

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

Monday, June 15, 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 (joined at 6:10 p.m.).

Absent: *no absences*

Also present: 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: *no additions*

Citizen’s Comment: Deborah Michaels inquired about the HVAC project at Eastlake Library and when it will be completed, Mr. Werner will follow up with her on the details.

President Monin presented the following minutes:

- May 1, 2020 Special Meeting of the Board of Trustees
- May 18, 2020 Regular Meeting of the Board of Trustees
- May 29, 2020 Special Meeting of the Board of Trustees

**MOTION 59-20**

Mr. Mackey moved and Mr. Buttari seconded that the following minutes be approved 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.

- May 1, 2020 Special Meeting of the Board of Trustees
- May 18, 2020 Regular Meeting of the Board of Trustees
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**FISCAL OFFICER’S REPORT**

<b>PLF</b>	<b>2019</b>	<b>2020</b>	<b>% Increase</b>
<b>June</b>	\$ 184,516.55	\$ 156,951.46	-14.94 %
<b>YTD</b>	\$ 996,754.09	\$ 919,636.13	-7.74 %

**MOTION 60-20**

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

**MAY LIST OF BILLS PAID: \$ 508,716.13**  
**MAY FINANCIAL STATEMENT: YTD**

	<b>RECEIPTS</b>	<b>EXPENDITURES</b>	<b>BALANCES</b>
General Fund	\$3,546,298.10	\$2,356,935.75	\$1,855,118.30
Grants	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$9,788.09	\$56,329.66	\$800,870.73
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
<b>TOTALS</b>	<b>\$3,556,077.19</b>	<b>\$2,439,828.32</b>	<b>\$2,701,966.95</b>

**MAY INVESTMENTS: \$1,733,464.25**

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 61-20**

Mr. Mackey moved and Mrs. Petruccio seconded that the Board approve the United Healthcare medical insurance renewal for 7-1-2020 through 6-30-2021 with the rate increases 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.

**COMMITTEE REPORTS**

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

*did not meet*

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

*did not meet – meeting scheduled for June 25th at 2:00 via Zoom*

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

*did not meet-meeting scheduled week of June 29th via Zoom*

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

*did not meet*

**MOTION 62-20**

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, “Yes”. Motion carried.

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

*did not meet*

ADMINISTRATION REPORT

**Director’s Report/Rick Werner**

[Reopening Recap](#)

Thanks to the thoughtful patron reopening plan constructed by Eric Linderman and the four Library Managers, the first few days of in-Library patron service has gone well.

We have adjusted the implementation of the plan as needed; primarily in instituting a dynamic process of admitting patrons throughout the hour up to the limits we have set for each Library. That tweak in the plan addressed the only significant source of complaints that we received from patrons.

On a staff Zoom meeting on Friday morning, June 12, we previewed our plans to increase patron hours beginning the week of June 22nd. After we get adjusted to those increased hours, we plan to gradually increase the number of patrons that we allow in each building.

The most significant challenge that we face is the relatively small number of public computers that we can allow patrons to use in order to keep 6-foot distances between patrons. If it looks like the social distancing guidance will be around for a while, we may want to explore the option of relocating some public computers to increase the number of PCs available to patrons. We will work with Biagio Di Cioccio and Tom Johnson to think through the logistics of that relocation.

Two other Lake County public libraries (Mentor PL and Fairport Harbor PL) reopened to the public at the same time WEPL did. Their experience seems to be similar to ours thus far. Madison PL and Kirtland PL are scheduled to open on June 15. Wickliffe PL will likely not be opening until the week of June 22nd because their plexiglass barriers have yet to be delivered and installed. I am not aware yet of Morley Library’s patron-reopening date.

Thanks to the work of Carol Tuttle, Karen Battaglia and Teresa Marschall in ILL, and the Maintenance staff, we are exchanging materials with our Lake County Public Library partners as well as Geauga County PL, Euclid PL, and Cleveland Heights-University Heights PL. We are hoping that the CLEVNET delivery system will restart in late June or early July.

We will continue to look for ways to get back to as much direct customer service as we can while abiding by the public health rules and guidelines. We are grateful to the Board for its continuing support of Library staff as we reopen carefully and cautiously.

[WEPL Strategic Plan](#)

Recognizing that the Board set a June deadline for me to finish the staff work on the strategic plan, Nick checked in with me about where the work stands.

Eric and I have continued to fill in the blanks of the draft strategic plan that Dione DeMitro and Anna Wilson of Lakeland Community College left us with as they both left LCC in 2019. We have not worked with anyone else from LCC's Nonprofit and Public Service Center since Dione and Anna departed.

The strength of the work that LCC did for us lay primarily in the information-gathering, the input from staff and community stakeholders, and the "mindmap" visioning documents. The draft strategic plan itself was long on generalities and somewhat short on detail; those are the areas that Eric and I have been concentrating on as we have been "WEPLizing" the plan.

We are hoping to have a meeting of the Finance and Planning Committee the week of June 29th where we can present our draft plan. While I know that I have long-past exhausted it, I do appreciate the Board's patience with me as I have struggled to finish out the strategic plan.

### Facilities

With most of the building modifications finished ahead of the public reopening on June 15, the Facilities staff is beginning to catch up with projects that have been on hold since mid-March. We are planning for a Building Committee meeting on June 25 to brief Board members on where we stand on the building projects that we have planned and budgeted for in 2020.

### June 18 -19

I am planning to be off on June 18 and 19 to hang out with my younger daughter as she graduates virtually from Northwestern University. I will be back in the office on Monday, June 22.

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## Deputy Director's Report/Eric Linderman

### Reopening of Library Buildings

During the reopening process, Rick and I made many trips to the four libraries to assist with any problems, but thankfully, we did not have too many. I worked mostly with Kathleen Jozwiak and Jack Phoenix at the Willowick Library who did a great job of responding to the questions of patrons and staff.

The first day went generally well, although we found that our procedures for admitting patrons in the library were too complicated. Our plan for closing the doors between hourly cleaning sessions was confusing to some of our patrons, and that experience was echoed at our other locations as well. So on the second day, we simplified the plan in a way that allowed for us to manage the traffic flow without closing the building at hourly intervals.

### Health Insurance Committee

We have convened a health care committee to review options for our annual health insurance options. As required by the collective bargaining agreement, our committee includes representatives from both management and labor. This year's committee includes me and Vicki, as well as Michelle Hudson and Tammy Beuck to represent members of the bargaining unit who participate in our health insurance plans.

Since the quote for renewal of our current plans came with substantial increases, Vicki worked with our insurance broker, the Alpha Group, to obtain a new set of quotes. Currently, the committee is comparing options available from Anthem and United Healthcare, which include various combinations of copays, deductibles, and out-of-pocket maximums.

### Interlibrary Loan

As we move gradually toward full service, WEPL is making steps forward in our process of transferring materials between us and other libraries. The biggest barrier to normal operation in this area is the halted status of the statewide delivery network that is currently managed by a company called Priority Dispatch. Statewide delivery will not resume until 85% of member libraries are up and running, and that has not happened yet. We have learned that June 29 is the soonest that we may see a return to normal delivery service.

In the meantime, we are working with libraries in the nearby region to continue a basic level of interlibrary loan service. Clevnet has created a Lake County materials sharing group that allows us to move items between the other libraries in our county, using the Morley Library in Painesville as a hub. Additionally, Carol Tuttle has been coordinating some sharing between WEPL and Geauga County Public Library, and also with the Cleveland Heights-University Heights Public Library, Twinsburg Public Library and Euclid Public Library.

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### Children's Services Report/Sarah Vargo

- The children's staff stayed active during quarantine by attending a LOT of webinars and meetings and by creating and presenting over 50 videos on our YouTube channel.
  - The channel went from 3 videos to over 60, gained 71 subscribers, and added over 4500 video views.
  - Sarah Vargo spent the last half of quarantine building the children's, adult, and teen Summer Reading Beanstack Challenges with help from MaryAnn, Amy, and Deb.
  - She designed and implemented staff training including cheat sheets, FAQs, and videos to help all types of learners since in person training is impossible.
  - The children's staff are currently planning virtual programs that will include 6 storytimes per week; book clubs; presentations by animal experts, magicians, and children's authors; and more!
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### Collections & Digital Services Report/Carol Tuttle

#### Digital Services updates

Hoopla circulation was up 63 % in April and 38% in May over the previous year and has increased number of users by 27%.

OverDrive total use was up 15 % in April and 10% in May over the previous year. The WEPL Advantage collection showed an increase of 26% and 19% over the previous year, which means the extra copies WEPL buys beyond the consortium collection are circulating more.

Kanopy has shown an increase in usage of 246 % in April and 313 % in May over 2019 numbers and averaged 50 users per month during the closure.

It has been interesting seeing the activity on our website and the online catalog as the library first closed and now partially opened. April was a low point of under 10,000 page-views on our website and 7,000 page-views on the online catalog. In May, the usage has bumped up to 20,000 on the website and over 16,000 on the online catalog, likely due to starting curbside service and the reopening of the catalog to WEPL holds on May 18.

Database usage has remained steady, with the exception of Ancestry which has been available from home for the last 3 months: usage jumped from about 1500 searches during normal (in-house only) use to 4000 and 3300 searches for the months of April and May.

#### MAP/Collection Services

Shipments of books and AV are now running normally and most of the stockpiled items have been received and processed. MAP staff are back to working full authorized hours in MAP and have done a fantastic job of catching up with the backlog. Maintenance installed plywood panels to keep staff safely distanced while working at their desks. We appreciate having floaters Melodie and Stacey help since we have the unfilled page position. Amanda Schoen has quickly assumed the selection tasks as Collection Services Librarian.

On June 3 at the request of Directors, CLEVNET created one Holds Group consisting of all Lake County libraries (Fairport, Kirtland, Madison, Morley, Mentor, Perry, Wickliffe and WEPL). Since that time, our patrons can place and receive their holds on materials from the group libraries.

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY

Regular Meeting of the Board of Trustees

Monday, June 15, 2020

During the closure, Carol has led 3 virtual book discussions on Zoom with the Breckenridge Village Bookies group. The most recent meeting (June 9) had 12 seniors from Breckenridge attending and enjoying seeing each other as well as discussing the book. One 81 year old participant downloaded her first eBook from OverDrive due to the inaccessibility of physical library books, and she is an ardent convert to the digital option.

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Since Priority delivery is not running, individual libraries have been setting up Materials exchanges to alleviate the backlog of stored boxes of CLEVNET items. Materials exchanges have been held weekly since the middle of May with the Lake County libraries and Geauga County. Initially the Lake County libraries were delivering materials back to the owning libraries. Now that the Holds Group has been created, these deliveries include items on hold for patrons. Several other libraries have contacted us to set up exchanges including Twinsburg, Euclid, and Cleveland Hts.-University Hts.

OLD BUSINESS *no old business*

NEW BUSINESS

Mr. Mackey asked if the Library has a role in the current discussion on the racial issues. Mr. Werner replied that the Library is a neutral site where people of differing values and perspectives can seek information. Carol Tuttle added that on the Kanopy site there is a social justice collection and on the #WeReaders site she shared the link for suggested reading materials for the current issues.

A discussion was held regarding taking August off from the Regular Board meeting. Mr. Monin felt that with the changing situation involving the pandemic that the meeting should be kept on the schedule for now and this will be revisited at the July Board meeting.

Mr. Monin briefed the Board of the importance that the Board use their library email addresses for library business and not their personal email addresses. This was prompted by a reminder from Clevnet that these emails are viewed as public records and does show the email addresses. Mr. Werner stated that Ipads will be purchased for the Board to use that will include the Office 365 suite of products and their library email address to conduct library business.

**NEXT MEETING**, Monday, July 20, 2020, 6:00 p.m., location TBD

**ADJOURNMENT**

**MOTION 63-20**

Mrs. Petruccio moved and Mrs. Roche seconded that the Board adjourn at 6:53 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