

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees  
Monday, March 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, Mrs. El-Khoury, Mr. Mackey, Mr. Monin, Mrs. Petruccio, Mrs. Roche,  
Mrs. Roseum.

Absent: *no absences*

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 Comments: *no comments*

President Monin presented the following minutes for approval:

- February 15, 2021 Regular Meeting of the Board of Trustees
- February 24, 2021 Special Meeting of the Board of Trustees

## **MOTION 34-21**

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

- February 15, 2021 Regular Meeting of the Board of Trustees
- February 24, 2021 Special Meeting of the Board of Trustees

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.

## **FISCAL OFFICER'S REPORT**

<b>PLF</b>	<b>2020</b>	<b>2021</b>	<b>% Increase</b>
<b>March</b>	\$144,958.91	\$165,524.04	14.19%
<b>YTD</b>	\$511,165.17	\$539,737.36	5.59%

## **MOTION 35-21**

Mr. Buttari moved and Mrs. Petruccio seconded that the Board approve the February 2021 Fiscal Officer's  
report:

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FEBRUARY LIST OF BILLS PAID: **\$463,818.36**

FEBRUARY FINANCIAL STATEMENT: YTD

	<b>RECEIPTS</b>	<b>EXPENDITURES</b>	<b>BALANCES</b>
General Fund	\$1,183,207.66	\$910,758.33	\$1,442,460.67
Grants	\$0.00	\$0.00	\$0.00
Coronavirus Relief Fund- Public Library	\$0.00	\$3,289.00	\$7,744.61
Capital Projects Fund	\$132.69	\$0.00	\$1,732,480.52
Building Construction	\$0.00	\$0.00	\$0.00
Computer Information	\$0.00	\$0.00	\$59,679.57
Eastlake Coal Plant	\$0.00	\$0.00	\$0.00
Worrallo Trust	\$0.00	\$0.00	\$15,237.99
<b>TOTALS</b>	<b>\$1,183,340.35</b>	<b>\$914,047.33</b>	<b>\$3,257,603.36</b>

FEBRUARY INVESTMENTS: **\$2,236,953.53**

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)** *did not meet*

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

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

**MOTION 36-21**

Mrs. Petruccio moved and Mrs. Roche seconded that the Board approve the Personnel Actions report as presented.

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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*

### **MOTION 37-21**

Mrs. Roche moved and Mrs. El-Khoury seconded that the Board approved the policy to extend FFCRA benefits to September 30, 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.

## **ADMINISTRATION REPORT**

### **RESOLUTION 38-21**

Mrs. Roche moved and Mrs. Petruccio seconded that the Board approve the resolution honoring Geri Uram.

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**

### **Operating Procedure Changes**

As the COVID-19 environment in Lake County and throughout Ohio begins to improve, Eric and I have begun to work with the Library Managers, Carol Tuttle, and Sarah Vargo on a plan to modify WEPL’s operating procedures when it is safe to do so.

We are looking at how and when to begin to ease up on requirements such as building attendance, patron hours, the use of study rooms, and mask requirements as the public health guidance we receive from the State of Ohio and the Lake County General Health District starts to change.

We plan to have a draft of the changes for circulation to the Board and staff in the next few weeks. We will take comments and input from the staff before we adopt any new operating procedures.

### **Book Lockers**

I am happy to report that the preparation work for the installation and activation of the exterior book lockers is complete at all four Library buildings.

We reached agreement with the City of Willoughby Hills about the placement of the book locker outside the Community Center a couple of weeks ago. The Maintenance staff completed the electrical and data wiring work at the Community Center on March 12.

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The next step in process is for a technician from the book locker manufacturer to travel here to activate the book lockers and train WEPL staff in the use of them. We are hoping that the book lockers can be available for use by patrons at the beginning of April. We will do some publicity about their availability as soon as we can.

### **Eastlake Library Renovation**

Nina Germano has reviewed and signed off on the Eastlake Library design request for qualifications document. I will be arranging for the RFQ to be published in the News-Herald and potentially the Plain Dealer the week of March 15.

I am working on a timeline for the design process and will be ready to share it with the Building Committee and the full Board by the end of March. Based on the draft timeline, I expect that we will have a staff recommendation of the architectural firm done in time for consideration by the Building Committee and the full Board in May.

### **Citizens Bank Building Update**

Based on the agreement by VEREIT on a purchase price, we executed a Letter of Interest on March 5, 2021. This started the 45-day inspection period during which the Library can make a final determination to move forward or not on the purchase of the CB building property.

We have arranged for EA Group to do a Phase I Environmental Site Assessment and an Asbestos and Hazardous Waste Materials Survey of the building and property. That site visit will be done on March 15 and 16. We should have the final report from EA by the end of March.

We will brief the Board about the purchase process and timeline during the executive session at the March 15<sup>th</sup> Board meeting.

### **Home Delivery**

With thanks to Michelle Hudson for all her work, I am happy to report that WEPL has restarted our home delivery service at the beginning of March.

We will be transitioning the actual delivery responsibilities (on Thursday afternoons) to circulation staff using the WEPL SUV soon. In the meantime, Michelle and I are doing the delivery.

Based on the feedback that Michelle and I have gotten in the first two weeks of delivery, the patrons who avail themselves of the service are quite happy that it has resumed.

### **COVID-19 Test Kits**

The State of Ohio – through a partnership with the Ohio Library Council – is making COVID test kits available through public libraries. Some Lake County libraries will start making the test kits available through curbside delivery soon.

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We are still working on devising the safest possible way to distribute the test kits to determine if WEPL should participate in the program. Amy Winter suggested that we consider holding a COVID Test Kit Distribution Day so that we can control the manner and circumstances under which we distribute the kits. What we are trying to avoid is having folks who think they have COVID show up inside our buildings seeking test kits.

We will update the Board as soon as we have determined the best way to distribute the test kits.

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

### [Annual Reports for 2020](#)

We have begun working on the report that goes to the State Library of Ohio every year, which includes information about our budget, our staffing, collections, and the programs offered by our libraries. The information from this report is retained in a database at the State Library of Ohio and also shared with the Institute of Museum and Library Services for their database of libraries across the nation.

The pandemic and our move to virtual programming has necessitated changes to our routines for tracking statistics. Our discussions about that have intensified as we work on the state report and we review numbers from 2020. In particular, we are having many discussions about which virtual platforms, such as YouTube, Zoom and Facebook Live, work best for different types of programs, and how to count attendance on those platforms. We are striving for accuracy and consistency using sources that are very different from each other and are not designed especially for libraries.

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

The LMSC met in early March and discussed a few different topics. To start the discussion, I gave an update on hiring with information noted below in this report.

There was also discussion about the challenge of assisting patrons who need information about vaccinations. We have not been offering one-on-one assistance at public computers due to the risk of virus transmission, which makes it very difficult to help many of the older people who are advised to use the internet to find information about vaccination.

The committee came up with the idea to create a special webpage on some of our computers with prominent links to information sources for vaccinations. We are hoping that our librarians will be able to direct patrons, from a safe distance, to these large icons on the computer screens.

We are having more frequent trouble with the elevator at the Willowick Library, and members of the committee wanted to know about the progress on fixing that problem. I informed the group that replacement of the elevator is budgeted for this year and that planning for that work is in progress at this time.

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### Hiring Update

We have begun the gradual process of filling vacancies. For the first phase, we are focusing on departments that have experienced the most severe reductions in staff over the past several months. These locations are most affected by employees who have been advised to quarantine due to possible virus exposure.

At this time, we have posted a circulation support position at the Eastlake Library at 24 hours per week. This department currently has three vacancies at the Eastlake location. Also, we have decided to fill a 16 hour/week library associate job at the Willoughby Hills Library by distributing those hours among two employees who already work there. That will enable us to add hours to both the children's and adult reference areas at that location.

### Families First Coronavirus Care Act Extension

With the recent signing of the American Rescue Plan Act by President Biden, we have the option of extending FFCRA benefits through the end of September of this year. I have recommended to the Board Policy Committee that we approve this extension. While the public library cannot receive tax credits the way private employers do by offering FFCRA, it is a measure that may be effective in helping to prevent virus spread in our workplace. So far, there has been no evidence of COVID virus transmission within our workplace, and I believe that is due to the wide range of safety measures we have put in place, including the implementation of FFCRA benefits.

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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 for: 3D Printing at Eastlake Library, Antiques Road Show, Author Edward McClelland, Network to Freedom and Author Susan Conley. All submissions were published by The News-Herald.
  - ❖ Worked with the W-E Library Boosters in securing program funds for: Young Adult Poetry Contest (April), Save the Planet program (April) and Sam Sheppard program (October).
  - ❖ Created/Published the Spring Library Guide - March/April 2021
  - ❖ Hosted monthly Breckenridge Book Discussion group and Film Discussion club.
  - ❖ Relaunched Home Delivery service to homebound patrons.
  - ❖ Ordered WEPL face masks for resale in all of our library locations.
  - ❖ Attended Library Journal Summit and PR Director Networking meeting.
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### Collections & Digital Services Report/Carol Tuttle

#### Digital Services Updates

The Statistics-Databases eMedia spreadsheet shared each month has been reorganized for 2021 so the main page is a cleaner summary with tabs for more detailed stats on Hoopla, Kanopy and OverDrive usage statistics.

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Access Video on Demand and Just for Kids Video (new streaming services from Infobase) has doubled in usage from January to February. The challenge is keeping all the different WEPL digital services marketed through social media.

Lynda.com will be transitioning to LinkedIn Learning in May. From OPLIN: Lynda.com's parent company LinkedIn is absorbing the content into a new platform called LinkedIn Learning. The library version, LinkedIn Learning for Library, will not be integrated with other LinkedIn features, and therefore will not require users to have a LinkedIn account. Ohio libraries will migrate to the new platform the first week in May. Unlike Lynda.com, LinkedIn Learning for Library stores no personally identifiable information: no names, no email addresses—only the library card number used to create the account.

We did not renew the Scholastic GO! database (1-year contract) due to low usage. Scholastic Teachables (3-year contract) continues to be used.

### [MAP/Collection Services](#)

The 20 Chromebook Bundles have been sent to the buildings along with updated Electronic Device Agreements and Quick Start guides for patrons and staff. Press releases and social media marketing will begin very soon as Circulation staff becomes familiar with the management of the devices (resetting after each patron and disabling when overdue).

Amanda has created (with the input of building staff Mitzi Horrigan-Bartolucci, Tammy Beuck, Lora Scibelli and Holly Ferkol) an Adult Reading Challenge for 2021 called "10 to Try". This reading challenge, which uses Beanstack as a tracking tool, encourages our adult patrons to expand their reading horizons by reading 10 books from 50 diverse categories. Patrons who complete this challenge win WEPL swag and a chance to win a \$25 gift card. (one winner per branch). The challenge will end of December 15, 2021. Patrons who choose not to use the online Beanstack platform will be able to get a paper reading log from their library.

### [ILL/CLEVNET](#)

We are still below pre-COVID levels of materials coming in and going out through CLEVNET but remaining quite steady over the last couple of months. Priority deliveries have been consistent.

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

In March, we invited Author and Appraiser Mike Ivankovich who virtually presented "What's it Worth" Antiques and Collectables. Twenty-eight patrons enjoyed the interactive and informative presentation, while each person had their own collectable appraised. Many happy collectors had fun.

On March 1, Tammy Beuck and Tonya Basic of Lake County Historical Society presented the "The Women Spies of Ohio" for 52 patrons through Zoom. Several patrons expressed their excitement about the program and patrons also felt that the presenter's delivery of the information was just right. The presenter kept it interesting, but without being too long to drag on with the information.

Miss Sam at Eastlake kicked off March by hosting a wildly successful Children's Zoom event called "Didgeridoo Down Under." It had over 100 participants, some tuning in from as far away as Pennsylvania and New York!

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Cathy posted a “New Teen Books” video on the TikTok account and got 524 views since Feb 28<sup>th</sup>. She is planning on making another when her next round of orders arrives. She is also impatiently awaiting a good turn in weather for some outside art fun.

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## **Willoughby Library Report/Deb Mullen**

Willoughby Library continues to seek out ways to serve our patrons despite the challenges of COVID. Our primary work is in programming. Mitz Horrigan-Bartolucci, Adult Services Librarian, has resumed her Next Chapter Book Club virtually. Emily Bartley, Adult Services Library Associate spearheaded the return of the Seed Library to Willoughby.

Assistant Manager, Travis Fortney continues to offer well-received programming. Here is a sampling of the programs and patron comments regarding those programs:

### Network to Freedom Program:

- ❖ Ginny May Drotar wrote "Thank you! It was so great to see that the NPS is educating the public and saving these sites for history."
- ❖ Carrie Glaser wrote "What an informative presentation...thank you!"
- ❖ And Madeline and Kristen wrote "Hi and thank you for an interesting talk. We are joining you from Grand Island NY."

### Between the Lines with Susan Conley:

- ❖ June Kliner said "Sounds like a really good book. Thanks for doing that. I'm so glad it was a Zoom, as that is the way to go in winter. I would keep planning this way. Opens a wider region for authors or interesting individuals. Thanks again, Travis"
- ❖ Rose Ann Forster wrote in to say she really enjoyed the program and thanks for inviting her.
- ❖ Louise said, "Thank you so much... interesting chat on a cold wintry night."

### Between the Lines with Shelley Shepard Gray:

- ❖ Lorraine Boyd wrote in that she enjoyed the interview.
- ❖ Kim wrote that she was looking forward to reading the book.

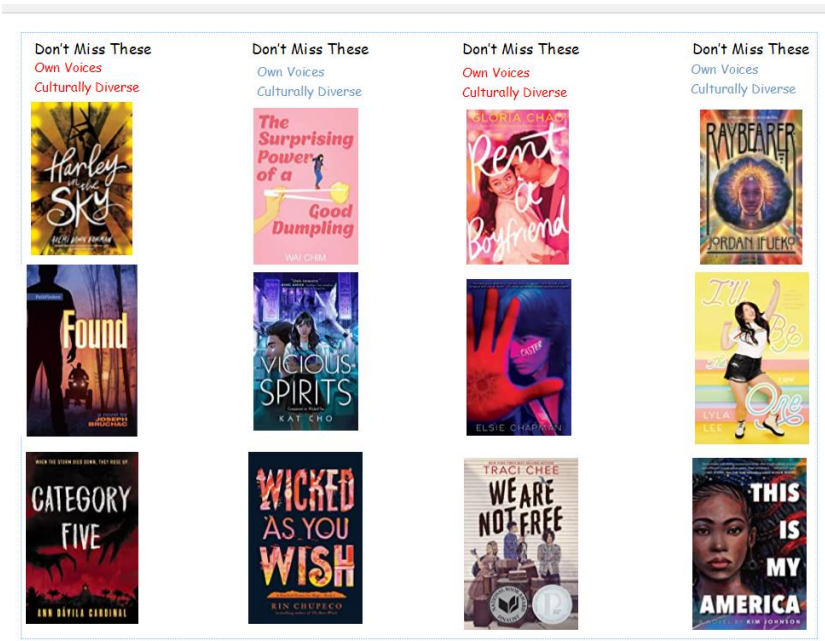
Willoughby Circulation under the supervision of Brian Campbell is gearing up for passport acceptance service. Circulation staff have begun their training and the passport office is taking shape thanks to the Maintenance staff!

Marybeth Carroll head of the Teen Department has been doing “Take and Make” kits and they’ve been a big hit! She plans to continue these through the summer.

Marybeth is also working on making bookmarks highlighting some of our new books focusing on diversity.



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Since March is Women’s History Month, she’s also displaying books featuring strong female characters.



Julie Vickers, Children’s Librarian, and her assistant Jamie Stephens continue to offer the staple baby, toddler and elementary age story times. Julie also continues her Home School Thursdays, offering a wide variety of speakers and Jamie has a Babysitters Club book club. They will be gearing up for SRP 2021 as well.

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**OLD BUSINESS**     *no old business*

**NEW BUSINESS**     Mrs. Roche will not be at the April meeting.

**NEXT MEETING**, Monday, April 19, 2021, 6:00 p.m., via Zoom

**MOTION 39-21**

Mrs. Roche moved and Mrs. Petruccio seconded that the Board adjourn into executive session to discuss a potential real estate purchase at 6:31 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 6:54 p.m.

**ADJOURNMENT**

**MOTION 40-21**

Mrs. Petruccio moved and Mrs. Roche seconded that the Board adjourn at 6:55 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

\*Board Action Required