

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

Monday, October 19th, 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 6:00 p.m.

Present: Mr. Buttari, Mr. Mackey, Mr. Monin, Mrs. Petruccio, Mrs. Polewchak, Mrs. Roche, 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: Mr. Werner stated that the Trane contract and the Job Reclassification topics have been tabled until the November Board meeting.

Citizen’s Comment: *no comments*

Mr. Monin presented the following minutes:

- o September 21, 2020 Regular Meeting of the Board of Trustees
- o October 14, 2020 Building Committee Meeting

MOTION 94-20

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

- o September 21, 2020 Regular Meeting of the Board of Trustees
- o October 14, 2020 Building Committee Meeting

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

FISCAL OFFICER’S REPORT

PLF Fund Distribution

| PLF | 2019 | 2020 | % Increase |
|----------------|----------------|----------------|-------------------|
| October | \$ 166,339.98 | \$ 168,147.80 | 1.09% |
| YTD | \$1,684,356.59 | \$1,692,689.21 | 0.49% |

MOTION 95-20

Mrs. Petruccio moved and Mrs. Roche seconded that the Board approve the September 2020 Fiscal Officer’s report:

SEPTEMBER LIST OF BILLS PAID: **\$ 475,972.81**

SEPTEMBER FINANCIAL STATEMENT: YTD

| | RECEIPTS | EXPENDITURES | BALANCES |
|--|-----------------------|-----------------------|-----------------------|
| General Fund | \$6,545,025.14 | \$4,170,132.88 | \$3,040,657.21 |
| Grants | \$3,000.00 | \$0.00 | \$3000.00 |
| Coronavirus Relief Fund- Public Library | \$100,000.00 | \$31,201.16 | \$68,798.84 |
| Capital Projects Fund | \$11,293.39 | \$104,970.70 | \$753,734.99 |
| 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 | \$30.00 | \$15,302.58 |
| TOTALS | \$6,659,318.53 | \$4,343,863.42 | \$3,901,173.19 |

SEPTEMBER INVESTMENTS: **\$2,736,687.47**

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

MOTION 96-20

Mrs. Roche moved and Mrs. Polewchak seconded to approve the World Pay credit card transaction contract rate reduction and extension.

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

COMMITTEE REPORTS

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

Did not meet

BUILDINGS (Mackey, Polewchak, Roseum)

Mr. Mackey stated that the committee met on October 14th and discussed the building projects for 2020 and 2021. Mr. Werner added that the committee is recommending approval of the 5-year renewal of the Otis maintenance contract for the Willoughby elevator. The proposal for the Trane contract has not been received yet and will be presented at the November Board meeting.

MOTION 97-20

Mr. Mackey moved and Mr. Buttari seconded that the Board approve the renewal of the 5-year Otis maintenance contract from November 1, 2020 to October 31, 2025 with an annual cost of \$2,311.35.

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

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

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

MOTION 98-20

Mrs. Roseum 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”, Ms. Roche “Yes”, Mrs. Roseum “Yes”. Motion carried.

Mr. Werner added that the hiring freeze is still in place until at least January 2021. Mr. Linderman stated that the job reclassification for circulation will be discussed with the management group and will be brought to the Board at the November Board meeting.

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

MOTION 99-20

Mr. Linderman explained that there are certain groups that provide important services to people and he would like to add this policy to the Pandemic Preparedness and Response Plan beginning January 2021.

Mr. Mackey moved and Mrs. Petruccio seconded that the Board approve the policy on Community Partners Providing Vital In-Person Services.

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

ADMINISTRATION REPORT

RESOLUTION 100-20

Mrs. Roche moved and Mrs. Petruccio seconded that the Board approve the 2021 Board of Trustees Meeting Dates and Locations list 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”, Ms. Roche “Yes”, Mrs. Roseum “Yes”. Motion carried.

RESOLUTION 101-20

Mr. Mackey moved and Mrs. Polewchak seconded that the Board approve the Resolution setting the 2021 Holiday Schedule 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”, Ms. Roche “Yes”, Mrs. Roseum “Yes”. Motion carried.

ADMINISTRATION REPORT

Director’s Report/Rick Werner

Facilities News

With thanks to the Building Committee for meeting on October 14th, the following are some highlights from the work that the Facilities staff and vendor partners have accomplished since the beginning of 2020, even with the timeout for the COVID shutdown from March to June.

WEPL-wide

Since we have been back from the COVID timeout, the Facilities staff have installed plexiglass barriers in primary service points across all four Libraries and in the Materials and Processing office at Eastlake City Hall. The Facilities staff is now installing additional barriers in secondary service points in the four Libraries.

Working with Gillmore Security, wifi-based panic button systems have been installed at the Eastlake, Willoughby, and Willowick Libraries. Gillmore will be installing a similar system at the Willoughby Hills Library before the end of the year.

Eastlake

The major project of 2020 – the HVAC air handler replacement – was completed by Trane in the late spring and early summer. This will be followed up by the replacement of the one furnace that serves the meeting room that will be accomplished by the end of the year.

The conclusion of these two projects sets the stage for the renovation of the whole Library that – we hope – will be commenced in 2021 and concluded late that year or in the first part of 2022. Tom and I are revising the design services request for qualifications document to incorporate the new operating procedures that we have in place; we plan to release the RFQ in December or January.

On the exterior front in addition to the installation of the digital sign, the Facilities staff have installed new outdoor lighting along the front of the Library and in the east parking area and have installed an outdoor shed in the back to increase storage options for Library and maintenance materials and equipment.

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY

Regular Meeting of the Board of Trustees

Monday, October 19, 2020

Willoughby

The primary facilities work at Willoughby is happening outside the four walls of the Library. On the Euclid side of the building, we are awaiting the completion of the granite sign by Northcoast Memorials that will be installed on the front of the building. It is still our hope that weather conditions will allow us to complete the installation in late October or early November.

Based on the feedback we received from the Board at the September meeting regarding the Willoughby Arts Collaborative mural, we have reached an agreement with Greg Patt of the Heart of Willoughby organization on the memorandum of understanding among HOW, the Downtown Willoughby organization, the Cleveland Institute of Art, the Willoughby Arts Collaborative, and the Library that will protect the Library's interests and liability. Greg and Josh Werling, the Chair of the Collaborative, hope that they will be able to install the mural this fall.

We have received an appraisal of the value of the 20 parking spaces in the back of the Library; we are including an executive session for the October Board meeting so that the Board can discuss the potential purchase. Front landscaping has been improved and we are hoping to be able to install replacement lighting on the Euclid side during the fall.

On the interior of the Library, we anticipate completing the construction/installation of the necessary equipment and furnishings for the passport area adjacent to the back of the Fiction area. We have tentative approval from the State Department for the provision of passport services. We expect to receive final approval once we have completed the necessary building adaptations.

Willoughby Hills

We continue to work with City of Willoughby Hills as they plan for the improvements to the Willoughby Hills Community Center. We have not heard yet if the City plans to commence the work in 2021.

The City has authorized Trane to install a new control panel on the existing HVAC system which should address the frequent air conditioning issues that the Library experienced this past spring and summer. We have a purchase order in place to pay for the Library's share of the work.

Willowick

The COVID shutdown has delayed the two major projects at Willowick: the replacement of the air handler system and the elevator. Tom and I have concluded that it makes sense to bring on an engineering firm to assist us in developing the specifications and bidding documents for both projects.

We hope to start the bidding process for both projects before the end of the year so that the work can be started in early 2021. We think that the elevator project will be done first; the Facilities staff is rebuilding the ramp in the garage this fall so that it is more accessible for patrons who have mobility issues and cannot use the stairs. We are also thinking about how we can make the lower level accessible while the elevator is out of commission.

In addition to the installation of the panic buttons, Tom has worked with Gillmore to install an upgrade to the lift station communication system.

Lake County Library Cooperation

The Lake County public libraries continue to work together on cooperative projects, including sponsoring virtual author and book events. Two programs of note are upcoming League of Libraries events featuring the recent books "Rust" and "Evicted". More information can be found at <https://www.leagueoflibraries.org/>.

The Lake County libraries continue to hold a weekly Zoom meeting so that we can coordinate services and harmonize each library's approach to service in the current environment.

Deputy Director's Report/Eric Linderman

[Labor-Management-Safety Committee \(LMSC\)](#)

The LMSC group agreed not to meet in September, but did meet in early October, on Zoom.

The group discussed updates to the library staff's safety manual (Emergency Response Handbook), which was last revised in 2014. An important part of the revision this time is the updating of our building maps with exit routes. Local fire marshals had recommended that our maps be simplified, so managers from each of our five locations have worked with respective fire departments to improve our maps.

Another point discussed was the upcoming flu season. With the ongoing pandemic, there is increased concern about the spread of viruses in our libraries.

I went over procedures for responding to threats and revisited our reopening plans, as well as the guidance provided by government and public health departments. While there has been an interest in seeing a uniform procedure that covers all situations, I have emphasized that it is difficult, and perhaps dangerous, to try to apply the same rules to all situations.

One consistent point is that we seek guidance from the Lake County General Health District when we become aware of possible virus exposure. We also err on the side of caution until we have verified information. If there is any question about whether exposure has been possible, our management team has been quick to instruct employees to stay at home until we have more information, and that has usually involved someone getting a COVID-19 test.

At this time, we have only become aware of one verified COVID-19 positive library patron. In that case, we identified all staff who could have been exposed based on scheduling for the day and time. Talking with the county health department, we confirmed that all the correct precautions had taken, and that the likelihood of virus transfer to our staff in that case was very low, and no further action was recommended for us to take.

Another related topic of discussion has been traveling outside Ohio. We are following the Ohio government's Statewide Travel Advisory. According to this advisory, anyone who travels to a state with a positive rate of 15% or higher should self-quarantine for 14 days upon return. Based on this advisory, we are requiring staff to self-quarantine upon return from a high-risk state.

[Update on Library Operations](#)

The four libraries have been operating with considerable restrictions since we reopened in May; although, as we navigate this new territory, we are gradually finding ways to offer more services in a safe manner.

Regular cleaning continues to be an important part of our ongoing routine, but we have learned that it can be done effectively without closing the buildings every hour. So, like most businesses in the area, we remain open throughout the day, except that we continue to open an hour later than usual and close an hour earlier, in order to complete more thorough cleaning.

Our meeting rooms and quiet study rooms remain closed, but we are planning to offer limited in-person consultations provided by approved community partners that provide vital services. The two service providers we are considering at this time are the Red Cross and the Tax-Aide provided by AARP. Related to this, there is a proposed motion for an amendment to the Infectious Disease policy on the agenda for the October meeting of the Board. This policy amendment makes clear that only groups appearing on a list approved by library management may provide vital services in the libraries.

Even as we gradually expand access to our facilities, we continue to provide curbside service. Although use of this service has dropped some, we anticipate an increase in curbside requests as the weather gets colder. We continue to advertise curbside service prominently on our website, social media, and on our printed program guides.

As we move through the ups and downs of the pandemic, it has been necessary to make adjustments to staffing, based on decreases in traffic within the libraries, and also reductions in the services we provide to the public. Fortunately, we have been able so far to respond to this situation without drastic measures like furloughs, layoffs, or reductions to scheduled staff hours. There are two reasons for this: 1. coincidentally, there have been numerous retirements, and 2. we have used temporary transfers of employees to balance staffing between locations and departments.

Temporary Transfers

Temporary transfers are limited to 60 calendar days by our collective bargaining agreement with SEIU and the WEPL bargaining unit. I have sent the union a proposal for a memorandum of understanding that would extend the temporary transfers to the end of 2021. I have not heard back from them at this time.

The first of these 60-day temporary transfers will end on October 27, 2020. Our management team is discussing what the next steps would be if the MOU is not finalized by then. I will keep you informed of any developments.

Communications & Development Report /Michelle Hudson

- Breckenridge Book Discussion Group: 16 participants via Zoom
- Submitted monthly PR to: Lake Community News, Today's Family, County Kids, Northeast Ohio Parent, Northeast Ohio Boomers
- Spirit Media radio ads which ran during the past month: Children's Halloween programs, Pesky Scammers with Officer Fedor and PSA's for Homework Help and Curbside Pickup.
- Submitted press releases for Lake County History Center program, The Coupon Guy program, Story Walk and Board of Trustees Vacancy, all of which were picked up.
- Library was featured in the Sunday edition of The News-Herald promoting program with Lake County History Center.
- Attended Library Journal Virtual Summit
- Attended Ohio Library Council Crisis Communications Webinar
- Created/Published November-December Library/Program Guide

Children's Services Report/Sarah Vargo

- Sarah Vargo was finally able to get a Story Trail in each city! The Trails in Willowick and Willoughby have been particularly popular and well received from our patrons. The Trail in Eastlake has been removed and the others will follow within the next couple of weeks. Sarah plans to have new Trails for each park in the spring.
- The children's virtual programs continue to be very successful. We had hundreds of children participate with our Eric Litwin program, which was made possible through the idea and work from Sarah Silbaugh and the sharing of all of the children's presenter budgets.
- We have not only families viewing our Zoom storytimes, but also local daycares and preschools. Sarah Silbaugh is also conducting separate outreach Zoom storytimes, and Julie is working on offering some as well.
- Sarah S., Sam, Julie and Sarah V. participated in ALSC's first Virtual Institute. The focus was on diversity and inclusion. Several of the presentations were absolutely fantastic, and we are all working together to implement some of the information into our programs and collections.

Network Systems Administrator Report/Biagio Di Cioccio

- Digital signs have been installed at Willowick and Eastlake and are being used to advertise programs and library hours
 - The IT team deployed 10 Staff computers across all branches and 3 laptops
 - The credit card machines have been replaced at all the buildings and are now typically more like an android touchscreen than the previous blackberry keyboard
 - Some items that were put on hold until next year are a memory lab for people to be able to transfer their physical media to digital (photos and movies) as well as another children's touchscreen computer
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Willoughby Hills Library Branch Report/Holly Ferkol

- Chrystal Jeter has retired from our library. She did wonderful Children's programs and always provided excellent assistance to our patrons with reference questions. Mary Lou Caine is retiring on 10/24/20 from our library. She has done a fine job of managing our Circulation depart for years and is great with our patrons.
 - We had a successful adult program with 30 patrons attending our author event at the end of September. Author, D. M. Pulley, participated in our Murder at the Hills book discussion group. She talked about her book, "*No One's Home*", and took questions about her fascinating book.
 - Our staff has taken continuing education Zoom classes.
 - We have a Zoom program coming up with the Coupon Guy on 10/7/20 and a Teens Sew a Decorative Pumpkin Zoom class on 10/15/20.
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Willowick Library Branch Report/Kathleen Jozwiak

- Computers are probably what have been drawing people to the library the most during the pandemic. We have a new set of regulars. Our computer usage, however, is less than 50% of pre-pandemic usage. It has been difficult enforcing the mask mandate but staff is doing a remarkable job assisting people while maintaining a balance enforcing rules.
 - The children's storytimes and programs are going exceptionally well in a virtual environment.
 - Adult reference staff is becoming more comfortable with virtual programming.
 - We moved the table manning the door to the top of the steps to prepare for cold weather. It is working out well.
 - Our new digital sign is phenomenal! When you drive by, check out our program listings. We are getting better at adding backgrounds and moving images.
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OLD BUSINESS *No old business*

NEW BUSINESS

Self-evaluations from the Fiscal & Compliance Officer and Director are due to the Personnel Committee by December 31. The date for the evaluations to be given will be set at the November Board meeting. The senior management goals for Mr. Werner, Mr. Linderman and Ms. Simmons will be updated.

NEXT MEETING, Monday, November 16, 2020, 6:00 p.m., via Zoom

MOTION 102-20

Mr. Mackey moved and Mrs. Polewchak seconded that the Board adjourn into executive session to discuss a potential real estate transaction at 6:38 p.m.

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.

The Board returned to open session at 7:08 p.m.

ADJOURNMENT

MOTION 103-20

Mrs. Petruccio moved and Mr. Mackey seconded that the Board adjourn at 7:09 p.m.

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

Respectfully submitted,

Board President

Board Secretary