture in the buildings.

OLD BUSINESS

no old business

NEW BUSINESS

A Special Board meeting will be held either April 30 or May 1 via Zoom to discuss the reopening plan and date per guidance from the state and the OLC.

Mr. Mackey thanked the staff for doing outstanding work to keep the community engaged with the Library.

NEXT MEETING, Monday, May 18, 2020, 6:00 p.m.,

In-person meeting: Eastlake Public Library

Back-up location in the event of extended social distancing guidance: Eastlake City Hall

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ADJOURNMENT

MOTION 44-20

Mrs. Petruccio moved and Mr. Buttari seconded that the Board adjourn at 7:04 p.m.

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

Respectfully submitted,

Board President

Board Secretary