

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees  
Monday, February 15th, 2021, 6:00 p.m. Held virtually via Zoom pursuant to House Bill 404, passed by the Ohio General Assembly on November 23, 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. Roche, Mrs. Roseum.  
Mrs. El-Khoury joined the meeting at 6:11 p.m.

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

Absent: no absences

Additions to the agenda: no additions

Citizen's Comment: no comments

President Monin presented the following minutes:

- January 25, 2021 Regular Meeting of the Board of Trustees
- February 10, 2021 Building Committee Meeting
- February 10, 2021 Special Board Meeting

**MOTION 22-21**

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

- January 25, 2021 Regular Meeting of the Board of Trustees
- February 10, 2021 Building Committee Meeting
- February 10, 2021 Special Board Meeting

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

**FISCAL OFFICER'S REPORT**

<b>PLF</b>	<b>2020</b>	<b>2021</b>	<b>% Increase</b>
<b>February</b>	\$200,671.32	\$200,852.24	0.09%
<b>YTD</b>	\$366,206.26	\$374,213.33	2.19%

**MOTION 23-21**

Mrs. Roseum moved and Mrs. Petruccio seconded that the Board approve the January 2021 Fiscal Officer's report:

JANUARY LIST OF BILLS PAID: \$ 472,358.72

JANUARY FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
<b>General Fund</b>	\$180,037.39	\$460,720.52	\$889,328.21
<b>Grants</b>	\$0.00	\$0.00	\$0.00
<b>Corona Virus Relief Fund- Public Library</b>	\$0.00	\$0.00	\$11,033.61
<b>Capital Projects Fund</b>	\$98.04	\$0.00	\$1,732,445.87
<b>Building Construction</b>	\$0.00	\$0.00	\$0.00
<b>Computer Information</b>	\$0.00	\$0.00	\$59,679.57
<b>Eastlake Coal Plant</b>	\$0.00	\$0.00	\$0.00
<b>Fiduciary Fund – Worrallo</b>	\$0.00	\$0.00	\$15,237.99
<b>TOTALS</b>	<b>\$180,135.43</b>	<b>\$460,720.52</b>	<b>\$2,707,725.25</b>

JANUARY INVESTMENTS: \$2,236,557.67

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

**MOTION 24-21**

Mrs. Petruccio moved and Mrs. Roche seconded that the Board approve the 2021 compensation report as presented.

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

**COMMITTEE REPORTS**

**AUDIT (Roseum, Buttari, El-Khoury, Paul Tyler citizen)**

*Did not meet*

**BUILDINGS (Petruccio, Buttari, Roche)**

Mrs. Petruccio stated that the committee met on February 10th and discussed the RFQ for Eastlake Library and the 2021 major facilities projects. Mr. Werner reviewed the 2021 facilities projects list with the Board.

**RESOLUTION 25-21**

Mr. Buttari moved and Mrs. Roseum seconded that the Board approve the RFQ for Eastlake Public Library design services.

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

**FINANCE AND PLANNING (Roche, Mackey, Roseum)** *Did not meet*

**PERSONNEL (Mackey, El-Khoury, Roseum)** *Did not meet*

**MOTION 26-21**

Mrs. Petruccio 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”, Mrs. El-Khoury “Yes”, Mr. Mackey “Yes”, Mr. Monin “Yes”, Mrs. Petruccio “Yes”, Mrs. Roche “Yes”, Mrs. Roseum “Yes”. Motion carried.

**POLICY (Buttari, Petruccio, El-Khoury)** *Did not meet*

**ADMINISTRATION REPORT**

**MOTION 27-21**

Mrs. Roche moved and Mrs. El-Khoury seconded that the Board approve closing the Library for Staff Development Day on May 17<sup>th</sup>, 2021

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

**Director’s Report/Rick Werner**

**Reopening Recap**

Having restarted in-person patron service on January 18, we continue to operate as safely as we can for both Library staff and patrons. Across all four Libraries, we have seen general adherence by patrons to the operating guidelines that we have in place.

The most common issue that we have contended with is patrons who do not wear their face masks correctly. We have established an approach where we give a patron two warnings about face mask compliance; after the second warning, we ask the patron to leave for the remainder of the day. If the same patron re-offends on

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another day, we will ban them from all of our Libraries for seven days. We have not yet had to ask any patrons to leave or to ban any patrons since we reopened in January.

We are holding every-other-week staff Zoom sessions to answer questions or address concerns that Library staff have. My primary takeaway from the sessions thus far is that WEPLers are happy to be serving patrons again directly and are glad that we have specific and enforced guidelines for patrons.

### [Eastlake Library Renovation](#)

We are eager to get started on the formal planning for the renovation of the Eastlake Library. The Building Committee reviewed and endorsed the request for qualifications document that we have drafted to identify an architectural firm.

If the Board approves the release of the RFQ at its February meeting, we should be on-track to receive and review proposals by late March so that the Board could consider a design firm recommendation at its April meeting. Once we have released the RFQ, we will draft and share a project timeline with the Board.

### [Willoughby Library Parking](#)

With the consideration of the purchase of the Citizens Bank building behind us, we will be presenting the Board with the appraisal that we have of the fair-market value of the twenty parking spaces we used to lease from VEREIT. If the Board authorizes us to move forward with an offer, we will attempt to negotiate with VEREIT through the Anchor Cleveland real estate brokers promptly.

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## **Deputy Director's Report/Eric Linderman**

### [Willoughby Artsfest](#)

Deb Mullen and I attended a recent Zoom meeting of the committee that plans the annual ArtsFest in downtown Willoughby. The Willoughby Library has been involved in this partnership with the Willoughby Western Lake County Chamber of Commerce for many years and Deb does a great job coordinating the children's activities for the event. The ArtsFest includes a juried show for fine artists and booths for a variety of artworks that are for sale.

This is my second year on the committee. The plans for the 2020 event, like many things in 2020, were drastically altered by the pandemic. We planned for the usual July event, which was moved to September, and then it eventually turned into a virtual event.

The plan for this year is to move ahead mostly as usual and then make adjustments if they are necessary. One difference this year is that we will plan for a smaller, socially distanced attendance. Also, we will do make-and-take crafts for kids rather than the usual Kid's Studio. We have also discussed using the Willoughby Library as a space for longer term display of winning artworks.

My job for the ArtsFest is to recruit sponsors. We have many recurring corporate sponsors who pay for advertising that is included in the event. By contacting WWLCC members, as well as the sponsors of other

regional events, I am hoping to increase this list of ArtsFest supporters.

### Labor-Management-Safety Committee

The committee met in early February to continue discussions about pandemic safety. Specifically, there have been questions about our cleaning practices and the chemicals we are using. Prior to the meeting, Tom gave me and other managers specific information about what Lake County Cleaning (LCC) does on a daily and weekly basis, as well as their deep cleaning procedures following a possible COVID exposure. I went over these procedures step by step, and then after the meeting, Tom provided the group with the safety data sheets of all the cleaning solutions that we and LCC are currently using in our buildings.

### Materials Circulation

The general trend for our borrowers continues to be increased use of digital media and decreased borrowing of music and audio books

in disc format. Borrowing of other materials, including books and videos, is currently down by nearly half, but we expect to see a gradual return to more normal trends as we move out of the pandemic.

The growing popularity of E-media is partly due to growth in the amount of content, which is now available from a wider range of providers. For years, our circulation of E-books has been generally dominated by titles provided by Overdrive. Recently Hoopla has begun to account for a greater share of this total with a near 17% increase in circulation in 2020 compared to 2019. Hoopla has been a popular source of streaming music and audiobooks with our patrons for many years. Increasingly, Hoopla also provides E-books, many of which are available on an unlimited basis, unlike Overdrive, which only circulates titles in limited numbers with waiting lists on the most popular books.

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### Communications & Development Report /Michelle Hudson

- ❖ Submitted monthly PR to: Lake Community News, Today's Family, County Kids, Northeast Ohio Parent, Northeast Ohio Boomers.
- ❖ Submitted special press releases promoting Speaking of Cleveland series and Network to Freedom program.
- ❖ Currently redesigning traditional Home Delivery service to incorporate contactless delivery with March 2021 as tentative start date.
- ❖ Spirit Media is running PSA's to promote our reopening and health guidelines.
- ❖ Working on upcoming March-April program guide.
- ❖ Held virtual Breckenridge book discussion and film discussion groups.

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

2021 has continued the children's department's success in the digital world. We relaunched our 1000 Books Before Kindergarten program and also added a 500 Books Before Middle School program as well. Both programs are available through Beanstack. Families receive a WE Promise tote bag when they sign up. Beanstack keeps track of the titles for the families and the children will receive a free book once they complete the program.

It may only be February, but the children's librarians are busy planning our Summer Reading Program. The 2021 theme is Tails & Tales, and the dates are June 1-July 24. The program will be run through Beanstack again, but we are looking forward to being able to actually give the kids prizes this year including some of the amazing raffle prizes we gave away last year. Every child will also have the opportunity to earn a free book.

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

- ❖ The IT dept is slowly migrating our current staff page to a new Sharepoint communication page.
  - ❖ This is the time of year where we have to renew licensing with all the software that we currently use.
  - ❖ We hope to be replacing the Eastlake camera server soon as well as installing/upgrading camera in multiple buildings. Thank you.
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### **Willoughby Hills Library Report/Holly Ferkol**

- ❖ Our library has adjusted to being open to the public again. We have had many successful programs in January and February.
  - ❖ Murder at the Hills had 10 patrons in attendance and Leading a Brain Healthy Lifestyle, given by a staff member from Kemper House, had 5 patrons attending the program.
  - ❖ Mac Tips & Tricks was very popular with 23 patrons attending the program.
  - ❖ The Coupon Guy – Saving During the Pandemic was also a success with 25 patrons in attendance.
  - ❖ There was a Meditation program this month, again given by a staff member from Kemper House, which had 7 patrons in attendance.
  - ❖ We have a new homebound patron from Maple Ridge Senior Living.
  - ❖ We have done lots of weeding over the last few months to clean up the collection.
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### **Willowick Library Report/Kathleen Jozwiak**

- ❖ Since reopening January 18, to our surprise, we have accepted several passport applications. Lori Vayo is coordinating appointments.
- ❖ It remains difficult on staff with patrons at the computers. I would commend the staff for doing a fantastic job under these trying circumstances.
- ❖ We sent Jack off with well wishes and thank him for his superb service at the Willowick branch.

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- ❖ Bryn Wolanski will be hosting a teen poetry contest to coordinate with National Library Week. Entries will be submitted via email.
  - ❖ Sarah Silbaugh was able to arrange a children's cooking class for a chocolate cream pie via Zoom.
  - ❖ The Cleveland series of programs through the Western Reserve Historical Society was well received.
  - ❖ A staff member left for an emergency and the entire staff pulled together to get the program, desks and schedules covered quickly. It really was wonderful teamwork!
  - ❖ I will be taking over as secretary for our Lions club.
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### **OLD BUSINESS**

Mrs. Petruccio reminded the Board to review the Board Award nominations that were submitted.

### **NEW BUSINESS**

Mrs. Roseum will be absent from the March Board meeting.

**NEXT MEETING**, Monday, March 15th, 2021, 6:00 p.m. via Zoom

### **MOTION 28-21**

Mrs. Roseum moved and Mr. Buttari seconded that the Board adjourn into executive session to discuss a potential real estate purchase at 6:35 p.m.

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

The Board returned from executive session at 7:21 p.m.

### **MOTION 29-21**

Mrs. Petruccio moved and Mrs. Roseum seconded that the Board authorizes the Library Administration to negotiate for the purchase of the property comprising twenty parking spaces previously leased by the Library that is part of Parcel # #27A029B000320/38115 Euclid Avenue in Willoughby.

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

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**ADJOURNMENT**

**MOTION 30-21**

Mrs. Petruccio moved and Mrs. Roche seconded that the Board adjourn at 7:22 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