

CALL TO ORDER

The meeting was called to order by President Monin at 6:00 p.m.

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

Absent: Mr. Mackey

Also present: Mr. Werner, Mr. Linderman, Ms. Simmons and Ms. Lastoria

Citizens present: Eric Foisel & family, Carol Tuttle

Additions to the agenda: *no additions*

MOTION 84-21

Mrs. Roseum moved and Mr. Buttari seconded that the Board approve the nomination of Mrs. Petruccio and appointment of Mrs. Petruccio 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. Roseum, “Yes”. Motion carried.

Citizen Comment: *no comments*

Ms. Lastoria administered the oath of office for Board of Trustee (Willowick) to Mr. Foisel.

President Monin presented the following minutes:

- August 16, 2021 Special Board Meeting of the Board of Trustees
- August 16, 2021 Regular Meeting of the Board of Trustees
- September 2, 2021 Special Board Meeting of the Board of Trustees

MOTION 85-21

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

- August 16, 2021 Special Board Meeting of the Board of Trustees
- August 16, 2021 Regular Meeting of the Board of Trustees
- September 2, 2021 Special Board Meeting of the Board of Trustees

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

FISCAL OFFICER’S REPORT

PLF	2020	2021	% Increase
September	\$ 197,205.73	\$ 202,684.67	2.78%
YTD	\$1,524,541.41	\$1,740,613.65	14.17%

MOTION 86-21

Mrs. El-Khoury moved and Mrs. Petruccio seconded that the Board approve the August 2021 Fiscal Officer’s report:

AUGUST LIST OF BILLS PAID:	\$494,701.13
AUGUST FINANCIAL STATEMENT:	YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$6,546,846.31	\$3,788,477.94	\$3,928,379.71
Grants	\$0.00	\$0.00	\$0.00
Corona Virus Relief Fund Public Library	\$1.61	\$8,889.53	\$2,145.69
Capital Projects Fund	\$330.51	\$63,026.85	\$1,669,651.49
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
Worrallo Fund	\$0.00	\$121.18	\$15,116.81
TOTALS	\$6,547,178.43	\$3,890,241.00	\$5,645,247.77
AUGUST INVESTMENTS	\$3,742,526.09		

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

MOTION 87-21

Mrs. Roseum moved and Mr. Buttari seconded that the Board approve a motion accepting the amounts and rates.

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

COMMITTEE REPORTS

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

BUILDINGS (Petruccio, Buttari)

Mrs. Petruccio stated that the committee met prior to this meeting. Jason Nolde from GPD Group gave a presentation on design options and budgets for the Eastlake Library. The committee will review the materials and meet in 1-2 weeks. Ms. Simmons will create a report with different projections. Mr. Werner briefed the Board on the status of the Willowick elevator, three bids have been received and will be on the October agenda to select a vendor.

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

PERSONNEL (**Mackey**, El-Khoury, Roseum)

did not meet

MOTION 88-21

Mrs. Roseum moved and Mrs. Petruccio seconded that the Board approve the September Personnel Actions reports as presented.

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

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

did not meet

MOTION 89-21

Mr. Buttari moved and Mrs. Petruccio seconded that the Board approve the “Circulation of Launchpads” policy.

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

ADMINISTRATION REPORT

MOTION 90-21

Mrs. Roseum moved and Mr. Buttari seconded that the Board approve the closure of the library on December 26th, and December 31st, 2021.

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

Director’s Report/Rick Werner

[Board Transitions](#)

The September Board meeting marks the end of Dawn Roche’s public service as a Trustee of the Library. I know that I speak for my Library colleagues in thanking Dawn for her incisive leadership and strong support of the Library during her time on the Board. We hope that she will stay engaged in the work of the Library in other ways and we wish Dawn and her family good health and success.

We are looking forward to welcoming Eric Foisel to the Board. His WEPL history as a lifetime patron, his professional experience, and his community leadership in Willowick will serve him well as he takes up his duties as a Library Trustee.

Special thanks to Trish Lastoria for managing the selection process to identify Eric as the new Trustee from Willowick.

After conducting two meetings with Eastlake Library staff, Jason coordinated a planning session with administration staff including Biagio DiCioccio, Tom Johnson, Eric Linderman, Vicki Simmons, Trish Lastoria, Amy Winter, and me on September 1.

Jason will next meet with the Buildings Committee at 4:00 pm on Monday, September 20, to hear from the Committee (and any other Board members who can attend) about the Board's ideas and priorities for the Eastlake renovation.

All the input that Jason gets will lead to our work with him to fashion the next agreement with GPD Group that will cover the remaining public engagement, design, bidding, and construction management phases of the project.

[38115 Euclid Acquisition](#)

Deb Mullen, Tom Johnson, Eric Linderman, and I met with Willoughby Mayor Bob Fiala, Economic Development Director Tom Thielman, and Chief Building Officer Darryl Keller to discuss the Library's purchase of the former Citizen Bank property which will close the week of September 20.

Mayor Fiala was very supportive of the Library's purchase of the property and offered a number of ways that the City could partner with the Library, including the planning for the use of the parking lot as well as potentially using City staff and equipment to resurface, stripe, and snowplow the parking lot.

We are working on a press release that the Library can issue after the transaction closes. Mayor Fiala offered to include a statement of support in the release. I will circulate a draft of the statement to the Board ahead of the closing.

[Library Hiring](#)

Eric Linderman continues to coordinate and manage the hiring process for positions that management believes need to be filled to meet the Library's current service demands.

Eric and I have collaborated on the rethinking of the Communications and Development Manager, the open position formerly held by Lori Caszatt. We expect to post the new position – called the Marketing and Public Relations Manager – this week.

In formulating the responsibilities of the position, we have consulted the marketing, communications, and public relations manager position descriptions from other comparable Ohio public libraries. The new WEPL position places an emphasis on the marketing priorities of the Library, including the virtual and digital platforms that we increasingly rely on to reach our current patrons, and, more importantly, our prospective patrons.

[COVID-19 Test Kits](#)

WEPL has started to participate in the distribution of COVID-19 test kits that are being made available by the State of Ohio.

We commenced the availability of the tests on Monday, September 13, and were completely out of them by mid-afternoon of that day. We have ordered 1,000 more tests from the State and will resume distribution as soon as we get them.

Another Transition

I am sad to report that we have learned that Nina Germano, “our” attorney in the Lake County Prosecutor’s office, will be leaving the Prosecutor’s office for another professional opportunity in October.

Nina has been an incredible resource and counselor to the Library for many years. Her skills, judgment, perspective, and hard work on our behalf (and on behalf of the other Lake County public libraries) will be sorely missed.

Deputy Director’s Report/Eric Linderman

Hiring

We are moving ahead with hiring in several areas including key positions with system-wide responsibilities. In addition to the Marketing and Public Relations Manager, which Rick has noted in his section of this report, I have been preparing to post the Human Resources Coordinator position, which has been vacant since Colleen Kelly retired at the end of June.

I have been working with Rick and Vicki on some changes to the that position, which has assisted in hiring processes and has coordinated many of the staff training efforts. I envision this position having more involvement in processes that Vicki and I collaborate on, including work with employee benefits and salary studies. This position will also take on the supervision of the Public Services Support (floater) staff, which involves working with the library managers to coordinate the schedules and performance evaluations of those employees.

In addition, we are continuing to restore many of the bargaining unit vacancies that were created during the pandemic. We recently hired Mike Buchynsky for a 20-hour/week circulation vacancy at the Eastlake Library and Evan Andraea for a 20-hour/week circulation vacancy at the Willoughby Library.

Also, a full-time children’s associate position at the Willoughby Library was awarded to Kathleen Keaveney and 20-hour/week children’s associate job was awarded to Cara Speros. At this time a 12-hour/week circulation job at the Eastlake Library is in the process of being filled, and an 18-hour circulation job at Willoughby Hills has been posted.

Following Marybeth Carroll’s retirement at the end of August, we are also planning to post a Young Adult Librarian position at the Willoughby Library. That job ad will be out soon.

Policy on Launchpads for Children

After meeting recently with the managers of our circulation departments, and notifying the Board Policy Committee, I will be requesting approval of a small change to our circulation policy at the meeting on Monday.

Generally, we try to keep our circulation policies uniform, but we sometimes make special rules to items that are exceptionally popular and in short supply. These rules may include higher fines, shorter loan periods, and tighter restrictions on the number of items that can be checked out.

For Monday, I will be requesting that we loosen our circulation policy on Launchpads to make the policy on these consistent with most items we lend. These are digital, tablet-like devices that circulate to children. We have had them for a while, and we no longer see the need to restrict them based on popularity and short supply.

I am recommending that we remove the 7-day circulation period on Launchpads and allow them to be checked out for 21 days like books. Also, I recommend removing the \$1/day overdue fine and allow Launchpads to be renewed.

Communications & Development Report/Michelle Hudson


A complete list of programs and events for the month of October was forwarded to Lake Community News, Today's Family, County Kids, Northeast Ohio Parent and Northeast Ohio Boomers for inclusion in their upcoming issues.

Individualized press releases were sent to *The News-Herald* promoting the following programs: Grandma Gatewood, Hidden History of Cleveland Sports, Library Card Sign-Up Month, North Coast Lions Club International Peace Poster Contest, Willoughby Hills Public Library's Signature Event-Herb Day and the Willoughby School Board Debate.

[Willoughby-Eastlake Public Library to hear from 'Hidden History of Cleveland Sports' author – News-Herald](#)

	<p>Willoughby-Eastlake Public Library to hear from 'Hidden History of Cleveland Sports' author – News-Herald</p>
<p>Willoughby-Eastlake Public Library</p>	<p>The Willoughby-Eastlake Public Library will be hosting a virtual presentation with author Marc Bona at 6:30 p.m., Sept. 2. Bona will discuss his novel "Hidden History of Cleveland Sports.&#82...</p>
	<p>www.news-herald.com</p>

[Willoughby-Eastlake Public Library and others taking part in Library Card Sign-Up Month \(news-herald.com\)](#)

	<p>Willoughby-Eastlake Public Library and others taking part in Library Card Sign-Up Month</p>
<p>Willoughby-Eastlake Public Library</p>	<p>Willoughby-Eastlake Public Library along with the American Library Association and libraries nationwide will be celebrating Library Card Sign-Up Month, Sept. 1-30. This year, Marley Dias, founder ...</p>
	<p>www.news-herald.com</p>

[Willoughby-Eastlake Library, North Coast Lions Club holding Peace Poster Contest \(news-herald.com\)](#)



Willoughby-Eastlake Public Library

[Willoughby-Eastlake Library, North Coast Lions Club holding Peace Poster Contest](#)

Area youths are invited to create their own work of art for the North Coast Lions Club International Peace Poster Contest. The local winner will receive a \$25 cash prize and have a chance to ...

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[Willoughby-Eastlake Public Library to present Herb Day programs – News-Herald](#)



Willoughby-Eastlake Public Library

[Willoughby-Eastlake Public Library to present Herb Day programs – News-Herald](#)

The Willoughby-Eastlake Public Library announced it will present Herb Day from 11 a.m. to 3 p.m., Sept. 18, at the Willoughby Hills Public Library. The events kick off with "Culinary Herbs fo...

www.news-herald.com

[Willoughby-Eastlake School Board candidates to take part in debate – News-Herald](#)



[Willoughby-Eastlake School Board candidates to take part in debate – News-Herald](#)

Willoughby-Eastlake School Board candidates will take part in a debate scheduled for 10 a.m., Sept. 18, at the David E. Anderson Senior Center, 36939 Ridge Road in Willoughby. Five challengers will...

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The *News-Herald* also published an article promoting our new After-Hours Book Lockers.

[Willoughby-Eastlake Public Libraries implement book lockers – News-Herald](#)



[Willoughby-Eastlake Public Libraries implement book lockers – News-Herald](#)

The Willoughby-Eastlake Public Libraries has implemented a new, self-service locker system that will allow patrons to pick up their items from the library 24/7. The lockers are available outside ...

www.news-herald.com

Spirit Media-WINT (101.5 FM and 1330 AM) ran radio PSA's promoting Library Card Sign-Up Month and the Willoughby Hills Public Library's Signature Event-Herb Day.

Monthly book discussions were held at Ohio Living-Breckenridge Village and the Willoughby Senior Center.

The Library sponsored the Lake County Captains Reading Program in September. We also collaborated with the Captains to host an outdoor story time with Skipper.

The fall program guide was printed & distributed featuring September-December programs and events. Due to the last-minute change of children's programming going virtual, there will be two separate guides for this program period. 1. Teen & Adult Fall Program Guide - 2. Children's Fall Program Guide.

Collections & Digital Managers Services Report/Carol Tuttle

[Digital Services updates](#)

The OverDrive magazine collection for the CLEVNET consortium expanded significantly with the annual renewal in July. WEPL patrons responded with a jump in patron usage of magazines for August. Hoopla is now making audiobooks accessible for listening on Roku (in addition to viewing movies and TV offerings). Kanopy has enriched their offerings with titles from Warner Bros., MGM, Sesame Workshop and Lionsgate. OverDrive has acquired Kanopy, but we have not yet been told if that will impact our service as an individual library system subscriber. Kanopy has said they will maintain their app as the access point.

WEPL discontinued the subscription to the Gale Virtual Reference Library. This reference resource has shown very little usage, with just 20 eBooks accessed in the last 8 months and only 35 total in 2020. Our hoopla flex collection can be supplemented with nonfiction titles and titles can be requested for purchase by patrons, so we will respond to specific title requests.

Funds have been moved into Emedia from physical materials budgets for the last 3 months of 2021 due to lower circ/availability of physical formats. Streaming and fewer box office films has had a big impact on our DVD and Blu-ray purchasing/budgets.

[MAP/Collection Services](#)

MAP staff continues to do a great job handling the processing of bestseller books along with their usual workflows. This means these hot titles are getting out to our patrons more quickly than last spring and early summer. We are increasingly hearing of supply chain issues building ahead of the holiday season for publishers, and selectors have been encouraged to place their orders early so WEPL gets in the queue for high-demand items. We have two months of ordering remaining in the year.

[ILL/Clevnet](#)

The number of items processed through ILL (both sent and received) dropped below 2020 levels for July this year due to problems with the new statewide delivery provider, STAT. It has improved greatly in the last two weeks and should reach 2020 levels soon if it remains on the same trajectory. For comparison, in August 2019, WEPL ILL staff moved 43,656 items through the system and this year logged just 27,772. This is partially due to fewer patron holds but primarily due to the cataclysmic implementation of the new delivery service. It has been a rough two months, but we are hopeful that improvement in delivery will continue.

Eastlake Library Branch Report/Amy Winter

We are pleased to welcome Mike Buchensky to the Circulation Department.

We have noticed an upswing in patron interactions. The door counts are almost what they were before the shutdown.

The staff was delighted to participate in the renovation planning meetings with Jason Nolde and looking forward to seeing what ideas make it to paper. All staff has been working diligently to clear cupboards, weeding unwanted material, and general planning for all the preparation needed before the actual construction begins.

Children's Department:

This card with amazing coloring sheets came in the mail from the teachers & students at Longfellow's summer learning camp. Sarah V. and Sam went to the school and presented five Sensory Storytimes for them. Sam was very touched to receive the card & coloring pages!



Teen:

Cathy is working with Bryn and Kathleen on the Willowick Lions Club Peace Poster contest. Cathy also has two other programs coming up in September, the Back-to-School Button Bash and the Teen Art club. She ended with a total of 29 participants for the Fire Art program this past July. (don't worry it was an outside program)



Adult Reference:

We are pleased to announce that our Prusa 3d printer has reached its next evolutionary phase. It can now print in multiple colors at one time.



This October 9th we will be hosting a community shred day from 9 am to 1pm with Xpress Shredding in the parking lot. If you need to get rid of old papers, keep us in mind.

Willoughby Library Branch Report/Deb Mullen

After bidding a fond farewell to Marybeth Carroll as she retires, we are ready to post for our new Teen Librarian. As we search for candidates to fill this position, we hope to find someone interested in presenting programming to homeschoolers and collaborating with the Children's department to provide programming for tweens and younger teens.

We also welcomed two new Children's Associates, Kathleen Keaveny at 40 hours and Cara Speros at 20 hours. Kathleen has an extensive background as an educator, and we hope to tap into that expertise with our homeschool programs as well as Reading Buddies. Cara has extensive customer service experience as well as experience with children in a Sunday School setting, which I know from experience translates well to Children's programming.

We were happy to serve families at Last Stop Willoughby this year after a year off due to Covid. At least 200 kiddos made their way through the Kid Zone crafts, face painting, hair braiding and glitter and bubble machine courtesy of Sherry from the West End YMCA. I was also happy to assist in coordinating the non-profit alley so that organizations like the Lake County Health Department, Laketran, Eastlake Community Cats and others were able to tell visitors about their organizations. We also welcomed at least 100 people into the library to view the Twilight Zone episode, A Stop in Willoughby.

I attended a program day as their advisor with the Leadership Lake County Youth Leadership Academy Class of 2022 on September 14. I presented them with some library swag and talked with them about a career path in library science.

Finally, Willoughby Library in concert with The Heart of Willoughby, will be sponsoring a W-E School Board candidate debate on Saturday, September 18 at 10am at the Willoughby Senior Center. So far, we have had positive responses from all six challengers. Dr. Beal has a scheduling conflict and Mr. Jones did not respond to repeated invitations via US mail, email, and phone. We expect the event to be exciting but respectful and invite you join us in person or online after the event.

OLD BUSINESS *no old business*

NEW BUSINESS

Mrs. Petruccio assigned Mr. Foisel to the Building Committee and the Finance and Planning Committee, and Mrs. Roseum will be Chair for the Finance & Planning Committee.

NEXT MEETING, Monday, October 18, 2021, 6:00 p.m., WEPL Administrative Offices

MOTION 91-21

Mrs. Petruccio moved and Mrs. El-Khoury seconded that the Board adjourn into executive session to discuss the upcoming union negotiations at 7:07 p.m.

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

The Board returned from executive session at 7:26 p.m.

ADJOURNMENT

MOTION 92-21

Mrs. Petruccio moved and Mr. Buttari seconded that the Board adjourn at 7:26 p.m.

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

Respectfully submitted,

Board President

Board Secretary