

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

Monday, July 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 27th, 2020

CALL TO ORDER

The meeting was called to order by President Monin at 6:03 p.m.

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

Absent: Mrs. Roseum

Also present: Director Rick Werner; Deputy Director Eric Linderman; Fiscal & Compliance Officer Vicki Simmons; Administrative Assistant Trisha Lastoria; WEPL staff and other interested observers.

Additions to the agenda: *no additions to the agenda*

Citizen’s Comment: *no comments*

President Monin presented the following minutes:

- June 15, 2020 Regular Meeting of the Board of Trustees
- June 25, 2020 Building Committee Meeting
- July 2, 2020 Finance & Planning Committee

MOTION 64-20

Mr. Mackey moved and Mrs. Petruccio seconded that the following minutes be approved as corrected. The following corrections need to be made:

June 25th minutes: remove Mrs. Petruccio and Mrs. Roche as being absent-they are not on the committee and Mrs. Polewchak called the meeting to order, not Mr. Monin.

July 2nd minutes: remove Mr. Mackey as being absent-he is not on the committee and Mr. Buttari called the meeting to order, not Mr. Monin.

- June 15, 2020 Regular Meeting of the Board of Trustees
- June 25, 2020 Building Committee Meeting
- July 2, 2020 Finance & Planning Committee

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.

FISCAL OFFICER’S REPORT

PLF	2019	2020	% Increase
July	\$187,036.45	\$194,259.72	3.86%
YTD	\$1,183,790.54	\$1,113,895.85	-5.90%

MOTION 65-20

Mrs. Petruccio moved and Mr. Buttari seconded that the Board approve the June, 2020 Fiscal Officer's report:

JUNE LIST OF BILLS PAID: **\$475,470.20**

JUNE FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$3,704,552.73	\$2,821,241.68	\$1,549,076.00
Grants	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$10,034.80	\$56,329.66	\$801,117.44
Building Construction	\$0.00	\$0.00	\$0.00
Computer Information	\$0.00	\$37,528.68	\$19,679.57
Eastlake Coal Plant	\$0.00	\$0.00	\$0.00
Fiduciary Fund – Worrallo	\$0.00	\$0.00	\$15,332.58
TOTALS	\$3,714,587.53	\$2,915,100.02	\$2,385,205.59

JUNE INVESTMENTS: \$1,734,230.49

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.

COMMITTEE REPORTS

AUDIT (Mackey, Roche, Roseum, Paul Tyler citizen)
Did not meet

BUILDINGS (Polewchak, Mackey, Roseum)
Met on June 25th and reviewed the 2020/2021 facilities projects and the Eastlake Library renovation.

FINANCE AND PLANNING (Buttari, Roche, Polewchak)
Met on July 2nd and reviewed the draft of the strategic plan. The smart goals, comments and an executive summary need to be added before it's presented at the next Board meeting.

PERSONNEL (Petrucchio, Mackey, Roseum)

Mr. Werner presented to the Board the consideration to continue the hiring freeze until December 31st due to the uncertainty of the pandemic. There are currently some page and circulation positions open, a plan is being put into place to manage the vacancies for the next few months with the present staff. The Communications and Development Manager position has not been posted yet. Mr. Werner and Mr. Linderman are revising the job description and then will distribute it to the Board for a discussion if this job should be posted during the hiring freeze.

MOTION 66-20

Mrs. Roche 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. Petrucchio “Yes”, Mrs. Polewchak “Yes”, Mrs. Roche “Yes”, Mrs. Roseum “Absent”. Motion carried.

POLICY (Roche, Petrucchio, Buttari)

Did not meet

MOTION 67-20

Mr. Mackey moved and Mrs. Petrucchio seconded that the Board approve the loan period for Hotspots to circulate from 7 days to 14 days.

On roll call the following vote was cast: Mr. Buttari “Yes”, Mr. Mackey “Yes”, Mr. Monin “Yes”, Mrs. Petrucchio “Yes”, Mrs. Polewchak “Yes”, Mrs. Roche “Yes”, Mrs. Roseum “Absent”. Motion carried.

ADMINISTRATION REPORT

List of Gifts

MOTION 68-20

Mrs. Roche moved and Mrs. Polewchak seconded that the Board accept the List of Gifts for January through June, 2020.

On roll call the following vote was cast: Mr. Buttari “Yes”, Mr. Mackey “Yes”, Mr. Monin “Yes”, Mrs. Petrucchio “Yes”, Mrs. Polewchak “Yes”, Mrs. Roche “Yes”, Mrs. Roseum “Absent”. Motion carried.

Director’s Report/Rick Werner

Mr. Werner briefed the Board on the status of the Willoughby Library parking lot. The Citizens Bank Building has been sold which includes the parking spaces we have been leasing from them. The new owners right now are willing to let WEPL use the twenty spaces until August 15th. Mr. Werner reached out to the local real estate company representing Veiret (the new owner) asking if they will honor the lease that WEPL had with Citizens Bank on a temporary basis or until the end of the year.

Face Mask Requirement

In response to the continued upward trend in COVID-19 cases in Lake County and across the State, WEPL is instituting a requirement that patrons must wear face masks to enter all of our Libraries starting on Monday, July 20, 2020. We are using the State face mask order as a guide, although the order does not (yet) apply to Lake County.

We will continue to provide one-time use masks to patrons who need them and we will be asking staff to monitor that patrons are using the masks appropriately (over both mouth and nose) as they are in the buildings. As in the state order, children under ten will not be required to wear masks.

I have shared our plans with the other Lake County public libraries; Mentor is instituting the same requirement on Monday. Morley Library and the Fairport Library already have mask requirements in place. We will be sending out a press release announcing the new requirement on Friday, July 17, and will be sharing the news via the website and social media. We will also have revised patron guidelines and signage for use at the four Libraries.

Hiring Freeze

As we have discussed at previous Board meetings, we have had a hiring freeze in place since March; the only open position that we have filled since then is the technology assistant to Biagio Di Cioccio. We determined that position to be essential given the demand for technology services and support in the wake of the coronavirus effect on our work.

Based on discussions among the four Library Managers, Carol Tuttle, Eric Linderman, Vicki Simmons, and me, we would like to keep the hiring freeze in place through the end of the year. This will allow us to evaluate our current staffing needs; make adjustments of existing staff and hours; and be ready to respond if we are forced to close to the public again and/or continue our current limited patron service model for a longer period of time.

We currently have page position vacancies, circulation position vacancies, and the open Communications Manager position. We will seek Board consensus if we feel that we need to post to fill any open positions between now and the end of the year.

Strategic Plan

Following the discussion of the draft strategic plan at the July 2nd Finance and Planning Committee meeting, we are working on suggested revisions to the plan along with the drafting of an introduction and executive summary.

The draft plan is available for further review in the Board's OneDrive folder; please let Eric and me know of any further comments, questions, or edits. We will circulate a draft of the final plan in the next few weeks.

If the Board is comfortable with the final plan, we can place it on the August or September Board meeting agenda for adoption. The approved plan can be used as we start the 2021 budget planning process.

Facilities Update

The installation and activation of the digital signs at the Eastlake and Willowick Libraries are complete. The staffs of both Libraries are beginning to use the signs to communicate Library information and offerings.

Based on the approval of the Willoughby Design Review Board, we are finalizing the design of the granite sign for the front of the Willoughby Library. The Design Review Board requested that we add a bevel around the edge of the sign; Northcoast Memorials will be sending us a revised design next week. We are still on target for an early fall installation.

Tom Johnson is ordering some additional plexiglass barriers for locations that each Library has identified. He and the Maintenance staff will also be replacing the plywood barriers in the Materials and Processing department with plastic barriers soon. The Maintenance staff completed the move of Colleen Kelly into the old ILL space at City Hall, across the hall from Eric's office.

Deputy Director's Report/Eric Linderman

[Hotspot Circulation Policy](#)

Following conversations with our group of circulation managers, I am recommending a change to our policy on the circulation of internet hotspots. When we began the hotspot lending program about five years ago, we viewed a two-week loan period as ideal; however, due to the high demand and small number of devices we had at the time, we decided to go with a one-week loan. Since that time, our collection has grown significantly, and our managers are confident that we can move up to the two-week loan period on hotspots and still satisfy the demand for them. We believe that our patrons will appreciate this, especially during a time that it is a good idea to stay at home and utilize our services that provide remote access.

[Chat Reference](#)

We are in the process of implementing a new feature on our website that will allow online visitors to communicate with library staff via instance messaging. Just as customers chat with companies about online banking and shopping, WEPL patrons will soon be able to contact our staff with reference questions and requests to obtain materials.

This chat mechanism may also be utilized in-house to communicate with patrons who are using our computers. One of our toughest challenges lately has been providing needed computer assistance while maintaining necessary social distancing. By using the messaging application, we will be able to talk and share on-screen information between our service desks and the public computers.

[Labor-Management-Safety Committee](#)

The Labor-Management-Safety Committee (LMSC) has resumed regular discussions following our reopening. We have participated in many group emails, and we are planning a meeting in early August. At this time, Rick and I have responded to numerous questions, raised through the committee's submission procedure, regarding our plans on various safety-related issues. The recent topics of our discussions with the LMSC have included the installation of panic buttons in the libraries, rules for face masks in the public areas, locations of plexiglass barriers in the libraries, and useful technologies including the above-mentioned instant messaging application.

The LMSC has also raised the topic of recent job reclassification committee discussions. As permitted by the collective bargaining agreement, employees in the bargaining unit may request, on an annual basis, the reevaluation of the classifications and pay grades of positions by a committee composed of managers and representatives from the bargaining unit. This year, the committee considered the circulation support staff job with respect to the addition of passport services in 2019. The committee has recommended to me that some amount of additional compensation be provided for this added responsibility; however, the committee did not agree on what exactly that compensation should be.

Given the fact that we are not doing passports right now, and also since we have until the end of September to conclude the process, I am going to spend time looking at different options to decide if, and how, I think we should respond to the committee's recommendation. If additional compensation is recommended, approval will be requested at a future meeting of the Board, as described in the collective bargaining agreement.

Collections & Digital Services Report/Carol Tuttle

[Digital Services updates](#)

March-May showed increased use of WEPL digital resources during our building closure. OverDrive usage peaked in April and May with over 12,200 checkouts each month. Hoopla peaked in April with over 2000 checkouts. Kanopy peaked with 341 checkouts in

May (Kanopy usage has increased over 300% for the last 3 months compared with 2019). Usage has dropped for June but remains above the 2019 levels (18% higher for hoopla, 4% higher for OverDrive).

[MAP/Collection Services](#)

Ordering has fully resumed with two full months of orders being placed for the buildings since staff returned to the buildings. WEPL was ahead of the game with placing orders and processing new materials compared to other Clevnet libraries. When the system wide holds dropped, many of our new items trapped Clevnet holds since we were one of the few library systems that actually had added physical copies to the catalog record. MAP staff are handling new tasks and processed heavy workloads as both new orders and backordered materials are delivered daily.

[ILL/Clevnet](#)

The Lake County libraries holds group functioning during the curbside only period was very active, and we appreciated the role of Maintenance staff in completing the weekly delivery for this. A total of 210 boxes came in and 164 were sent out to Lake County libraries. Other Clevnet libraries including CH, EU, ME, TW and GCPL exchanged materials with us through individual arrangements. Between May 19 and June 28, 320 boxes of WEPL materials came in to ILL and 215 boxes of Clevnet materials were sent out from ILL due to the ad hoc transit arrangements. The Lake County Holds Group was reset by Clevnet on June 30 due to resumption of statewide delivery service by Priority on June 29.

For the first week, Priority was working to get stored boxes of materials out of the delivery hub and the member library buildings and on to their destination libraries. CPL was not yet accepting deliveries, which meant we stored over 40 boxes of materials until Priority was able to take them. Beginning on July 6, full Clevnet catalog functionality was resumed which caused all Clevnet holds to drop onto all item records. The first day our buildings handled holds pull lists over 30 pages long. There was large uptick in bins of transiting materials the first day with a record 71 bins arriving at ILL from the buildings to be distributed fill holds at libraries across Clevnet. The Priority delivered 60 boxes to ILL on July 8 as the effect of Clevnet reopening began. Now in the second week the daily deliveries are resuming normalcy, with about 40 Karen and Teresa are handling the delivery surges with their usual professional capability and optimism.

RESOLUTION 69-20

Mr. Mackey moved and Mrs. Petruccio seconded that the Board approve the funding for Staff Development Day on August 24th, 2020.

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.

OLD BUSINESS

The Board agreed not to hold the August meeting.

A Finance & Planning Committee meeting may be held in August to review the strategic plan.

Mrs. Roche asked on the status of the Videtic property next to the Willowick Library. Mr. Werner responded that topsoil has been added to the places where the city asked us to lay it. Mr. Werner also reached out to property surveyors asking for the cost of surveys.

Mayor Regovich would like to use the Willowick Library on August 11th for residents to be able to watch a Zoom presentation on recommendations from the consultant for the lake front plans.

Mrs. Roche also asked about the status if Lakeland has fulfilled the contract of the strategic plan. Mr. Werner emailed the new person of the non-profit and public service center at Lakeland and has not received a response yet.

NEW BUSINESS

No new business

NEXT MEETING, Monday, September 21, 2020, 6:00 p.m. via Zoom

ADJOURNMENT

MOTION 70-20

Mrs. Petruccio moved and Mrs. Polewchak seconded that the Board adjourn at 6:54 p.m.

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

Respectfully submitted,

Board President

Board Secretary