

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees
Monday, June 21, 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 6:01 p.m.

Present: Mr. Buttari, Mrs. El-Khoury, Mr. Monin, Mrs. Petruccio, Mrs. Roche, Mrs. Roseum

Absent: Mr. Mackey and Mr. Linderman

Also present: Director Rick Werner; Fiscal & Compliance Officer Vicki Simmons; Administrative Assistant Trisha Lastoria; and WEPL staff.

Additions to the agenda: *no additions*

MOTION 55-21

Mrs. Roseum moved and Mrs. Petruccio seconded that the Board approve the nomination of Mrs. Roche and appointment of Mrs. Roche for Board Secretary pro-tem.

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

Citizen’s Comment: *no comments*

President Monin presented the following minutes:

- May 17, 2021 Policy Committee Meeting
- May 17, 2021 Regular Meeting of the Board of Trustees
- June 16, 2021 Building Committee Meeting

MOTION 56-21

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

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

- May 17, 2021 Policy Committee Meeting
- May 17, 2021 Regular Meeting of the Board of Trustees
- June 16, 2021 Building Committee Meeting

FISCAL OFFICER’S REPORT

PLF	2020	2021	% Increase
June	\$ 156,951.46	\$ 255,003.96	62.47 %
YTD	\$ 919,636.13	\$ 1,132,616.23	23.16 %

MOTION 57-21

Mr. Buttari moved and Mrs. El-Khoury seconded that the Board approve the May 2021 Fiscal Officer’s report:

MAY LIST OF BILLS PAID:	\$441,790.80
MAY FINANCIAL STATEMENT:	YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$3,633,257.39	\$2,415,453.27	\$2,387,815.46
Grants	\$0.00	\$0.00	\$0.00
Corona Virus Relief Fund Public Library	\$1.61	\$3,971.83	\$7,063.39
Capital Projects Fund	\$233.74	\$141.85	\$1,732,439.72
Building Construction	\$0.00	\$0.00	\$0.00
Computer Information	\$0.00	\$25,070.16	\$34,609.41
Eastlake Coal Plant	\$0.00	\$0.00	\$0.00
Fiduciary Fund-Worrallo	\$0.00	\$0.00	\$15,237.99
TOTALS	\$3,633,492.74	\$2,444,637.11	\$4,177,165.97
MAY INVESTMENTS	\$2,238,883.13		

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

MOTION 58-21

Mrs. Roche moved and Mrs. Roseum seconded that the Board approve the Aetna medical insurance for 7-1-2021 through 6-30-2022.

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

MOTION 59-21

Mr. Buttari moved and Mrs. Petruccio seconded that the Board approve the new Capital Projects Account “Building”.

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

MOTION 60-21

Mr. Buttari moved and Mrs. El-Khoury seconded that the Board approve to approve the following transfers within the Capital Projects Fund, \$450,000 from Building Improvement, \$450,000 from Furniture and Equipment and \$200,000 from Other Capital Outlay, the total of \$1,100,000 transferred to Building.

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

COMMITTEE REPORTS

AUDIT (**Roseum**, Buttari, El-Khoury, Tyler citizen) *did not meet*

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

Mrs. Petruccio stated that the committee met on June 16 at Willowick Library to hear the presentations from the four architect firms for the Eastlake Library renovation. A discussion was held on the Board’s ranking of the firms and the scoring.

RESOLUTION 61-21

Mr. Buttari moved and Mrs. Petruccio seconded that the Board approve to authorize the library staff to negotiate a contract with GPD Group for design services for the renovation of the Eastlake Library.

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

RESOLUTION 62-21

Mrs. Petruccio moved and Mrs. Roseum seconded that the Board approve to authorize the commencement of a public bidding process to identify a contractor for the replacement of the Willowick Library elevator.

On roll call the following vote was cast: Mr. Buttari, “Yes”; Mrs. El-Khoury “Yes”; Mr. Mackey, “Absent”; 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 63-21

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

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

ADMINISTRATION REPORT

RESOLUTION 64-21

Mrs. Roche moved and Mr. Buttari seconded that the Board approve the resolution for Colleen Kelly.

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

MOTION 65-21

Mr. Buttari moved and Mrs. Roche seconded that the Board approve the June 21, 2021 Surplus List as presented.

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

Director’s Report/Rick Werner

[Eastlake Renovation Process](#)

With thanks to the Board and staff committee, we are close to finalizing the ranked choices for the architectural firm to partner with the Library on the renovation of the Eastlake Library. I appreciate everyone’s participation and leadership in making the process inclusive and thoughtful.

After the Board ranks the firms and gives us authority to commence the negotiation process, I hope that we can have a draft design agreement for the Board to consider at the July Board meeting. This should allow us to take advantage of the rest of the summer to undertake the community engagement process to get input from patrons and community leaders.

[38115 Euclid Property Update](#)

Speaking of negotiations they continue on the purchase of the former Citizens Bank building with the lawyers for VEREIT. Nina Germano from the Prosecutor’s office continues to lead the negotiations on behalf of WEPL in a professional and analytical manner.

We have gotten the draft new survey of the property that was undertaken on the Library’s behalf by Polaris Engineering. They have shared their drafts of the survey and the legal description with the Lake County Engineer’s office to ensure that the updated documents will satisfy the requirements for a new deed to be filed with the County.

On the purchase agreement negotiations front, we shared our latest – and hopefully last – set of changes with the VEREIT attorneys two weeks ago. We are awaiting their response in order to finalize the agreement. I hope that the agreement can be signed by Nick and Jeff in their Board officer roles by the end of June.

The closing will occur after the title insurance company uses the new survey and legal description along with information supplied by VEREIT to issue a title insurance commitment that is satisfactory to the Library. I would hope that the closing can be accomplished by the end of July.

I can answer any questions Board members have on the transaction process at the June 21st meeting.

[WEPL Operations Update](#)

Since the June 2nd end of most of the State’s public health orders, WEPL has operated -- mostly without incident -- under the updated guidelines we shared with the staff and Board in late May.

On our last WEPL staff Zoom meeting on June 11th, we did not get further questions or concerns about the operating procedures that are now in place. Given the return to a large degree of “normality,” we are evolving the staff Zoom meetings from a biweekly schedule to a first-Friday-of-the-month schedule for the rest of the summer.

[Board Meetings/Technology](#)

We have consulted with Nick about how to hold Board meetings for the summer. Based on my current understanding, public entities have the authority to conduct meetings virtually through the end of June. Governor DeWine and the state legislature could continue that authority as part of the budget bill that has to be passed and signed by June 30, 2021 as the new state fiscal year starts on July 1.

If the virtual meeting authority is extended past July 1, Nick was supportive of a staff recommendation to hold the June and July Board meetings (as well as the August meeting if there is one) via Zoom. We would re-commence in-person Board meetings at Eastlake City Hall in September.

Since the start of the pandemic and the use of Zoom for Board meetings, we have gotten feedback from Library staff that they have appreciated the ability to “attend” virtually. Trish, Biagio, and I will explore the various platforms (eg, Zoom, YouTube, Facebook Live) that we could use to broadcast Board meetings in real time once the meetings resume in person.

Please let us know if you have had experience (positive or negative) with any of the platforms that we could use to broadcast the meetings.

Deputy Director’s Report/Eric Linderman

[Hiring](#)

Filling circulation jobs is proving to be a challenge in the current environment, since the demand for workers is high right now. After having some trouble filling a 28-hour/week vacancy at the Willoughby Library, we decided to post a 20-hour/week job and bid an additional eight hours within the circulation department at Willoughby. Our thought is that job seekers are either looking for full-time work, or part-time work with few enough hours to accommodate other jobs or activities.

We have also posted ads for full-time assistant managers at the Willowick and Willoughby Hills Libraries. We have had good applicants, both from inside and outside our organization; however, we were hoping for a larger number of applicants overall, so we extended this posting for another two weeks.

The assistant manager position at the Willowick Library remains the same as it has been at the larger three libraries. The person in this role coordinates collections and services for adult patrons and supervises adult services associates and librarians.

The position at the Willoughby Hills Library has been modified some to align better with changes we have made to the children’s department, as well as the recent retirement of Mary Lou Caine. When we hire a new assistant manager at Willoughby Hills, that person will act as the supervisor of the circulation department, and also participate in collection development and programming.

Lastly, we posted an ad to fill a vacancy for the Public Services Support position. This is the job that was created a few years ago to work between the circulation and reference departments at all WEPL locations.

[Fall Programming](#)

Since most of our summer programming was planned prior to the abrupt lifting of restrictions by the CDC and state government, we are mostly locked into virtual programming with some outdoor activities for children and teens.

For the fall, we are planning to have in-person programs, along with virtual options for all age groups. One benefit of our experience last year is that we have learned to reach the community in new ways. The pandemic taught us that distance meeting platforms like Zoom are great for some types of programs, like author presentations, when it may be a challenge for either the presenter or some attendees to make it in person.

[Video Game Circulation Policy](#)

You will recall that in May, the Board approved a policy to allow certain older video games to circulate outside of WEPL through Clevnet, and to allow for more of those games to be checked out at one time.

After making that policy change, I worked with our managers to sort out details of exactly how long a game must be on the shelf before it may be taken out of the “new” game category to be circulated through Clevnet. We concluded that a game will become “old” when it has been on the shelf for more than one year, and it has not circulated in three months.

Communications & Development Report/Michelle Hudson

- Monthly Press Releases:
Lake Community News, Today's Family, County Kids, Northeast Ohio Parent, Northeast Ohio Boomers.
 - Special Press Releases:
Lake Health Series, Between the Lines Author Series Lynn Cahoon and John McWhorter, Summer Reading Program, Go with Your Gut.
 - Outreach Programs:
Hosted monthly Breckenridge Book Discussion group and Film Discussion club. Provided Willoughby Senior Center book group participants monthly book update, author information, talking points, etc.
 - Library Guide:
The new Summer Program Guide is now available. It includes all programs and events scheduled May-August 2021.
 - Continuing Education:
Attended Library Journal Day of Dialog.
 - Summer Reading Promotion:
WEPL purchased ads in Today's Family Magazine as well as County Kids Magazine/The News-Herald to promote the upcoming 2021 Summer Reading Program.
 - Spirit Media will be running radio ads promoting SRP. They have also secured the following prizes: Atlas Cinema tickets, Pioneer Waterland tickets, African Safari Wildlife tickets, Greater Cleveland Aquarium Individual/Family Passes
 - Library Sponsorships:
WEPL participated in Spirit Media's Veteran's Salute during Memorial Day weekend. We received 10 radio spots honoring local veterans throughout our community.
-

Children's Service Mangers Report/Sarah Vargo

Summer Reading is here! Our early numbers are lower than normal, but better than last year! We continue to offer Zoom programming that is achieving the levels of attendance that we expected it to. Attendance is a little lower than the spring and winter sessions, but that is normal. Sarah Silbaugh and Sarah Vargo have had the pleasure of presenting programs for in person outreach recently. It feels good to be with the kids again!

The children's librarians are currently working on an ambitious fall programming schedule. We plan to have a hearty selection of in-person programs for all ages, as well as plenty of Zoom events for families that are not ready to be in person or have learned to love programs in their living rooms.

Network Systems Administrator Report/Biagio Di Cioccio

- The IT department has setup and deployed iPads to the board as well as a portion of the computer we had ordered.
 - We are in the middle of deploying the rest of the computers as well as setting up access points near the new lockers at Willowick and Willoughby.
-

Willowick Library Report/Kathleen Jozwiak

- Sarah will be doing in-person storytimes at Lakeland for the month of June. The preschool teachers reached out to her specifically for her storytimes.
 - We have more tables and chairs on the floor in front of the study rooms for tutoring, working, meeting. It looks so nice. We've needed this since the renovation and with health orders rescinded, we are ready to go! (We were able to move fiction to the nonfiction side with room to spare.)
 - We would like to acknowledge all of the work of the maintenance staff for not only getting us ready during the pandemic but now by moving furniture and assisting getting us back to normal with the health orders lifted.
 - In partnership with our local Lions club, we will be collecting new children's socks and underwear during the month of July to be distributed at the free lunch program at Willow Praise Church.
 - We donated some children's books to the Lions for a children's hospital.
-

Willoughby Hills Library Report/Holly Ferkol

- Our Murder at the Hills program had 8 patrons and our Getting Started with Medicare program had 16 patrons in attendance through Zoom.
 - We had 16 patrons participate in the Zoom program - Travel Affordably with Joe the Coupon Guy.
 - We now have new after-hours boxes that will replace our old after-hours boxes which we had when we opened the library in 2003. These new boxes will delight many of our patrons since they never stopped asking about when the old boxes would be repaired after they were not working for many years.
 - There were several problems with animals getting into the garbage can in front of the Willoughby Hills Community Center so Gloria Majeski ordered an animal proof garbage can for the building which will arrive soon.
 - The Willoughby Hills Community Center will start renting rooms to the public again.
 - We are beginning the hiring process for an Assistant Manager/Head of Circulation for our building.
-

OLD BUSINESS

Mr. Werner briefed the Board that there two applications have been received for the Willowick vacancy. One application is not valid since the applicant is not a resident of Willowick. He is recommending that the date be extended and that the applications be reviewed at the July Board meeting.

A discussion was held on the status of the House Bill 404 allowing for virtual meetings that is set to expire on June 30th. If the bill is not extended, then the July Board meeting will be held in person at the administrative offices. The plan is to have the meetings set up for a virtual platform as well for staff viewing, however, it may not happen until the August meeting depending on what equipment is needed and how involved the set up will be.

NEW BUSINESS

Mr. Werner asked the Board if they wanted to take August off from a Regular Board meeting as they have in the past. Mr. Monin suggested that the August meeting be kept on the schedule since approval for the elevator contractor and the HVAC at Willowick Library will be needed before September.

Mrs. Roseum asked when does the contracts for snow plowing go out for bid, specifically for the Citizen's Bank Building. Tom Johnson answered at the end of August or September. Mrs. Roseum also asked for the administration staff to begin looking at companies to manage the parking lot issue at the Willoughby Library. Mr. Werner replied that he plans on contacting the city of Willoughby, the Downtown Willoughby Merchants Association and the Heart of Willoughby Association to discuss the parking and would they be able to assist us with managing the parking lot, especially during events.

NEXT MEETING, Monday, July 19, 2021, 6:00 p.m., location TBD
Mr. Monin will be out of town but if it is held virtually, he can log in.

ADJOURNMENT

MOTION 66-21

Mrs. Petruccio moved and Mrs. Roseum seconded that the Board adjourn at 7:04 p.m.

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

Respectfully submitted,

Board President

Board Secretary