

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees  
Monday, August 16th, 2021, WEPL Administrative Offices, 6:00 p.m.

**CALL TO ORDER**

The meeting was called to order by President Monin at 6:07 p.m.

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

Absent: Mrs. Roche, Mr. Linderman

Also present: Director Rick Werner; Fiscal & Compliance Officer Vicki Simmons; Administrative Assistant Trisha Lastoria. WEPL staff; Gale Lippucci, Deb Mullen and other interested observers.

Additions to the agenda: *no additions*

Citizen’s Comment: Question: Are masks required to be worn in the branches.  
Answer: (Mr. Werner) Staff are required to wear masks regardless of the vaccination status but at the present patrons are not required to wear masks.

President Monin presented the following minutes:

- o July 19, 2021 Building Committee Meeting
- o July 19, 2021 Regular Meeting of the Board of Trustees

**MOTION 75-21**

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

- o July 19, 2021 Building Committee Meeting
- o July 19, 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 “Yes”, Mrs. Petruccio “Yes”, Mrs. Roche “Absent”, Mrs. Roseum “Yes”. Motion carried.

**FISCAL OFFICER’S REPORT**

<b>PLF</b>	<b>2020</b>	<b>2021</b>	<b>% Increase</b>
<b>July</b>	\$ 213,439.84	\$ 170,297.96	-20.21%
<b>YTD</b>	\$1,327,335.68	\$1,537,928.98	15.87%

**MOTION 76-21**

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

JULY LIST OF BILLS PAID:	<b>\$469,387.18</b>
JULY FINANCIAL STATEMENT:	YTD

	<b>RECEIPTS</b>	<b>EXPENDITURES</b>	<b>BALANCES</b>
General Fund	\$4,931,270.50	\$3,353,401.24	\$2,747,880.60
Grants	\$0.00	\$0.00	\$0.00
Corona Virus Relief Fund Public Library	\$1.61	\$8,889.53	\$2,145.69
Capital Projects Fund	\$298.07	\$1,946.85	\$1,730,699.05
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>\$4,931,570.18</b>	<b>\$3,393,963.12</b>	<b>\$4,525,917.40</b>
<b>JULY INVESTMENTS</b>	<b>\$2,240,922.64</b>		

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 “Absent”, Mrs. Roseum “Yes”. Motion carried.

**COMMITTEE REPORTS**

AUDIT (**Roseum**, Buttari, El-Khoury, Paul Tyler citizen) *Did not meet*  
 2020/2019 Final Audit Report discussion

Ms. Simmons explained that she sent the final audit report to the Board which was approved by the auditor of state. The only comment was that in 2019 the computer information fund was reported separately from the capital projects fund when it should have been combined, in 2020 the two funds were reported together. An option of an exit conference with the auditors was given but Mr. Monin and Mrs. Roseum stated that this step is not necessary.

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 77-21**

Mrs. Petruccio moved and Mrs. Roseum 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 “Absent”, Mrs. Roseum “Yes”. Motion carried.

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

**ADMINISTRATION REPORT**

**RESOLUTION 78-21**

Mr. Buttari moved and Mrs. Roseum seconded that the Board approve the resolution for Marybeth Carroll.

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 “Absent”, Mrs. Roseum “Yes”. Motion carried.

**Willowick Board member vacancy update**

Mr. Werner confirmed that there will be a Special Board meeting held on Thursday, September 2<sup>nd</sup> at the Administrative offices to conduct the interviews of the four applicants.

**Director’s Report/Rick Werner**

**Eastlake Library Renovation**

With the approval by the Board of the planning phase agreement with GPD Group, Jason Nolde and Mark Salopek have begun their work with the Library on the Eastlake Library renovation.

The architects held a meeting on Thursday, August 12, 2021 with the Eastlake Library staff to get their input on how the Library should be updated and renovated. Jason and Mark will next meet with administration staff and Amy Winter for a similar session. After that meeting is held, we will schedule a Buildings Committee meeting so that Jason can report on what information they have gathered and to get feedback and direction from the Committee.

The public phase of the planning process will take place this fall after the Buildings Committee and the full Board have determined the magnitude and parameters of the renovation project. We will have an outline of the public process for the Board to consider in September.

**Former Citizens Bank Property**

After protracted negotiations, the Library (by Nick Monin and Jeff Mackey in their Board officer roles) and VEREIT have signed the purchase agreement for the former Citizens Bank property in Willoughby. Vicki has made the \$50,000 earnest money transfer called for in the purchase agreement.

We have agreed to the title insurance commitment after some additional negotiating led by Nina Germano from the Lake County Prosecutor’s office on behalf of the Library. Nina’s work on the entire transaction has been professional and thoughtful and has protected the Library’s interests. We could not have gotten this done without Nina’s leadership and guidance during the negotiations.

The next step called for in the purchase agreement is to set a closing date within 45 days as we have completed our due diligence on the property and the building. I am hoping that the closing will occur later in August or early September. Vicki has a purchase order in place for the full \$1.1 million purchase price.

I will be working with Deb Mullen, Tom Johnson, and Eric Linderman to set up a meeting with Willoughby Mayor Bob Fiala and Willoughby Economic Development Director Tom Thielman to discuss our tentative plans for the building and property and, most importantly in the near term, to begin to brainstorm about how we approach the use of the parking lot.

We will also work on a public statement about the Library’s purchase and plans that the Board can release after the transaction has closed.

The Library will be purchasing the necessary supplies from TPI and the Facilities staff will do the retrofitting of the fixtures throughout both Libraries. The project will take five or six months to complete.

We anticipate a substantial savings in energy costs as a result of the LED installation.

### [Willoughby Mural](#)

The Heart of Willoughby organization and the Downtown Willoughby Organization have identified a sign vendor to install the mural on one of the Euclid Avenue entrance walls of the Willoughby Library.

Under the revised memorandum of understanding, the only financial obligation that the Library will share in is the removal of the mural after its multi-year useful life. The sign vendor will be providing proof of their liability and worker's compensation insurance coverage.

Greg Patt, president of the HOW board, will be coordinating the unveiling of the mural in the fall with the Library, the City of Willoughby, the Willoughby Arts Collaborative, and the two downtown Willoughby organizations.

### [LED Lighting Installation at the Willowick and Willoughby Libraries](#)

With the leadership and due diligence of Tom Johnson and the financial okay by Vicki Simmons, we have entered into a \$25,879.19 agreement with TPI Efficiency to replace our existing light fixtures at the Willowick and Willoughby Libraries with LED fixtures and bulbs.

### [Operations/Delivery](#)

Since we reinstated a mask requirement for Library staff on August 10, I am grateful for everyone's compliance with the requirement. We have posted new signage requesting that patrons also wear masks, regardless of their vaccination status.

The statewide delivery system continues to experience delays and inconsistent service. Thanks to the work of Karen Battaglia and Teresa Marschall in ILL, the monitoring by Carol Tuttle, and the transportation by the Facilities staff, we continue to engage in some self-help, transporting some materials to Morley Library where the Lake County public libraries and the Geauga County Public Library are trading materials to try to get holds to library patrons as soon as possible.

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

### [Hiring](#)

Two new assistant managers have been hired for the Willowick and Willoughby Hills locations, and will be starting soon.

Doug Hart will start at the Willowick Library on August 23. He has experience as a librarian at several universities, as well as the Miami-Dade Public Library System. Between 2012 and 2019, he was the director of the library at the Cleveland campus of South University.

Chris Gumal will start at the Willoughby Hills Library on September 13. Chris has been the Head of Youth Services at the Geauga West Branch of GCPL since 2019, and before that she worked in circulation at GCPL since 2012. Also, Chris did a practicum at the Willoughby Library in 2019.

At this time, we have selected candidates for several circulation support jobs at the Willoughby and Eastlake libraries, and we are conducting interviews for two children's associate jobs at the Willoughby Library. Those hiring processes will be completed this month.

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

The LMSC met on August 4th and discussed several topics. Rick joined us to give an update on the revised CDC guidelines and our return to masks for members of our staff. Rick also responded to questions about the installation of panic buttons at the Willoughby Hills Library and covered our procedures to snow removal in the winter. Updates on these topics will be given at the September meeting after we meet with the maintenance staff.

I responded to a few questions about hiring and training. Since we are now hiring again and Colleen Kelly has retired from her job as HR Coordinator, there is some worry that important parts of the onboarding process may be overlooked. I reminded the group that most of the work done by Colleen has also been part of my responsibilities at different points during my time at WEPL; so, between me and Vicki, our staff should feel confident that this work will continue effectively while Colleen's position is vacant.

Related to the topic of hiring and staffing, some LMSC members wanted to know if we would be hiring more substitute staff. I reminded the group that the Public Services Support (floater) job was created mostly to replace substitute workers, and that we have had a good experience with this arrangement. I shared with the group that I am considering a third floater, in addition to Anthony Benedictis and Melodie Osborne, as part of our post-pandemic hiring plan.

#### Upcoming Negotiations

Negotiation of the upcoming three-year collective bargaining agreement will begin in the fall and we have begun discussions in preparation for those meetings. We received a request for documents, as we typically do, and that is being completed by me and Vicki. WEPL's SEIU members are working with a new organizer named Michael Wood.

WEPL's negotiating team for management will include me and Vicki, as well as Deb Mullen, Biagio DiCioccio, Lori Vayo and Carol Tuttle. Jack Petronelli will be working with us again as our employment attorney.

### **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:

Wands at the Ready, Therapy Dog Certification, Author Jess Walter, After Hours Book Lockers

#### Special Promotional Ad:

The News-Herald's County Kids Back to School edition. The publication will be delivered to over 15,000 households in Lake County and will also be available on-line.

#### Spirit Media-WINT:

Radio ads promoting Jess Walter event

#### Outreach Programs:

Monthly book discussions at Breckenridge Village and Willoughby Senior Center.

#### Sponsorships:

Lake County Captains Summer Reading Collaboration

#### Continuing Education:

Lakeland Non-Profit Center Fundraising Summer School Series, NEO Social Media Webinar

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

- Outreach has returned! This summer, the children's librarians have finally been able to work with our outreach partners again.
- Sarah Vargo presented for the W-E Schools Summer Learning camp and provided two new Story Walks at Osborne Park in Willoughby.
- Sam Nicholson conducted an amazing set of 5 presentations for students at the W-E special needs Summer Learning Camp. Everyone was blown away by her super fun presentations and adaptability.
- Sam also continues to offer monthly Zoom Sensory Storytimes for adults through Deepwood. These programs have been especially impactful and meaningful for Sarah and Sam, not to mention the adults themselves!
- Sarah Silbaugh has conducted several incredibly popular outdoor storytimes in W-E parks.
- Julie Vickers attended National Night Out for Willoughby and Sarah Vargo represented at Eastlake's NNO.

- Summer Reading was more successful this year than last. The children’s librarians are already working on plans to bring back the interaction with patrons that we have missed so much for 2022.
- Our fall slate of events is jam-packed with really exciting programs.

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

- The IT department has setup and deployed a new Backup Battery at Willoughby Hills.
- We also deployed Wi-Fi devices outside at Willowick and Willoughby near the new book lockers.
- The remodel for Eastlake is in the planning stages and we are helping with that as well as planning for next year.

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

- We chose an Assistant Manager/Head of Circulation for our building. Her name is Chris Gumal and she is coming from Geauga West Public Library located in Chesterland, Ohio. She is leaving her position as Head of Youth Services. Chris did her Practicum for Kent State at Willoughby Library in 2019.
- Cara Chamber from our Circulation department is leaving our library.
- Danielle Pennick from our Reference department returned from her leave.
- We have had a few patrons use our After-Hours Lockers and they love the lockers.
- Our programs were popular with Murder at the Hills having 10 patrons in attendance and Therapy Dog Prep & Certification had 11 patrons in attendance. Organizing Photos on Your Mac Computer was very popular with 16 patrons attending the program. Teen Yoga had 4 teens attending the program and Teens Paint a T-Shirt had 3 teens in attendance.

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**Willowick Library Branch Report/Kathleen Jozwiak**

- We will be restarting the senior center book discussion in September; it will be the 2nd Tuesday of the month at 2 pm. Lora and Kathleen will alternate months.
- Sarah did an impromptu story time on the floor of the children's department on July 9 to accommodate a very small group of children who missed the story time in the park. Everyone left happy with Sarah getting an extra work out that day!
- ESOL classes will resume August 31 for both fall 2021 and spring 2022 sessions. This is a partnership we have with the Tri-C Aspire office.
- We are partnering with the North Coast Lions Club to host the Peace Poster Contest for ages 11, 12 and 13. There will be a reception October 19.
- Our Signature Event will be October 16 with the theme: Fantasy, Folklore, Fiction Fest: Monsters. Check out the newest program guide for details.
- Passport applications and notary services remain steady.

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OLD BUSINESS                      *No old business*

NEW BUSINESS                    *No new business*

**NEXT MEETING**, Monday, September 20th, 2021, 6:00 p.m., WEPL Administrative Offices

**MOTION 79-21**

Mrs. Petruccio moved and Mrs. Roseum seconded that the Board adjourn into executive session to discuss personnel matters at 6:38 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 “Absent”, Mrs. Roseum “Yes”. Motion carried.

The Board returned from executive session at 7:24 p.m.

**ADJOURNMENT**

**MOTION 80-21**

Mrs. Petruccio moved and Mrs. Roseum seconded that the Board adjourn at 7:24 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