

**WILLOUGHBY-EASTLAKE PUBLIC LIBRARY**

Regular Meeting of the Board of Trustees, Monday, November 16, 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 6:00 p.m.

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

Absent: Mrs. Polewchak

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 requested that Mr. Monin repeats who moved and seconded the motions.

**Citizen's Comment**

Gale Lippucci asked if WEPL's financial situation has changed due to the email that was sent out today regarding if Lake County changes to purple status there may be a reduction in hours. Mr. Monin responded that no decisions have been made yet, but a plan does need to be in place. The goal is to keep the libraries open and staffed appropriately.

President Monin presented the following minutes:

- October 19, 2020 Annual Meeting of the Records Commission
- October 19, 2020 Regular Meeting of the Board of Trustees

**MOTION 104-20**

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

- October 19, 2020 Annual Meeting of the Records Commission
- October 19, 2020 Regular Meeting of the Board of Trustees

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

**FISCAL OFFICER'S REPORT**

**MOTION 105-20**

Mr. Mackey moved and Mr. Buttari seconded that the Board approve the October 2020 Fiscal Officer's report:

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PLF Fund Distribution

<b>PLF</b>	<b>2019</b>	<b>2020</b>	<b>% Increase</b>
<b>November</b>	\$ 171,982.93	\$ 177,402.30	3.15%
<b>YTD</b>	\$1,856,339.52	\$1,870,091.51	0.74%

OCTOBER LIST OF BILLS PAID: **\$604,162.14**

OCTOBER FINANCIAL STATEMENT: YTD

	<b>RECEIPTS</b>	<b>EXPENDITURES</b>	<b>BALANCES</b>
General Fund	\$6,921,022.95	\$4,767,805.67	\$2,818,982.23
Grants	\$3,000.00	\$3,000.00	0.00
Coronavirus Relief Fund -Public Library	\$100,000.00	\$35,809.14	\$64,190.86
Capital Projects Fund	\$11,357.57	\$115,931.57	\$742,838.30
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
<b>TOTALS</b>	<b>\$7,035,380.52</b>	<b>\$4,960,105.06</b>	<b>\$3,660,993.54</b>

OCTOBER INVESTMENTS: **\$2,736,680.13**

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

COMMITTEE REPORTS

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

BUILDINGS (**Mackey**, Polewchak, Roseum) *Did not meet*

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

*Did not meet*

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

*Did not meet*

**MOTION 106-20**

Mrs. Roche moved and Mrs. Petruccio seconded that the Board approved an upgrade of the Circulation Support classification from grade 4 to grade 5 effective November 22, 2020.

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

SLATE OF OFFICERS FOR 2021 - Mrs. Petruccio and Mr. Monin will meet and bring recommendations to the December meeting.

**MOTION 107-20**

Mr. Buttari moved and Mrs. Roseum 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, “Absent”; Mrs. Roche, “Yes”; Mrs. Roseum, “Yes”. Motion carried.

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

*Did not meet*

**ADMINISTRATION REPORT**

Mr. Werner began by thanking Mr. Linderman and the staff for dealing with the virus around us and within WEPL and handling the situation so well, including staff that has moved between branches to cover shifts. Also, he thanked the Bargaining Unit for approving the MOU for temporary transfers to be extended. The hiring freeze will be in place until early 2021. An email was sent to staff today regarding the possibility of Lake County being declared risk level 4 (purple). If that happens WEPL would only have curbside service and not service patrons in the buildings, but would continue with reference chat and virtual programming, which would reduce the staffing hours temporarily. Mr. Linderman is looking into the Shared Work Ohio Program which is a partnership between employers and unemployment from the state, this would allow effected employees to access unemployment benefits. Approval is still pending and if this program will be utilized, a plan will be brought to the Board and to the Bargaining Unit at a Special Board meeting in December. If Lake County does go to purple, all the Lake County libraries plan on going to curbside service only and virtual services. A staff Zoom meeting is scheduled for Friday, November 20<sup>th</sup> at 9:30 a.m. is open to the Board.

Mrs. Roche asked if the staff are kept informed of any COVID cases at the library and the CDC guidelines. Mr. Werner responded that the first step is communication with the staff in the building of the person that is diagnosed and give them updates as soon as they are available. Then an email is sent to the remainder of the staff with the guidance if someone does not feel well to stay at home and seek the guidance of their doctor.

Mr. Werner also briefed the Board that the granite sign at Willoughby is now in place and needs some masonry work to finish the project. The blue “Library” sign on the side of the building also has a new lightbulb fixture in it and is working.

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### Deputy Director's Report/Eric Linderman

#### Job Reclassification

At the regular November meeting of the Board, I am recommending a reclassification of the circulation employees and requesting approval of that action. These job classifications include the Circulation Support staff as well as the Public Services Support staff. For both jobs, I am recommending an upgrade from Grade 4 to Grade 5 on the bargaining unit pay grades. In the case of Public Services Support staff, which currently includes two staff members, that upgrade would apply to hours spent working in the circulation departments, since those employees also work in reference.

The job reclassification procedure for the bargaining unit involves a yearly process in which a committee reviews requests and makes recommendations to me and Rick. As described by our collective bargaining agreement with the WEPL bargaining unit and SEIU, this committee includes two members of the bargaining unit and two members from management.

The discussion this year focused on the recent addition of passport services at the Willowick Library. The committee agreed that the added responsibility justifies a pay adjustment, but there was not agreement about what that adjustment should be. There was not a consensus on whether circulation employees should get a pay adjustment only when completing training for passport services, or whether we should change the pay grade for circulation employees. There could also be the option of creating an additional grade for those circulation employees who provide passport services.

I recommend an upgrade, from Grade 4 to Grade 5, for all these employees for two reasons. For one, our passport services are expanding. We are in the process of adding this service at the Willoughby Library, and it is possible that we will introduce passports at Eastlake following their renovation project. With additional passport locations on the way, I am going to work on getting most, if not all our circulation staff trained to provide passport services.

The second reason for my recommendation has to do with many responsibilities of circulation staff and the current placement of this job within the pay grades. The Circulation Support and Public Services Support classifications are currently placed at Grade 4, along with MAP Support. Unlike our MAP staff, circulation employees work with the public, which requires communication skills that are not needed in MAP. Also, circulation staff are required to work evenings and weekends and often change their schedules on short notice. MAP staff only work daytime hours during the week.

#### Labor-Management-Safety Committee

Our recent meetings have included much discussion about the new revision of our safety manual. Our new WEPL Emergency Response Handbook includes new emergency evacuation maps that have been approved by each of our libraries' respective fire departments. These new maps are simpler and easier to follow at a quick glance than the ones we had before.

Additionally, the new guide includes the Infectious Outbreak Preparedness and Response Plan that was approved by the Board as a policy earlier this year. This plan covers the approach that is being used currently in our response to the Covid-19 pandemic, including the interaction between our team and the different levels of government and public health departments.

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### Communications & Development Report /Michelle Hudson

- Breckenridge Book Discussion Group: 12 participants via Zoom
  - In the process of creating the 2021 book lists for Breckenridge Village and Willoughby Senior Center Book Groups
  - Submitted monthly PR to: Lake Community News, Today's Family, County Kids, Northeast Ohio Parent, Northeast Ohio Boomers
  - Met with Spirit Media to discuss new contract and radio ads/PSA's that will run in November/December
  - Submitted special press releases for Dr. Roizen and Holden Arboretum Collection at Hills
  - Published November-December 2020 Library Guide
  - Designed/ordered WEPL face masks for staff
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### **Collections & Digital Managers Services Report/Carol Tuttle**

#### Digital Services updates

WEPL is launching a new collection on the hoopla platform on December 16. Midwest Tape is upgrading our hoopla account to "hoopla 2.0". This will provide our patrons with the same hoopla simultaneous-use collection (no holds, no waiting) they have been using for a few years, but in addition allows WEPL to supplement that by purchasing individual ebook and eaudio content. This new content will be available to check out one person at a time with holds like OverDrive. WEPL is one of the first adopters of this new platform option, and certainly 2020 is the year to enrich our online content.

We will launch hoopla 2.0 with an Opening Day collection costing \$30,000. This amount is about what our annual budget has been for the current hoopla model. Funding for this extra purchase in 2020 will be transferred from the balance in our Movies account, which has been underspent due to the inactivity of the film industry during the pandemic this year. For comparison, WEPL spends about \$100,000 annually on eBooks and eaudio through OverDrive. The new hoopla 2.0 model will require a new line in the Materials Budget for 2021, and some of the eMedia budget that would previously have been earmarked for OverDrive content can be diverted to hoopla 2.0 content purchases in 2021.

#### MAP/Collection Services

We have appreciated having the help of both Bethany Vernon (8 hrs./ Willowick) and Kim Sullivan (16 hrs./Willoughby) due to the temporary transfer hours arrangement. Donna has trained them both. This arrangement is also beneficial as it helps these building staff understand the MAP staff efforts when placing and receiving the orders and processing the items. The ordering schedule is winding down, as the last building orders for 2020 will be placed before Thanksgiving.

Amanda facilitated a virtual book discussion on *The Exiles* last week for 5 enthusiastic patrons that included a drop in visit by the best-selling author Christina Baker Kline. Carol continues to do monthly Zoom book discussions with the Breckenridge Bookies group consisting of 9 regulars. Carol got this previously in-person group converted to Zoom in May and they have been meeting monthly ever since.

For the next year, WEPL and Holden Forests & Gardens are collaborating with WEPL on a collection of new gardening, horticulture and environmental books. Holden is providing the books, and Willoughby Hills is hosting the display. These 29 books have a WEPL barcode on the back cover within a large white sticker of the Holden logo along with the wording "The Holden Collection at Willoughby Hills Library". Books have the call number HOLDEN and location DISPLAY.

#### ILL/Clevnet

The steady increase in ILL activity since our closure in March/April is encouraging. WEPL brought in 11,741 items for our patrons and sent out 27,351 to other Clevnet patrons. This ratio of 2 out: 1 in is consistent for us in recent years. The total ILL circulation in October 2020 was 81% of October 2019 so we are getting materials out to our patrons even with reduced foot traffic in our buildings.

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### **Eastlake Library Branch Report/Amy Winter**

The Eastlake Children's department is gearing up for a very diverse holiday season, starting with Native Story Hour. Presented by Karen Kitchen of the Osage Nation of Oklahoma, this storytime already had 92 attendees on zoom and we are expecting more views of the video! What a terrific way to kick off Native American Heritage Month!

On December 8th we're offering "Happy Hanukkah," filled with stories & more; followed by "Kwanzaa Celebration" on December 17th.

For those celebrating Christmas, Miss Khin will be hosting a special "Khin's Craft Corner" on December 4th that shows everyone how to make salt dough ornaments. This demonstration goes hand-in-hand with the Adult department's "Cookie Cutter Bonanza" 3-D printing event in November!

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The Cookie Cutter Bonanza has had 8 participants already with lots of interest from others. Song of the Shepards has 74 signups currently. The program will run via zoom on Monday the 16<sup>th</sup>.

We are looking forward to a series of holiday themed December programs, including a film discussion, Master Gardener talk, and a Family Craft of Christmas Gnomes.

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**Willoughby Library Branch Report/Deb Mullen**

Willoughby Library continues to offer the best public service we can with our reduced staffing. We've had staff out due to quarantine situations, but the rest of the staff has picked up the slack here and at other buildings.

We are seeing steady computer usage and excellent program attendance. We are full steam ahead in planning our second annual New Year New You signature program, which will be held virtually.

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**OLD BUSINESS**

Mrs. Petruccio reminded Mr. Werner and Ms. Simmons that their self-evaluations are due by December 31<sup>st</sup>. There has been one applicant for the Eastlake Board member position, the interview will be held before the December Board meeting.

The Governor extended the limit on 10 people at a meeting so the Board meetings will continue to be held via Zoom into 2021.

**NEW BUSINESS**

*No new business*

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

**MOTION 108-20**

Mrs. Roseum moved and Mrs. Roche seconded that the Board adjourn into executive session to discuss a potential real estate purchase at 6:37p.m.

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

**MOTION 109-20**

Mrs. Petruccio moved and Mr. Mackey seconded that the Board return from executive session at 7:42 p.m.

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

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No actions were taken after adjournment from the executive session.

**ADJOURNMENT**

**MOTION 110-20**

Mrs. Petruccio moved and Mrs. Roseum seconded that the Board adjourn at 7:43 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