

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

Monday, December 21, 2020, 6:00 p.m.

Held virtually via Zoom pursuant to House Bill 404 passed by the Ohio General Assembly on November 23<sup>rd</sup>, 2020.

**CALL TO ORDER**

The meeting was called to order by President Monin at 6:02 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: No additions

Citizen's Comment: No comments

President Monin presented the following minutes:

- November 16, 2020 Regular Meeting of the Board of Trustees
- December 14, 2020 Finance & Planning Committee Meeting

**MOTION 114-20**

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

- November 16, 2020 Regular Meeting of the Board of Trustees
- December 14, 2020 Finance & Planning 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"; Mrs. Roche, "Yes"; Mrs. Roseum "Yes". Motion carried.

**MOTION 115-20**

Mr. Mackey moved and Mrs. Petruccio seconded that the Board accept the bonds for the Fiscal Officer at \$75,000 and the Administrative Assistant at \$25,000 for 2021.

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.

Ms. Lastoria administered the oath of office for Fiscal Officer to Ms. Simmons on December 16<sup>th</sup>, 2020.

Mrs. Petruccio presented the slate of officers for 2021.

**MOTION 116-20**

Mr. Mackey moved and Mrs. Roseum seconded that the Board approve the nominating report as presented:

President	Mr. Monin
Vice-President	Mrs. Petruccio
Secretary	Mr. Mackey

**2021 Committee members:**

Audit Committee: **Mrs. Roseum-Chair**, Mr. Buttari, Ms. El-Khoury, Paul Tyler (citizen)

Buildings Committee: **Mrs. Petruccio-Chair**, Mr. Buttari, Mrs. Roche

Finance and Planning: **Mrs. Roche-Chair**, Mr. Mackey, Mrs. Roseum

Personnel Committee: **Mr. Mackey-Chair**, Ms. El-Khoury, Mr. Buttari

Policy Committee: **Mr. Buttari-Chair**, Mrs. Petruccio, Ms. El-Khoury

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.

**FISCAL OFFICER’S REPORT**

Public Library Fund Distribution

<b>PLF</b>	<b>2019</b>	<b>2020</b>	<b>% Increase</b>
<b>December</b>	\$172,809.46	\$181,830.15	5.22%
<b>YTD</b>	\$2,029,148.98	\$2,051,921.65	1.12%

**MOTION 117-20**

Mrs. Roseum moved and Mr. Buttari seconded that the Board approve the November 2020 Fiscal Officer’s report:

NOVEMBER LIST OF BILLS PAID: \$ 474,310.13

NOVEMBER FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
<b>General Fund</b>	\$7,106,622.88	\$5,241,994.82	\$2,530,393.01
<b>Grants</b>	\$3,000.00	\$3,000.00	\$0.00
<b>Coronavirus Relief Fund</b>			
<b>Public Library</b>	\$100,000.00	\$36,334.14	\$63,665.86
<b>Capital Projects Fund</b>	\$11,413.15	\$115,931.57	\$742,893.88
<b>Building Construction</b>	\$0.00	\$0.00	\$0.00
<b>Computer Information</b>	\$0.00	\$37,528.68	\$19,679.57
<b>Eastlake Coal Plant</b>	\$0.00	\$0.00	\$0.00
<b>Fiduciary Fund – Worrallo</b>	\$23.01	\$30.00	\$15,325.59
<b>TOTALS</b>	<b>\$7,221,059.04</b>	<b>\$5,434,819.21</b>	<b>\$3,371,957.91</b>

NOVEMBER INVESTMENTS: \$2,736,923.21

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.

**MOTION 118-20**

Mrs. Roche moved and Mrs. Polewchak seconded that the Board approve the request for the advance of taxes collected.

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.

**MOTION 119-20**

Mr. Mackey moved and Mrs. Roche seconded that the Board approve the 2-year dental insurance coverage for the period of 1/1/2021-12/31/2022 with Guardian at no rate increase and the 1-year basic life insurance renewal with an annual increase of \$263.

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.

**MOTION 120-20**

Mrs. Petruccio moved and Mr. Buttari seconded that the Board approve the 2021 IRS mileage rate, when posted. In the interim, the 2020 amount of 57.5 cents will be used.

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.

**AUTHORIZATION MOTIONS**

**MOTION 121-20**

Mrs. Roche moved and Mrs. Roseum seconded that the Fiscal Officer be authorized to transfer funds on the Library’s books from one account to another during 2021 as needed.

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.

**MOTION 122-20**

Mrs. Petruccio moved and Mr. Mackey seconded that the Board authorize the Fiscal Officer to invest Library funds in 2021 in accordance with the current Library Investment Policy.

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.

**MOTION 123-20**

Mr. Mackey moved and Mrs. Polewchak seconded that the Board approve the following authorization motions:

- The President or Vice-President of the Board, along with either the Fiscal Officer or Assistant Fiscal Officer is authorized to sign checks written against the General Fund.

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.

**MOTION 124-20**

Mr. Mackey moved and Mr. Buttari seconded that the Board approve the 2021 Property, Liability, Auto and Directors & Officers and Employment Practices with Berkley/Cincinnati renewal is \$21,308.00.

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)**

*Did not meet*

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

*Did not meet*

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

Mr. Buttari stated that the committee met on December 14 and discussed the 2021 Temporary Budget.

**MOTION 125-20**

Mrs. Roseum moved and Mrs. Polewchak seconded that the Board approve transfers from the General Fund of \$1,000,000.00 to the Capital Projects Fund, and \$40,000.00 to the Computer Information Fund.

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.

**MOTION 126-20**

Mrs. Roche moved and Mrs. Petruccio seconded that the Board approve the 2021 Temporary Budget 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.

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

**MOTION 127-20**

Mr. Mackey moved and Mr. Buttari 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.

**RESOLUTION 128-20**

Mr. Buttari moved and Mrs. Petruccio seconded that the Board adopt the resolution to approve the 2021 Non-Bargaining Personnel salaries effective the first full pay of January 2021 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**

### **RESOLUTION 129-20**

Mr. Mackey moved and Mr. Buttari seconded the amended resolution that the Board adopt the resolution to approve the 2021 CLEVNET membership contract at a cost of \$163,517.56 for the period of January 1, 2021 to December 31, 2021.

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.

### **RESOLUTION 130-20**

Mrs. Petruccio moved and Mrs. Roche seconded that the Board approve the closure of the Library on December 26<sup>th</sup> and 27<sup>th</sup>, 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 “Yes”. Motion carried.

### **Director’s Report/Rick Werner**

#### [Eastlake Board Candidate Interview](#)

Ashley El-Khoury is confirmed to interview with the Board in a special board meeting on Monday, December 18, 2020, at 5:15 pm via Zoom. We will be sending each Board member Ashley’s application, resume, and interview questions by Friday afternoon. We will also post the documents on the Board’s One Drive site.

Ashley and I held a phone conference on Wednesday at her request to brief her on the interview process. I shared with her the October 2020 Board meeting agenda and the minutes from that meeting to give her a sense of how the Board meetings work. I also provided her with the current Board list and the Board committees.

While it is disappointing that we did not receive additional applications, Ashley is a very strong candidate, based on her background, experience, and commitment.

#### [Facilities Update](#)

As you will recall, the Library has ordered four book lockers (using the federal CARES Act funding) to install outside each Library for all-hours access for patrons to retrieve materials on hold. The installation requires some significant preparation work at each Building; the Facilities staff has been doing that prep work for the past couple of weeks.

We anticipate that the lockers will be delivered the week of December 21st. The manufacturer will be dispatching an installation technician to work with our Facilities staff to complete the installation and operationalization of the lockers. Taking into account the time to complete the installation and to train circulation staff about how to use the lockers, we hope that they will be operational by mid-January.

#### [Operating Procedures](#)

As we continue to monitor the coronavirus situation in Lake County and across Northeast Ohio, we anticipate remaining closed to the public through early to mid-January. Even with Lake County’s return to Risk Level 3/Red status, it still seems wise to maintain our current service approach through the December holidays and into January to see if there is an increase in cases as a result of holiday activities.

While Mentor Public Library has reopened to the public on a limited basis after Lake County returned to Risk Level 3, most of WEPL's neighboring public libraries have remained closed to patrons for the time being.

We will continue to watch the guidance from the State and Lake County General Health District and will make any recommendations of operational changes based on public health advice. We appreciate the Board's support of this cautious approach, intended to protect the health of both patrons and staff.

---

## Deputy Director's Report/Eric Linderman

### Speedy Delivery

Our managers at the Willoughby Library have led an effort to expand our home delivery services during the remainder of the pandemic. This month we are resuming our traditional home delivery service to those who normally have trouble making it to the library. A socially distanced, contact-free approach will be used.

In January we will begin Speedy Delivery, which will make home delivery available to cardholders in good standing who live within our service area. We plan to make Speedy Delivery available, along with the existing curbside service, until our libraries are back to full-service operations. Our managers at Willoughby have worked with our IT department to develop an online form that will allow patrons to submit requests to our librarians, and to select either curbside pickup or Speedy Delivery to receive their materials.

### Budgets

I have been working with our managers to complete the departmental budgets, which fall within the larger funds outlined in the budget that Vicki presents. Many of these are developed by managers, and I review them; but there are two that I put together with input from our managers. These are the budgets for programming and for continuing education.

Our programming budget for 2021 will be \$24,900 and will be comprised of funds for presenters and funds for program supplies. For 2021, there will be a focus on remote programming including author programs for adults and virtual story times for children. Our program supply budget will fund our "Take and Make" craft programs, which have been a hit during the pandemic. For these activities, participants pick up a kit at the library which is then constructed during a live Zoom meeting.

For continuing education, our emphasis during the pandemic has been on remote training. Much of this budget is used for programs provided by the Northeast Ohio Regional Library System, but increasingly, our staff is taking advantage of virtual events offered by divisions of the American Library Association, including the Association for Library Services to Children (ALSC), the Young Adult Library Services Association (YALSA), and the Public Library Association (PLA). The budget that provides funds for registration fees for webinars, virtual conferences and online training will be \$19,250.

### Materials Circulation

Our circulation of physical materials grew gradually from our reopening of buildings in June to the end of November, when we returned to curbside service. Our circulation in November was 72% of what it was in November 2019. That was up from 54% in July. If we are able to reopen the buildings in January, as the current county virus trend suggests we may, I am hopeful that our upward trend will continue, especially with the introduction of the Speedy Delivery service.

Our circulation of E-media continues a positive trend that has been constant for many years. It is a gradual trend, and we have not seen a recent spike to indicate the pandemic has had a sudden impact. WEPL patrons seem to like E-media just as much as they always have. Our circulation of E-media titles has been between 12,000 and 15,000 per month during the past year.

---

**Communications & Development Report /Michelle Hudson**

- ❖ Breckenridge Book Discussion Group: 10 participants via Zoom.
  - ❖ Submitted monthly PR to: Lake Community News, Today's Family, County Kids, Northeast Ohio Parent, Northeast Ohio Boomers.
  - ❖ Library has renewed our contracts with Spirit Media, Mimi Vanderhaven Magazine and Laketran for 2021.
  - ❖ Submitted special press releases for Little Free Food Pantries and Tournament of Roses Parade.
  - ❖ Created/Published January-February 2021 Library Guide.
  - ❖ Distributed new WEPL face masks to staff.
  - ❖ Library will be a sponsor for the WINT commercial free Christmas music program, which will air on 101.5 FM & 1330 AM. We will kick off the program with our ads running from 6-7 pm on Christmas Eve.
- 

**Children's Services Manager Report/Sarah Vargo**

The children's department continues to offer popular virtual programming. Our Toddler and Preschool story times routinely get over 40 children, because we have invited local preschools and daycares to view as well. We are also conducting separate Zoom outreach story times. Our virtual concert with Jim Gill was successful and super fun. Well over 100 children got to speak with Santa.

One major highlight of this fall was when over 100 children experienced Karen Kitchen's Native Story Hour which attracted viewers from 5 states and included wonderful Native American books and songs. The children's librarians have been working on mindfully assessing the diversity in our collections and programming, thanks in large part to Sam Nicholson. The response to Native Story Hour was extremely positive, and we look forward to having her as well as other diverse presentations in 2021.

---

**Network Systems Administrator Report/Biagio Di Cioccio**

- ❖ The IT dept has purchased and distributed equipment to our virtual programming staff, including iPads, ring lights and tripods to help produce better videos.
  - ❖ We have worked on some planning for next year and tackling our IT needs for the upcoming year.
  - ❖ We continue to update the website and phone messages to relay current information for patrons during these changing times.
- 

**Willoughby Hills Library Branch Report/Holly Ferkol**

- ❖ We had some successful Zoom programs which included *iPhone & iPad Tips & Tricks Part 1*, had 23 people in attendance and *iPhone & iPad Tips & Tricks, part 2* had 24 adults attending the program.
  - ❖ We also had *Teens Sew Fabric Flowers* on Zoom and there were 4 teens who attended the sewing class. Our sewing classes have been successful for kids, teens, and adults.
  - ❖ Our library will have many interesting Zoom programs in January and February.
  - ❖ Jim Cromie, our page, is retiring on Dec. 11, 2020. Jim started working at Willowick Public Library on April 10, 2000.
  - ❖ The Willoughby Hills Community Center is not busy. The only activity they have is the Amazon Driver Training in the building almost every day, but few people attend the training.
  - ❖ We are collecting Coats for Kids in the building.
-



**Willowick Library Report/Kathleen Jozwiak**

- ❖ We applied for recertification for 2021 as a passport acceptance agency. They approved us in less than 24 hours for another year! (We have only accepted one passport since our closure in March.)
  - ❖ Staff have shelf read the entire collection twice since May.
  - ❖ Gale and Jack completed our local collection of books.
  - ❖ There is a nice series of programs from the Western Reserve Historical Society in January and February that Willowick adult reference staff coordinated together. Check out the program guide.
  - ❖ Sarah Silbaugh has done some outreach story times with preschool classes via Zoom.
- 

**OLD BUSINESS**

Mrs. Petruccio reminded Mr. Werner and Ms. Simmons that their self-evaluations are due by December 31, 2020, also that the Board award nominations are due by January 31, 2021.

**NEW BUSINESS**     *no new business*

**NEXT MEETING**, Monday, January 25, 2021 (**4<sup>th</sup> Monday**), 6:00 p.m., via Zoom

**MOTION 131-20**

Mr. Mackey moved and Mrs. Polewchak seconded that the Board adjourn into executive session to discuss a potential real estate purchase at 6:52 p.m.

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.

The board returned from executive session at 7:22 p.m.

No actions were taken after adjournment from the executive session.

**ADJOURNMENT**

**MOTION 132-20**

Mrs. Petruccio moved and Mrs. Polewchak seconded that the Board adjourn at 7:22 p.m.

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

Respectfully submitted,

---

Board President

---

Secretary