

**CALL TO ORDER**

The meeting was called to order by Mrs. Petruccio at 6:02 p.m.

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

Absent: Mr. Monin, Mrs. Roseum

Also present: Director Rick Werner; Deputy Director Eric Linderman; Fiscal & Compliance Officer Vicki Simmons; Administrative Assistant Trisha Lastoria. Jason Nolde (GPD Group), WEPL staff; Carol Tuttle, Michelle Maloney, Tom Johnson, Amy Winter and other interested observers.

Additions to the agenda: *no additions*

Citizen’s Comment: *no comments*

Mrs. Petruccio presented the following minutes:

- o June 21, 2021 Regular Meeting of the Board of Trustees

**MOTION 67-21**

Mrs. El-Khoury moved and Mr. Buttari seconded that the following minutes be approved as presented.

- o June 21, 2021 Regular 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 “Absent”, Mrs. Petruccio “Yes”, Mrs. Roche “Yes”, Mrs. Roseum “Absent”. Motion carried.

**FISCAL OFFICER’S REPORT**

<b>PLF</b>	<b>2020</b>	<b>2021</b>	<b>% Increase</b>
<b>July</b>	\$ 194,259.71	\$ 235,014.79	20.98%
<b>YTD</b>	\$1,113,895.84	\$1,367,631.02	22.78%

**MOTION 68-21**

Mr. Buttari moved and Mrs. Roche seconded that the Board approve the June 2021 Fiscal Officer’s report:

JUNE LIST OF BILLS PAID:	<b>\$480,640.39</b>
JUNE FINANCIAL STATEMENT:	YTD

	<b>RECEIPTS</b>	<b>EXPENDITURES</b>	<b>BALANCES</b>
General Fund	\$3,891,570.69	\$2,884,452.09	\$2,177,129.94
Grants	\$0.00	\$0.00	\$0.00
Corona Virus Relief Fund Public Library	\$1.61	\$8,889.53	\$2,145.69
Capital Projects Fund	\$266.50	\$1,946.85	\$1,730,667.48
Building Construction	\$0.00	\$0.00	\$0.00
Computer Information	\$0.00	\$29,725.50	\$29,954.07
Eastlake Coal Plant	\$0.00	\$0.00	\$0.00
Fiduciary Fund-Worrallo	\$0.00	\$0.00	\$15,237.99
<b>TOTALS</b>	<b>\$3,891,838.80</b>	<b>\$2,925,013.97</b>	<b>\$3,955,135.17</b>
JUNE INVESTMENTS	<b>\$2,239,860.23</b>		

On roll call the following vote was cast: Mr. Buttari “Yes”, Mrs. El-Khoury “Yes”, Mr. Mackey “Yes”, Mr. Monin “Absent”, Mrs. Petruccio “Yes”, Mrs. Roche “Yes”, Mrs. Roseum “Absent”. 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 prior to this meeting to hear Mr. Nolde’s presentation and to bring the resolution to the full Board.

**RESOLUTION 69-21**

Mrs. Roche moved and Mr. Buttari seconded that the Board authorizes the Library staff to enter into an agreement with GPD Group for the planning/programming phase of the Eastlake Library renovation project.

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

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

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

**MOTION 70-21**

Mr. Buttari moved and Mrs. El-Khoury 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 “Absent”, Mrs. Petruccio “Yes”, Mrs. Roche “Yes”, Mrs. Roseum “Absent”. Motion carried.

POLICY (**Buttari**, Petruccio, El-Khoury)

*did not meet*

## **ADMINISTRATION REPORT**

List of Gifts

### **MOTION 71-21**

Mrs. Roche moved and Mrs. El-Khoury seconded that the Board accept the List of Gifts for January through June 2021.

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

### **Willowick Board member vacancy**

Mr. Werner briefed the Board that four applications have been received and a Special Board meeting should be scheduled between now and the August Regular Board meeting to conduct interviews, dates will be sent around.

Carol Tuttle briefed the Board on the status of STAT Delivery, the new service began July 1 with only four visits. There is a hub in Columbus only, which is where the materials are being sorted.

Mr. Mackey asked, in regard to the number of vaccinations in Lake County, should we be planning for the variant. Mr. Werner answered that he will put the topic on the agenda for this week’s Lake County Directors meeting and will contact the Health Department for guidance.

### **Director’s Report/Rick Werner**

#### [Eastlake Library Renovation Project](#)

With the ranking of the architectural firms by the Board in June, we have commenced negotiations with GPD Group. A group of us (including Amy Winter and her Eastlake Library management colleagues) met with Jason Nolde and Mark Salopek on June 29 to begin to work on a scope of work for the project.

Given the need to refine the goals of the renovation project (including determining the feasibility and affordability of adding a drive-through window), Jason and Mark have suggested that we enter into an agreement for the initial planning phase of the project that will allow us to work with GPD to identify the full scope of the project. We can then complete the entire contract with GPD that will carry the renovation through the complete planning, designing, bidding, and construction management phases.

I am pleased to report that Nina Germano will be advising us throughout the contract negotiation process. GPD uses the standard American Institute of Architects contract template as did the Fleischman firm in 2016 for the Willowick and Willoughby renovation projects. Nina has represented many Lake County public entities through contract negotiations using the AIA contract.

At the Building Committee meeting on July 19th, Jason and Mark will explain the goals and deliverables of the initial phase of the work. If the Committee and the full Board are comfortable with the proposal, we hope to get authority at the Board meeting to enter into the first agreement with GPD.

After notifying the four firms which the Board interviewed of the rankings, I received follow-ups from Rick Ortmeier at Bostwick and Peter Bolek at HBM. Rick asked for a discussion of their proposal and presentation; we had that discussion the week of July 5th. Peter asked for information and documentation of the process which (after consulting with Nina Germano) I provided him.

### Former Citizens Bank Building

The negotiations over the purchase agreement for the former Citizens Bank building property are almost complete. The lawyers for VEREIT have supplied the documentation and information that Nina Germano was seeking, and we have agreed with their final draft of the agreement.

As we have completed our due diligence, the agreement calls for a closing within 45 days of the signing of the purchase agreement. We hope to have the finalized agreement ready for the signatures of Nick Monin and Jeff Mackey (in their roles as President and Secretary of the Board) within the next two weeks.

I have started to follow up on Sue Roseum's request that we engage a parking lot consultant/management firm to work with the Library in determining the best way in which to plan for the use of the parking lot. Before we meet with parking lot experts, Deb Mullen and I will be meeting with City of Willoughby officials (hopefully Mayor Fiala and Development Director Tom Thielman) to learn from the City about how they have worked with the downtown Willoughby businesses, organizations, and stakeholders on parking issues. Given the sensitivity of parking and access to downtown events and businesses, we want to try to align our management of the parking lot with the approach that the City suggests.

### Materials Delivery

Effective July 1, 2021, the State Library of Ohio contracted with a new vendor to provide materials transportation between public libraries and academic libraries throughout the State. The transition has been extremely rocky with very few visits by the new vendor in the first two weeks of the month. This is resulting in significant delays for materials placed on hold for patrons across the CLEVNET system and throughout the State.

Thanks to the work of WEPL's ILL dynamic duo (Teresa Marschall and Karen Battaglia), Carol Tuttle, and the Maintenance staff, WEPL has done its best to manage the slowdown in pick-ups and deliveries. As we did during the pandemic, we have engaged in some self-help: using our staff to deliver and pick up materials at other neighboring libraries as well as the Cleveland Public Library.

There is an advisory notice on the WEPL catalog letting patrons know about the delays. We will update the Board on this situation at the July Board meeting.

## Lake County Libraries

The Lake County library directors continue to meet weekly via Zoom to discuss items of mutual interest. The discussions recently have focused on the rocky transition to the new State-procured delivery vendor that has resulted in some significant delays of the movement of materials between libraries in the CLEVNET system and around the State.

## WEPL Operations Update

Thanks to the work of the managers and staff in each of our Libraries, WEPL continues to transition back to a pre-pandemic operating mode. We are planning to reopen the meetings rooms at the Eastlake, Willowick, and Willoughby Libraries in September for use by community organizations, Library partners, and for Library programming.

As operations have normalized, we are continuing to hold a staff-wide Zoom meeting on the first Friday of each month to share information and to respond to questions, issues, or concerns from WEPL staff.

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## Deputy Director's Report/Eric Linderman

### Hiring

We have selected a candidate for the Public Services Support job and are finalizing the hiring process. This is the part-time job that helps at all locations in both circulation and reference. I am planning to get this employee started Monday, July 26, in order to get that person trained in time to help with the fall Sunday schedules.

Holly Ferkol and Kathleen Jozwiak are managing the interview process for the assistant manager vacancies and the Willoughby Hills and Willowick libraries. At this time, the interview process is underway, and we hope to have the positions filled by sometime in August.

We have two children's associate jobs posted for the Willoughby Library. One of these is a part-time job that was vacant during the pandemic, and there is also a full-time vacancy that was recently created by a resignation. Both jobs are currently posted, and the full-time vacancy has been receiving many applications. The postings for both these jobs will close on Saturday, July 24.

During the pandemic we had several retirements in our circulation departments, and we have started filling some of those vacancies. Currently we have two 20 hour/week circulation jobs posted at Willoughby Library. A candidate has been selected for one of those and we are completing the hiring process. The second vacancy is being posted until Friday, July 23.

A 20-hour/week circulation job has also been posted at the Eastlake library, and we are receiving many applications. That posting will close on Friday, July 23.

## Willoughby Artsfest

The Willoughby Artsfest is happening Saturday, July 17, in downtown Willoughby, and the Willoughby Library will be involved. Deb Mullen is coordinating the Kids Studio, which this year will include a shell painting craft. I am going to spend that morning working as a “captain,” which will require me to coordinate a line of artist’s booths along a section of River Street.

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## 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:  
Working Class Series with WEPL/Lit Cleveland, Board of Trustees Vacancy, Mad Science, Lake Humane Society Event, History of the Western Reserve, Between the Lines Brian Castner, Between the Lines Edward McClelland.
  - Special Promotional Ad:  
Designed ad for the Sixth Annual Western Lake County Magazine. It will reach 255,000 households and 33,000 copies will be bound into the September 2021 issue of Cleveland Magazine. In addition, another 2,5000 copies will be distributed by the Willoughby Western Reserve Chamber of Commerce.
  - Lake County Council on Aging:  
Programs submitted for the summer issue of Bridge. Publication will be mailed to 52,000 senior households.
  - Spirit Media-WINT:  
Radio ads promoting Summer Reading, Arts Fest and Last Stop Willoughby.
  - Outreach Programs:  
Resumed monthly in-person programming at Breckenridge Village and Willoughby Senior Center.
  - Continuing Education:  
NEO Creating a Marketing Plan, Working with Zoom
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## Collections and Digital Services Mangers Report/Carol Tuttle

### Digital Services updates

Carol added Niche Academy widgets (buttons that say “Show me”) to the we247.org website near the appropriate databases/resources. These buttons can be clicked to open a window that displays the tutorial for using the resource. We hope these buttons lead to more usage of the databases when patrons discover their value.

WEPL patrons now have access to full-text articles from The News-Herald through Newsbank. This is available from home as well as in the buildings.

The State of Ohio is about to unveil a new digital platform (FINDER) which will allow Ohio citizens to search and locate nearby businesses that provide digital literacy programs and digital services such as free Wi-Fi and lending of Wi-Fi hotspots and laptops. Carol has submitted our building locations to the platform for inclusion when the website is launched to the public.

### MAP/Collection Services

The supply chain in the publishing world is still not running smoothly.

<https://www.publishersweekly.com/pw/by-topic/industry-news/manufacturing/article/86833-high-costs-services-disruptions-plague-book-biz-supply-chain.html>. Our book orders are seeing more backorder status and the Bestsellers, which are ordered with processing from Baker & Taylor, were being held up by the issues B&T is having with their processing staff shortage. As we tracked these orders, we saw bestsellers arriving up to 2 weeks after publishing dates. At the suggestion of our vendor rep., Amanda Schoen is temporarily ordering bestsellers without processing. This will increase the amount of processing being done by MAP, including wrapping covers and adding barcodes. MAP staff will be distributing the workload as needed so that Holly, who handles the bestsellers, is not overwhelmed. Amanda created the "10 to Try" 2021 reading challenge <https://we247.org/2021-reading-challenge-10-to-try/> last March, and so far, 197 people have registered for the challenge. Nineteen people have already completed the challenge, which runs through December. The challenge is logged through Beanstack.

### ILL/Clevnet

Starting July 1, the new cargo carrier for the State Library of Ohio is STAT Courier. This is the delivery service used for all CLEVNET libraries to transfer our materials throughout the consortium. We did not have any contact with STAT Courier from the time Priority stopped picking up on June 28 until a STAT Courier temporary driver appeared on July 9. At that time there were over 300 boxes/bags of materials picked up from two weeks of accumulation (some materials had already been transported by WEPL Maintenance to area libraries such as CPL, Mentor and Geauga County). So far, the driver has not dropped off any materials, and other Lake County libraries are seeing the same. Until we start receiving drop-offs of materials, our patron holds continue to be held up. Hillary Prisbylla has asked CLEVNET libraries to use the pull holds list to only fill holds for our own libraries and not fill holds for other locations until the delivery system is working.

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## Eastlake Library Report/Amy Winter

### News From Eastlake Library!

#### Adult Programming:

- "Tale of the 75th Anniversary of the History of the Cleveland Browns" on June 22, presented by Mr. Jerry Csaki from the Pro Football Hall of Fame, had 15 patrons attend. Additionally, one spoke with Kathleen and gave the following compliment:

*"Hi Tammy,*

*Thought I would pass along that one of our regular patrons just raved about the program this afternoon!*

*Thanks, Kathleen"*

- "A Brief History of the Western Reserve" on June 28, presented by Mr. Eric Rivet from the Western Reserve Historical Society, had 33 patrons attend plus 30 patrons view it on the library's YouTube channel. Besides receiving patron compliments remarking that the program was "awesome" and "fascinating", we also received requests for additional local history resources from a patron from Virginia, who was one of the patrons that attended the program.
- "Tale of Feathers, Furs, and Scales" on July 5, presented by Judy Hoppert from the Lake MetroParks, had 12 patrons attend the program.
- On the library's YouTube channel, "Tammy's Rose Gardening Series" the topic for June: "How to Prune Your Roses " received 24 views and the topic for July "Rose Diseases and Pests" has received 12 views after only being up for two days.
- MaryAnn reports that Adult SRP is going strong, and we are a little over halfway through.

#### Teen Programming

- Cathy's in-person teen programs have been very well attended. The teens seem excited to be with their peers again.
- Cathy had 11 teens pick up supplies for the Teen Art Club (on Zoom). The theme was Ming vases. She had 7 register (5 showed up) for the Tie-Dye mask program. She had 15 register (13 showed up) for the Distressed Watercolor program outside.
- So far, Eastlake had 23 teens register for the Teen Summer Reading Program.
- Cathy has also been donating large amounts of discarded books to the Western Reserve Tutoring Center to stock their library. Please see corresponding thank you note.

#### Children's Programming:

- July 7th Sam, with the help of Sarah V. did Sensory outreach at Longfellow School's summer camp. They presented 5 different storytimes for ages PreK to high school; and the students seemed to really enjoy the stories & activities. The teacher in charge emailed me afterward and said this:
- "Your program and you were amazing. The kids were so attentive I know they enjoyed it."
- This event comes on the heels of virtual outreach They've started doing for Deepwood. Deepwood requested a monthly Sensory Storytime for the adults in their program; and during our first one, they had six classrooms participating. Sam Said "I am so proud to be helping to fulfill such an important need right here in Lake County!"

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#### Willoughby Library Report/Deb Mullen

Outreach has returned to DTW! The first event in which we participated, Live Well Willoughby, allowed us to market ourselves to over 300 people. Several who stopped by took out materials or were able to have their library card situations tended to.

Upcoming events are Willoughby ArtsFest on July 17, National Night Out on August 3 and Last Stop Willoughby on August 14. Julie Vickers will be providing monthly story times at the Heart of Willoughby Outdoor Market in August and September as well.



We wish a fond farewell to Jamie Stephens who is leaving us for a remote work position in the private sector allowing her a better work/life balance.

### Adult Services—Travis Fortney

On May 27th, Columbia University Professor and linguist John McWhorter visited the library, Zooming in from New York City. Like the Lisa Scottoline program in April, Mr. McWhorter's new book *Nine Nasty Words* was one of the most popular books in the country the week of his visit, having just landed at #14 on the New York Times Bestseller List. Mr. McWhorter was also coming off interviews with Bill Maher and Megyn Kelly, guest articles in *The Economist* and *The New York Times*, and appearances on CNN and Fox News. I was happy Mr. McWhorter decided to visit WEPL before he headlined (with Coleman Hughes) a major Writers and Readers program on June 12 at Cleveland Public Library.

Live attendance for the McWhorter program was only in the mid-range for an author visit, with 42 registrations and 33 responses on Facebook. However, the recorded Facebook video was viewed for 377 minutes by 47 patrons.

When I put up video of the McWhorter program on YouTube, I experimented with including keywords in titles. Because there was a technical problem that affected the beginning of the program, I also chopped it into three clips. That experimentation—combined with Mr. McWhorter's place in the zeitgeist—has had wonderful results. As of this writing, the recorded program has been viewed more than 22,000 times, for more than 128,000 minutes.

For the sake of comparison, WEPL's Facebook video content since the start of the pandemic (mostly author visits) has been viewed a total of around 34,000 minutes (about 3 and a half weeks). WEPL's pre-McWhorter YouTube content (mostly children's programs with some teen and adult content) had been viewed slightly less, a total of around 32,000 minutes (about 3 weeks). The total minutes viewed across both platforms is 66,000 minutes (about 1 and a half months). With the addition of the McWhorter program, the total minutes viewed across both platforms is nearly tripled at 184,000 minutes (about 4 months).

Video of the McWhorter program is also more popular than any video Cleveland Public Library, Cuyahoga County Public Library or any Lake County library has posted to YouTube during the pandemic, despite some of those libraries having many more followers on YouTube than WEPL.

For future programs, I plan to continue to invite authors who are part of the zeitgeist, to post programs on multiple platforms, and to split videos into clips on YouTube using keyword titles. In the near future, the Willoughby branch is looking forward to reaching patrons with hybrid programs that combine in-person and online elements.

### Willoughby Children's—Julie Vickers

The Willoughby Children's Department has been helping families get signed up for the Summer Reading, 1000 Books Before Kindergarten and 500 Books Before Middle School programs. Sign up bags for SRP are going like hotcakes as are gift totes for the "books before" programs.

Activity has picked up since the pandemic has improved so the Children's room is busier than it has been in a long time. We are doing Zoom Programs online this summer that include: Zoom story times, book clubs, an ocean animal program for the children starting in late July, and Goldilocks Zoom program with Miss Athena from Eastlake for a Choose Your Own Adventure theme.

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OLD BUSINESS      *no old business*

NEW BUSINESS      *no new business*

**NEXT MEETING**, Monday, August 16th, 2021, 6:00 p.m., WEPL Administrative Offices  
Mr. Werner will give the Board an update on broadcasting the meetings at the August meeting.

**ADJOURNMENT**

**MOTION 72-21**

Mrs. Roche moved and Mrs. El-Khoury seconded that the Board adjourn at 6:47 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