

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

Monday, May 18th, 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 27th, 2020

CALL TO ORDER

Present: Mr. Buttari, Mr. Mackey, Mr. Monin, Mrs. Petruccio, Mrs. Polewchak, Mrs. Roche, and 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 6:01 p.m.

Additions to the agenda: *no additions*

Citizen’s Comment: Deborah Michaels asked about the curbside service and when the Library will be open to the public. Mr. Werner replied that patrons can place orders of up to ten items in the WEPL collection and then schedule a pick up. The opening plan is currently being worked on, but the public will be notified on the opening date.

President Monin presented the following minutes:

- March 16, 2020 Regular Meeting of the Board of Trustees
- April 3, 2020 Special Meeting of the Board of Trustees
- April 20, 2020 Regular Meeting of the Board of Trustees
- May 1, 2020 Special Meeting of the Board of Trustees

MOTION 48-20

Mr. Mackey moved and Mrs. Petruccio seconded that the following minutes be approved as corrected (*the May 1st minutes under resolution 46-20 needs to be amended and will be presented at the June Board meeting for approval*).

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.

- March 16, 2020 Regular Meeting of the Board of Trustees
- April 3, 2020 Special Meeting of the Board of Trustees
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- ~~May 1, 2020 Special Meeting of the Board of Trustees~~

FISCAL OFFICER’S REPORT

| PLF | 2019 | 2020 | % Increase |
|------------|---------------|---------------|-------------------|
| May | \$ 209,982.26 | \$ 135,481.42 | -35.48 % |
| YTD | \$ 812,237.54 | \$ 762,684.68 | -6.10 % |

MOTION 49-20

Mrs. Roche moved and Mrs. Roseum seconded that the Board approve the April, 2020 Fiscal Officer's report:

APRIL LIST OF BILLS PAID: \$ **407,701.58**

APRIL FINANCIAL STATEMENT: YTD

| | RECEIPTS | EXPENDITURES | BALANCES |
|---------------------------|-----------------------|-----------------------|-----------------------|
| General Fund | \$3,205,447.87 | \$1,867,533.02 | \$2,003,679.80 |
| Grants | \$0.00 | \$0.00 | \$0.00 |
| Capital Projects Fund | \$9,499.17 | \$26,611.67 | \$830,299.80 |
| Building Construction | \$0.00 | \$0.00 | \$0.00 |
| Computer Information | \$0.00 | \$26,562.91 | \$30,645.34 |
| Eastlake Coal Plant | \$0.00 | \$0.00 | \$0.00 |
| Fiduciary Fund – Worrallo | \$0.00 | \$0.00 | \$15,332.58 |
| TOTALS | \$3,214,947.04 | \$1,920,707.60 | \$2,879,957.52 |

APRIL INVESTMENTS: \$**1,485,789.92**

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.

MOTION 50-20

Mrs. Petruccio moved and Mrs. Polewchak seconded that the Board approve the proposed 2021 tax budget.

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 51-20

Mr. Mackey moved and Mrs. Petruccio 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

MOTION 52-20

Mr. Mackey moved and Mr. Buttari seconded that the Board approve the 5-year Spectrum Enterprise contract.

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.

MOTION 53-20

Mr. Mackey moved and Mrs. Petruccio seconded that the Board approve the Emergency Sick Leave and Expanded FMLA 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.

Director’s Report/Rick Werner

[Coronavirus Response/Reopening Notes](#)

Week 1 (May 11 – May 17) Recap

We had staff in the libraries (Monday through Saturday) and City Hall (Monday through Friday) and began to catch up on business. MAP restarted deliveries from our book and materials vendors. Delivery was restarted among our five facilities.

We have had a steady stream of returns through the book drops but not an overwhelming amount. The libraries are quarantining returned materials for 72 hours on tables in the meeting rooms before reshelving.

The facilities staff have moved and stored the furniture that we need off the floor in order to ensure appropriate social distancing. Because we do not yet have patrons in the buildings, we have not begun the adjustments to the public computers set-up.

In order to get a jump on the resumption of CLEVNET-wide deliveries that will likely start in early June, we partnered with the Lake County public libraries to trade materials at the Morley Library on Thursday and Friday of last week. We intend to continue that process on a weekly basis until full delivery is restarted.

Week 2 (May 18 – May 23) Plans

With lots of work by the Library management teams, Biagio Di Cioccio, and Lori Caszatt, we are commencing curbside service at all four Libraries on May 18. Patrons can submit their holds (which at this point is for materials that we have in WEPL's collection only) via the Sirsi catalog, through a drop-down box available on the WEPL website, or by calling the individual Libraries.

After patrons are notified that we have their materials ready, the patrons will call into the Libraries when they arrive at the buildings. Staff will ferry their holds out to them and place them in the trunk or back seat of the patron's vehicle.

Facilities staff will continue to work in the buildings to adapt our interior spaces to serve the public once we are able to. The Plexiglas partitions will start to be installed at circulation and reference service points in all four libraries. Once that work is concluded, Facilities staff will work on some modifications at City Hall, particularly in the MAP office.

In addition to the materials delivery to other PLs in Lake County, Carol Tuttle is working on a trade of materials with the Geauga County Public Library and the Euclid Public Library.

[Patron-reopening planning](#)

The Ohio Library Council continues to share information and guidance for libraries about best practices for reopening. Here are some of the open issues that each public library will have to address:

1. Materials-quarantining: The Battelle Memorial Institute and the Columbus Metropolitan Library are working together on a study of the best way to handle returned library materials. Until that study is completed and its recommendations are shared, most libraries (including WEPL) are using the 72-hour quarantine period for materials that are returned.
2. Mandatory face masks for patrons: our current operating procedures require staff to wear masks if they are working in close proximity to other staff. Once we reopen to patrons, we will require staff to wear masks when they are working at the circulation and reference desks assisting patrons. Along with other public libraries, WEPL needs to decide if we will require patrons to wear masks while they are in the buildings. In order to have sufficient masks to distribute to the public for use while they are in the buildings, we are working with the other Lake County PLs to find a supplier of disposable masks at a reasonable cost.
3. Patron-opening dates: At Mentor PL Director Cheryl Kuonen's suggestion, we are planning to coordinate our reopening date (and perhaps the details such as number of people, etc) to the public with Mentor PL's date so that our communities are seeing a uniform set of dates and operational guidelines.

Deputy Director's Report/Eric Linderman

[FFCRA Policy](#)

I am requesting approval of a policy for paid leave options that we are required to offer under the Families First Coronavirus Response Act (FFCRA). FFCRA is an expansion of the Family Medical Leave Act (FMLA), which we are required by the U.S. Department of Labor to offer to most of our employees.

Normally, FMLA is offered as an unpaid leave that protects the employee's job within a definite period of time. This expanded Act provides offers, additional pay and has eased eligibility requirements.

The FFCRA includes two subcategories: emergency sick leave, and expanded FMLA. Emergency sick leave allows up to two weeks of time off work paid at 100% the employee's regular rate for situations in which the employee has been advised by a healthcare provider to self-quarantine. Emergency sick leave allows up to two weeks of time off work, paid at 2/3 the employee's regular rate, for situations in which the employee needs to care for a family member who has been advised to self-quarantine, or to care for a child whose school or daycare has been closed for reasons related to COVID-19.

Expanded FMLA allows for up to an additional 10 weeks of time off work, paid at 2/3 the employee's regular rate, to care for a child whose school or daycare has been closed for reasons related to COVID-19. Both emergency sick leave and expanded FMLA can be used intermittently to care for a child whose school is closed, but only until December 31, 2020.

The paid leave offered by the FFCRA is separate from leave that is regularly accrued by members of our staff, and its usage does not result in deductions from leave balances that have been accumulated. In situations in which the employee receives emergency sick leave, or expanded FMLA leave, at 2/3 regular pay, we are allowing the other 1/3 to be supplemented with regular accrued paid leave, which may include sick leave, personal leave, or vacation.

STATE LIBRARY REPORT

Mr. Linderman gave highlights of the annual report covering 2019, next year's report will include the statistics from the pandemic and the reopening plan. The Inter Loan Library Department (ILL) numbers increased with items that were sent out and received. Circulation of materials also increased which included digital services and automatic renewals. There was a decrease in children's programming due to the vacancy at Willoughby resulting in a gap in programming, also showing an increase was Adult and Young Adult programming.

OLD BUSINESS

OLC Trustees Dinner rescheduled for Thursday, September 17th at the Holiday Inn South in Independence.

Mrs. Petruccio asked what the status is on the strategic plan. Mr. Werner responded that he and Mr. Linderman are working on the final stages and will present it in June to the Finance & Planning Committee and then to the full Board at the June meeting.

NEW BUSINESS

MOTION 54-20

Mr. Mackey moved and Mrs. Petruccio seconded that the Board recommend to the Willoughby-Eastlake School Board the reappointment of Nicholas Monin for another 7 year term on the Library Board of Trustees.

On roll call the following vote was cast: Mr. Buttari, "Yes"; Mr. Mackey, "Yes"; Mr. Monin, "present but not voting"; Mrs. Petruccio, "Yes"; Mrs. Polewchak, "Yes"; Mrs. Roche, "Yes"; Mrs. Roseum, "Yes". Motion carried.

NEXT MEETING, Monday, June 15, 2020, 6:00 p.m., Location TBD

ADJOURNMENT

MOTION 55-20

Mrs. Petruccio moved and Mr. Buttari seconded that the Board adjourn at 7:11 p.m.

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

Respectfully submitted,

Board President

Board Secretary