

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Special Meeting of the Board of Trustees
Friday, April 3rd, 2020, 2:00 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. Mackey, Mr. Monin, Mrs. Petruccio, Mrs. Polewchak, Mrs. Roche and Mrs. Roseum.

Absent: Mr. Buttari

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 2:00 p.m.

CHANGES TO THE AGENDA no changes

PUBLIC COMMENT no comments

PUBLIC CLOSURE UPDATE

Mr. Linderman briefed the Board on the areas that the management team has been working on, these items include: social media being continually updated, E-cards sign ups, Mr. Linderman is working on the yearly state report and a reopening plan. Amy Winter is working on getting the 3D printer at Eastlake running so items can be sent out to the public while we're closed. Colleen Kelly has been working on the staff newsletter "B2B" and communications with job applicants, the Childrens' departments have been doing virtual story times along with the Young Adult "Basement Writers Group" held by Bryn Wolanski.

Some of the highlights from Carol Tuttle are, the number of new digital users has increased, in Over Drive 65%, Kanopy 124% and Hoopla 60%. Checkouts in Kanopy have doubled and in Over Drive they increased by 8% and Hoopla increased 37%. Since the physical collection is closed and no holds can be placed, Hoopla and Kanopy have created credit free collections and Over Drive and Clevnet created the Lucky Day collection for items to be checked out but cannot be placed on hold similar to Fast Favorites. Carol has also added to the we247.org/fromhome page, digital resources with their links and troubleshooting solutions.

Sarah Vargo gave an overview from the Childrens department and Young Adults, there is new video content on the Facebook page and YouTube, every day at 6:30. Sarah has also received many ideas for different videos from staff to be posted including a cookie decorating demonstration and video tools for You Tube.

Mr. Werner added to the briefing that Tom Johnson has been emptying the book drops every couple of days and checking the buildings, Mr. Werner, Mr. Linderman and Ms. Simmons have periodically been in city hall and working from home the remainder of the time and weekly conference calls have been scheduled with the managers. The plan for reopening is being worked on now with the idea that staff will return 2-3 days before we reopen to the public. Each building management team is doing their own reopening plan which will be coordinated with administration's plan and Clevnet's delivery. We were able to donate the old book drop from Willowick to Eastlake City Hall for their use for permit applications to be dropped off, hot spots were lent to Mentor schools for their digital outreach for families.

FISCAL OFFICER REPORT

Ms. Simmons stated that she has received \$2,043,814.64 for the first half of the property tax revenue.

The Board approved paying staff their authorized hours, this does not include Sunday hours, overtime and extra hours (used for substitute staffing needs). Sunday hours, including overtime, is an average cost of \$2,885 each

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Special Meeting of the Board of Trustees
Friday, April 3rd, 2020, 2:00 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

pay period, \$5,770 each month. This amount is a reduction in the payroll costs which affects OPERS employer contributions, approximately \$800. The 2019 average monthly revenue less Property Tax, PLF and Investment earnings was \$7,335 which is the Operations Revenue (fines, copier, passport, photo). The average for 2020 is \$5,972 including March. For the first two months of 2020 it was \$6,994. There may be a 20% reduction in the PLF due to the closure and the delayed income taxes, the reduction would be approximately \$415,000.

RESOLUTION EXTENDING PUBLIC CLOSURE THROUGH MAY 1, 2020 AND COMPENSATION OF STAFF FOR AUTHORIZED HOURS THROUGH MAY 1, 2020

RESOLUTION 38-20

Mr. Mackey moved and Mrs. Roseum seconded that the Board approve extending the public closure through May 1, 2020 and compensation of staff for authorized hours through May 1, 2020

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

OLD BUSINESS Reminder that the April 20th Regular Board meeting will be held via Zoom.

NEW BUSINESS no new business

ADJOURNMENT

MOTION 39-20

Mrs. Petruccio moved and Mrs. Roche seconded that the Board adjourn the meeting at 2:34 p.m.
On roll call the following vote was cast: All Ayes. Motion carried.

Respectfully submitted,

Board President

Board Secretary