

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

Monday, September 21st, 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<sup>th</sup>, 2020

**CALL TO ORDER**

The meeting was called to order by President Monin at 6:07 p.m.

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

Absent: Deputy Director Eric Linderman

Also present: Director Rick Werner; 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 (sent)\*

- July 20, 2020 Regular Meeting of the Board of Trustees
- August 7, 2020 Special Board Meeting of the Board of Trustees
- August 20, 2020 Special Board Meeting of the Board of Trustees

**MOTION 79-20**

Mr. Mackey moved and Mrs. Petruccio seconded that the following minutes be approved as presented.

- July 20, 2020 Regular Meeting of the Board of Trustees
- August 7, 2020 Special Board Meeting of the Board of Trustees
- August 20, 2020 Special Board Meeting of the Board of Trustees

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

**FISCAL OFFICER’S REPORT**

<b>PLF</b>	<b>2019</b>	<b>2020</b>	<b>% Increase</b>
<b>August</b>	\$151463.28	\$213439.84	40.92%
<b>YTD</b>	\$1335253.82	\$1327335.68	-0.59%

**MOTION 80-20**

Mrs. Petruccio moved and Mrs. Roseum seconded that the Board approve the July and August 2020 Fiscal Officer’s report:

**JULY LIST OF BILLS PAID: \$ 485,277.77**

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY

Regular Meeting of the Board of Trustees

Monday, September 21, 2020

JULY FINANCIAL STATEMENT: YTD

	<b>RECEIPTS</b>	<b>EXPENDITURES</b>	<b>BALANCES</b>
General Fund	\$4,403,813.55	\$3,260,358.50	\$1,809,220.00
Grants	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$ 11,077.68	\$102,670.70	\$755,819.28
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
<b>TOTALS</b>	<b>\$4,414,891.23</b>	<b>\$3,400,557.88</b>	<b>\$2,600,051.43</b>

**JULY INVESTMENTS: \$1,736,257.07**

<b>PLF</b>	<b>2019</b>	<b>2020</b>	<b>% Increase</b>
<b>September</b>	\$182,762.79	\$197,205.73	7.90%
<b>YTD</b>	\$1,518,016.61	\$1,524,541.41	0.43%

**AUGUST LIST OF BILLS PAID: \$466,567.11**

AUGUST FINANCIAL STATEMENT: YTD

	<b>RECEIPTS</b>	<b>EXPENDITURES</b>	<b>BALANCES</b>
General Fund	\$6,343,555.88	\$3,735,365.61	\$3,273,955.22
Grants	\$3,000.00	\$0.00	\$3,000.00
Capital Projects Fund	\$11,200.77	\$104,970.70	\$753,642.37
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
<b>TOTALS</b>	<b>\$6,357,756.65</b>	<b>\$3,877,864.99</b>	<b>\$4,065,609.74</b>

**AUGUST INVESTMENTS: \$1,736,798.58**

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

**MOTION 81-20**

Mrs. Roche moved and Mr. Mackey seconded that the Board approve a motion accepting the amounts and rates.

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

**MOTION 82-20**

Mr. Mackey moved Mrs. Polewchak seconded to approve a motion to allow the Roth 457 option to be offered to employees through Ohio Deferred Compensation program.

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

**MOTION 83-20**

Mrs. Roseum moved and Mr. Buttari seconded that the Board approve the receipt \$100,000 from the Coronavirus Relief Fund Public Assistance program.

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

**MOTION 84-20**

Mr. Mackey moved and Mrs. Petruccio seconded that the Board approve the new Special Revenue Fund “Coronavirus Relief Fund-Public Library” Fund 210 and appropriate revenue and expense accounts.

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

**MOTION 85-20**

Mr. Buttari moved and Mrs. Roche seconded that the Board approve the appropriations for Fund 210 as needed.

On roll call the following vote was cast: Mr. Buttari, “Yes”; Mr. Mackey, “Yes”; Mr. Monin, “Yes”; Mrs. Polewchak “Yes”; Mrs. Petruccio, “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*

Mr. Werner asked for a committee meeting to be held before the October Regular Board meeting.

Mrs. Petruccio stated Mr. Mackey will now be the chair of the committee for the remainder of 2020 and Mrs. Polewchak will remain on the committee until her replacement is chosen.

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

**PERSONNEL (Petruccio, Mackey, Roseum)** *did not meet*

**MOTION 86-20**

Mrs. Polewchak moved and Mr. Mackey seconded that the Board approve the August and September Personnel Actions reports as presented.

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

**POLICY (Roche, Petruccio, Buttari)** *did not meet*

**ADMINISTRATION REPORT**

**MOTION 87-20**

Mrs. Roche moved and Mrs. Roseum seconded that the Board approve the September 21, 2020 Surplus Equipment list and disposal of items as presented.

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

**MOTION 88-20**

Mr. Werner added that he has requested Josh Werling (Cleveland Institute of Art) and Greg Patt (Heart of Willoughby) to add a clause to the memorandum that the Library would be released from any liability for anyone working on the installation and removal of the mural. Mr. Buttari would like a provision added for the damage or residue left by the removal of the mural.

Mrs. Roseum questioned the cost of the removal of the mural in the original proposal. Josh Werling stated that the \$250 removal cost was built into the quote that the Heart of Willoughby and the Downtown Willoughby Association agreed to. Mr. Werling suggested that the \$250 be put into an escrow account or to pay it to the Library now for the funds to be held. The revised memorandum will be circulated to the Board this week.

The estimation of the installation date should be the second or third week of October, weather pending.

Mr. Mackey moved and Mr. Buttari seconded that the Board approve the Willoughby Library Mural Memorandum of Understanding as amended.

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

**Director's Report/Rick Werner****Staffing and Operational Issues**

As WEPL continues to adapt to the new service model that we have adopted to respond to the COVID-19 pandemic, we have continued to assess our current operating model as well as our staffing in order to ensure that we are making the best use of our human resources.

Eric Linderman has been working with the four Library Managers on an on-going basis to review our service model and to develop ways that we can cover our staffing needs with existing staff and hours with a hiring freeze in place until at least January 2021. We have altered some of our initial COVID-19 operating procedures recently.

Most significantly, we have ceased closing to patrons on the 45-minute mark of every hour in order to wipe down surfaces. We are still doing hourly cleaning, but we are not requiring patrons to leave the Library. Since many patrons were simply waiting outside the buildings to re-enter at the top of the hour, requiring them to leave for 15 minutes each hour did not seem customer friendly. It would have become even less so as the summer gives way to fall and winter.

On the staffing and hours front, Eric has worked with the Library Managers and under the provisions of the Collective Bargaining Agreement to shift some staff and hours in order to meet the staffing needs of each of the Libraries and the Materials and Processing unit at City Hall. While we have rarely had to use it, we do have the ability – under the CBA – to reassign staff from their “regular” buildings to other buildings.

We also have the authority to use “temporary transfers” to fill vacancies that are awaiting posting. While the CBA limits most temporary transfers to sixty days, we have proposed a memorandum of understanding to the bargaining unit that would extend the length of temporary transfers while we still have a hiring freeze in place. We believe that our local bargaining unit leadership is supportive of the MOU. They are discussing it with SEIU staff leadership.

With the use of assigning staff to the parts of the organization that have openings and with the use of the temporary transfers, we hope to reduce the need to recommend to the Board other – and more drastic – responses to the current operating model such as overall hours reductions, furloughs, the use of the Ohio Shared Work Program, or layoffs.

We will continue to monitor the staffing and operating model issues and will keep the Board updated. We can answer any questions on our approach at the September Board meeting.

**Eastlake Board Applications**

As of now, we have received only one application for the Board vacancy that will be created when Shelley (sadly!) leaves the Board. The applicant lives in Willoughby and thus can't fill the Eastlake vacancy.

Nick and I talked about the situation earlier this week and he suggested that we contact the other applicants who applied in the process that resulted in Shelley's original appointment to the Board. Trish pulled those applicants and I will contact them to see if they are interested in being considered in this process.

I will also talk to Mayor Morley and contact the members of Eastlake City Council to see if they have any recommendations of potential Board applicants. We will do some additional publicity about the opening.

Under the oath that Board members take, there is a statement that Board members will serve until their “successor is chosen and qualified.” Under that provision, we believe that Shelley can continue to serve on the Board until we have a new Eastlake Board member in place. Nick and I did talk about the advisability of appointing a new Board Vice President at the September meeting and we have included an agenda item for nominations for VP and a vote.

**CARES Act Funding Use**

As Vicki has informed the Board, WEPL has \$100,000 of federal CARES Act funding available to expend for COVID-19-related expenses that we have incurred or will incur between March and December of this year.

With Vicki having already identified \$25,000 or so of expenditures that we can charge off to the CARES Act funding, Eric and I have started the work with the Library Managers to identify other potential uses of the funding. Based on an initial discussion, we are coalescing around a plan to purchase book lockers that could be installed outside all four Libraries to allow patrons to be able to pick up materials in a contact-less manner and at any time.

This approach would include replacing the inoperative book locker currently installed in the front of the Willoughby Hills Community Center. Since we anticipate that lots of other public libraries will likely try to use their CARES Act funding for book lockers, we are working expeditiously to identify the vendor and model that could work best for each of our Libraries.

We will update the Board on our work on this at the September Board meeting.

### Facilities Updates

Thanks to the work of the Facilities staff, we have begun to catch up with the maintenance projects that got delayed during the three-month COVID shutdown. The majority of building modifications have been completed; we are awaiting the delivery of a bit more plexiglass to finish up a few more service points.

In order to fully brief the Board on the remaining 2020 projects, I am hoping that we can schedule and hold a Building Committee meeting between the September and October Board meetings. Tom Johnson and I have started the work on planning 2021 facilities projects so we can update the Board on those as well at the Committee meeting. In the meantime, the following are some quick updates:

### Willoughby Hills Library HVAC

As the Board is aware, the Willoughby Hills Library has endured a number of HVAC failures over the spring and summer of this year. We have communicated regularly with the City about our feeling that they need to more comprehensively address the situation.

I am happy to report that the City is now working directly with Trane on the situation, bypassing the use of the Burrier HVAC company that failed to remedy the situation. Holly Ferkol, Tom, and I met on September 15<sup>th</sup> with Mayor Gardner, Service Director Mark Grubiss, and two representatives of Trane to discuss a \$12,000 proposal for a new control system to the existing HVAC system to better manage the system and reduce the likelihood that short losses of electricity will result in the shutdown of the system.

The City is prepared to move forward with the Trane proposal. Under the City-friendly lease we have in place with the City, our share of the cost of the approval is \$4,345. The City is also working with Trane on the City's process to assess the condition of all of its HVAC systems across all its facilities. The Trane staff assured the City and us that the new control system can be used with any other improvement/replacement of the Community Center's HVAC system in the future.

### Willoughby Library Granite Sign

The granite sign for the Willoughby Library is – finally – on its way. We have a purchase order in place with Northcoast Memorials (and have already paid them); they have the piece of granite already delivered and are beginning the process of sculpting the sign.

It should be completed by early to mid-October. The Facilities staff will prepare the opening for the installation of the sign and we have engaged the same mason who did the interior brick work at the Library to install the granite sign. We will secure the sign permit from the City (a formality since the Design Review Board has already approved the design) and a sidewalk obstruction permit for the installation.

### Willoughby Library Mural

The proposal to install a mural on one of the walls of the Willoughby Library front entranceway has resurfaced. Through Greg Patt's coordination, the Heart of Willoughby organization and the Downtown Willoughby organization have agreed to share in the total project cost of \$5,050.

The costs are allocated as follows: \$2,500 to the artist (Willoughby native Anna Lattanzio) and \$2,550 to the Cleveland Institute of Art for the printing and production of the mural itself. Josh Werling, the President of the Willoughby Arts Collaborative and the CIA Digital Output Center Manager, will install the mural. The life expectancy of the digital image is estimated to be between 3 to 7 years.

Greg has proposed a four-party Memorandum of Understanding among the Library, Heart of Willoughby, the Willoughby Arts Collaborative, and Anna Lattanzio. The only financial obligation the Library takes on is to share equally with the Arts Collaborative, Heart of Willoughby, and the Downtown Willoughby Organization in the costs, if any, of removing the mural at the end of its useful life.

The mural project is an exciting way to expand the Willoughby Library's visual contribution to its neighbors and to all of downtown Willoughby. We can answer any questions that the Board has about the project at the September Board meeting.

### Willoughby Parking Spaces

In order for the Board to consider a recommendation for the Library to try to purchase the 20 parking spaces behind the Library, we have identified a commercial property appraisal firm to provide us with an estimated value of that portion of the parking lot.

We have not had any further communication with VEREIT, the owner of the property. The City of Willoughby's Economic Development Director Tom Thielman, at the request of Mayor Fiala, will assist us in approaching VEREIT if the Board authorizes us to move forward with an offer for the parking spaces.

We should have the appraisal in hand in time to schedule an executive session at the October Board meeting to discuss the issue.

**Board iPads**

Following up the discussion we had with the Board earlier in the summer, we are planning to proceed to purchase iPads for each Board member to use for their Library work.

After the iPads have been received and configured by Biagio Di Cioccio and Heather Siracki, we will distribute them to Board members. We also strongly encourage Board members to transition to their WEPL email addresses for all Library business.

**Communications & Development Report /Michelle Hudson**

- PBS Kids/Ideastream: Created 15 second ad promoting Summer Reading that aired several times daily for a 2 week period in June/July.
- Lake County Captains: Coordinated with the Captains as a sponsor for Summer Reading.
- Spirit Media: The Library ran PSA's during the months of July and August promoting the library's extended hours and health & safety procedures. We also ran 15 and 30 second radio spots advertising several upcoming Library programs.
- Radio Interview: I appeared as a guest for a two part segment on Our Aging World which aired on WINT 101.5 FM in August.
- Breckenridge Book Group: Resumed monthly book discussions virtually using Zoom.
- Library Program Guide: Created/distributed new Library Guide for September/October.
- Press Releases: Submitted press releases for Library programs, extended hours, mask mandate, etc. All submissions were picked up by The News-Herald. The Library was also featured in The Plain Dealer for the first time in years.
- Currently working with Lakeland Community College, RSVP of Lake County and Mentor Public Library to host our annual Lake County Volunteer Fair in October. This year it will be held virtually using Zoom.

**Collections & Digital Services Report/Carol Tuttle****Digital Services updates**

Hoopla and Kanopy usage peaked in March and April while we were closed but are still up dramatically over our 2019 usage (2020 circ. is averaging an increase of 31% for Hoopla and 176% for Kanopy). OverDrive is averaging an 8% increase over 2019. Our Gale Virtual Reference eBook collection was updated on September 1 with a subscription to The Best of Gale, a nonfiction reference collection of over 300 titles of the most used titles, updated automatically by Gale. PressReader usage (digital newspapers and magazines) has more than doubled over the two months since our official subscription began on July 1 following the free trial. Nearly 40 patrons used PressReader in August, accessing over 300 different publications.

**MAP/Collection Services**

We lost a 14-hour staff person in August, bringing our total loss of staffing hours to 34 (19% reduction). Bethany Vernon (WK Circ.) volunteered to work in MAP temporarily for 24 hours per week so we are now only 10 hours down in total staff time. We are seeing some delays in delivery of materials from our vendors. This is due to known supply chain problems in the publishing/printing industry, as well as a drastic drop in film production. We have had to cancel some orders on books that have now had their publish dates pushed into 2021.

Thanks to the Maintenance crew, the plywood sheets installed last June in MAP have now been replaced by plexiglass. This makes a tremendous difference in the work environment since we can now see each other through the shielding.

Building and Central orders are striving to meet the original 2020 budget allowances. The movie orders have been reduced due to few blockbuster releases in the last 6 months, but films are starting to pick up.

Hotspots are now circulating for 14-day checkout periods. Carol is working with a vendor to get Chromebooks for circulating as a bundle with dedicated hotspots. This will provide full internet access for patrons who prefer not to come inside our buildings.

**ILL/Clevnet**

The items handled by ILL continue to increase since April and are now running about 80% below our Jan/Feb 2020 numbers. This seems good considering the reduced in-person visits in not just our buildings but other Clevnet libraries as well. It shows the effectiveness of both our self-service online catalog and staff-assisted holds. Our total WEPL circulation for Aug. 2020 was 70 % of the circ. for August 2019, likely due to less browsing.

**Eastlake Library Branch Report/Amy Winter**

During the month of July, Eastlake Public Library, with the generous sponsorship of the Willoughby-Eastlake Library Boosters, held their first ever 3-D STEM Olympics. The contest was open to anyone 14 years or older and entries needed to consist of a basic 3-D design, which could be completed within 5 hours. After the entries had been submitted and over 140 votes were cast, the winners are:

- 1<sup>st</sup> Place-Gold: Tony Christovich, winner of a \$50 Amazon gift card
- 2<sup>nd</sup> Place-Silver: Eddie Christovich, winner of a \$30 Amazon gift card
- 3<sup>rd</sup> Place-Bronze: Eloise L., winner of a \$25 Amazon gift card
- an Honorable Mention: Miranda Richmond.

Thank you to everyone who participated!

Adult Reference also finished out their Essential Oils Series via Zoom. And ran a 6-week Dungeons and Dragons online campaign for Teens and Adults that tied in with our Summer Reading theme, Imagine your Story.

Our next big program will be Monday, September 28th. Grand Carousel at Euclid Beach Park presented by the Western Reserve Historical society via Zoom.

Teen Art Club has met twice this fall virtually. With 18 teens Teen Art club seems to be going stronger than ever. Many of our artists express their thanks that Miss Cathy is continuing the program even though they can't meet in person. Here are some of the comments received:

- Thank you! My kids are looking forward to a fun art project. - Lori Smith (Sierra and Elijah's Mom)
- Hi! Here is Sophia's completed project. Thank you for continuing this program. - Jenny Paoloni, Sophia's Mom.
- Here is Nik's photo! He loved the art club yesterday. Thank you so much for doing these while we are still virtual. He really looks forward to them! - Nik's Mom, Monika.
- Thanks for doing this one again, it was a lot of fun! - Andrew Smith (16yrs)

The Children's staff has been busy with a variety of virtual programming, including "National Parks Rock!," "Homeschool Travelers," "Sam's Science Spotlight," "Khin's Craft Corner," storytimes and more! We're also gearing up for the beginning of the holiday season. Halloween will feature several virtual programs that cover all age groups, and we're also going to be handing out COVID-safe goodie bags (crafts, printables & candy) for the kiddos who can't trick-or-treat this year. We've booked a Native American storyteller via Zoom for November, and we're working on Christmas, Hanukkah & Kwanzaa programs to promote diversity.

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**Willoughby Library Branch Report/Deb Mullen**

Willoughby Library joins the rest of WEPL in getting used to the "new normal" of library service to our patrons. Most patrons coming in are very grateful we are open and very appreciative of the materials and services we *can* offer. Our first Sunday, and first day without closing during our hourly cleaning, went very well. I am so appreciative of the Willoughby staff taking on all the various tasks associated with being open during this challenging time, especially the hourly cleaning of high touch surfaces and exhibiting schedule flexibility.

Circ staff are doing a great job assisting patrons as they return materials, sometimes in large numbers as in the case of Breckenridge.

Our 2 pages (down from our normal 4 due to attrition) and circ staff are working hard to keep materials shelved and looking neat.

Curbside service continues to be used and we expect it to pick up as the weather turns poor.

Reference staff are doing an excellent job assisting patrons on computers while doing their best to remain physically distanced. And as in-person programming is still on hiatus, Willoughby Adult Services staff have done a wonderful job continuing to offer quality virtual programming such as book discussions, author visits including David Giffels, historical programs such as The Cleveland Years of Eliot Ness and Doo Wop of the 1950's and programs related to hot topics such as Voting 101: Everything you need to know to vote in Ohio.

Some upcoming programs to watch for are author visits from Derf Backderf, author of My Friend Dahmer and Kent State: Four dead in Ohio and Christina Baker Kline author of Orphan Train and her new novel, Exiles.

Our Teen Librarian is beginning a bi-monthly take and make art club and a monthly Animal Crossing program. She has moved our Teen large print materials to a more prominent shelf in the hopes of increasing circulation.

Our Children’s staff remains busy participating in system-wide virtual programming as well as building specific programming including our American Girl book club, Homeschool programming and their upcoming Paranormal Fest for Teens and Tweens.

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OLD BUSINESS                    *no old business*

NEW BUSINESS

The Oath of Office for Mr. Monin was given in person by Ms. Lastoria on September 16<sup>th</sup>, his term as a Board member will expire in 2027.

**MOTION 89-20**

Mrs. Petruccio moved and Mr. Mackey seconded that the Board accept the resignation of Mrs. Polewchak effective until her successor is chosen and qualified.

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

**MOTION 90-20**

Mr. Mackey nominated Mrs. Roseum and she accepted the Vice President role for the remainder of 2020.

Mr. Mackey moved and Mrs. Petruccio seconded that the Board to appoint Mrs. Roseum as the Board of Trustees Vice President for the remainder of 2020.

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

**NEXT MEETING**, Monday, October 19, 2020, 6:00 p.m., via Zoom

**ADJOURNMENT**

**MOTION 91-20**

Mrs. Petruccio moved and Mrs. Polewchak seconded that the Board adjourn at 7:08 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