

CALL TO ORDER

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

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

Absent: Mr. Buttari

Also present: Director Rick Werner; Deputy Director Eric Linderman; Fiscal & Compliance Officer Vicki Simmons, and Administrative Assistant Trisha Lastoria. Deb Mullen, Carol Tuttle and other interested observers.

Additions to the agenda: *no additions*

Citizen’s Comment: Deborah Michaels commented on the unveiling of the mural at the Willoughby Library on October 16th. Mr. Werner thanked Deb Mullen and the maintenance department for their assistance in the project.

President Monin presented the following minutes:

- Building Committee Meeting, September 20, 2021
- Regular Meeting of the Board of Trustees September 20, 2021

MOTION 95-21

Mrs. Petruccio moved and Mrs. Roseum seconded that the following minutes be approved as corrected. (*Under “New Business”, Mrs. Roseum is now Chair of the Finance & Planning Committee, needs to be added.*)

- Building Committee Meeting, September 20, 2021
- Regular Meeting of the Board of Trustees September 20, 2021

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

FISCAL OFFICER’S REPORT

PLF Fund Distribution

PLF	2020	2021	% Increase
October	\$ 168,147.80	\$ 190,211.35	13.12%
YTD	\$1,692,689.21	\$1,930,825.00	14.07%

MOTION 96-21

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

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY

Regular Meeting of the Board of Trustees

Monday, October 18, 2021

SEPTEMBER LIST OF BILLS PAID:	\$1,454,628.99
SEPTEMBER FINANCIAL STATEMENT:	YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$6,957,511.88	\$4,216,813.67	\$3,910,709.55
Grants	\$0.00	\$0.00	\$0.00
Corona Virus Relief Fund Public Library	\$1.61	\$8,889.53	\$2,145.69
Capital Projects Fund	\$31,972.45	\$1,117,324.10	\$646,996.18
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	\$6,989,485.94	\$5,372,873.98	\$4,604,922.30
AUGUST INVESTMENTS	\$3,243,406.54		

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

Mrs. Petruccio stated that the Committee met prior to this meeting. Topics discussed were the recommendation of Lakeland Management Systems to install the Willowick elevator in early 2022. Jason Nolde from GPD Architects went over several options for the Eastlake Library refresh. The Committee will review the materials and meet again in early November and present a design option at the November Board meeting. The new Administration building has closed, the deed and utilities have been transferred and parking lot options were discussed.

MOTION 97-21

Mr. Foisel moved and Mrs. Petruccio seconded that the Board award the Willowick Library Elevator Replacement project to Lakeland Management Systems.

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

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

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

MOTION 98-21

Mrs. Petruccio 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 “Absent”, Mrs. El-Khoury “Yes”, Mr. Foisel “Yes”, Mr. Mackey “Yes”, Mr. Monin “Yes”, Mrs. Petruccio “Yes”, Mrs. Roseum “Yes”. Motion carried.

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

did not meet

ADMINISTRATION REPORT

MOTION 99-21

Mrs. Petruccio moved and Mr. Foisel seconded that the Board approve the quotes as presented between the Willoughby-Eastlake Public Library and the Giannetti Company for snow plowing services at Eastlake, Willoughby and Willowick Libraries effective November 1, 2021 to April 1, 2022.

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

Director’s Report/Rick Werner

Eastlake Library Renovation

Since September’s Building Committee meeting, we have worked with Jason Nolde to expand the number of design options that the Board can consider for the renovation of the Eastlake Library.

First, a group comprised of the Eastlake management team and admin staff reviewed the design that Jason presented at the Building Committee meeting. We determined that we should ask for different layout options, including the possibility of constructing a drive-through window on the west side of the building. I shared with Jason the variations that the committee thought would be worth exploring, both from a design and budget standpoint.

Jason and his GPD colleagues have been working on those alternative designs and will be prepared to present them – along with their cost estimates – at a Building Committee meeting to be held at 4:30 pm on Monday, October 18, ahead of the October Board meeting. We will try to have the new designs posted on the Board’s OneDrive site by Friday so that Board members can review the designs before the meeting.

While we will not be seeking a final design decision from the Committee and the full Board on October 18, we do hope that the Board will be in a position to decide on the final design parameters (both the layout and the estimated project budget) by the November Board meeting. That will allow us to work on the second agreement with GPD that will cover the public engagement, final design, construction bidding, and construction management phases of the project. If that agreement can be approved by the Board at its December meeting, we hope to be able to go out for bids in the first quarter of 2022.

New Administration Building

The Library's purchase of the former Citizens Bank property (now officially the "New Administration" property) closed on September 24th. The deed has been filed with Lake County. Vicki Simmons, Tom Johnson, and I have worked on various tasks associated with the purchase of the property, including insurance coverage, electrical and water utility account transition, and beginning the initial planning for what work we hope to get done in the building and on the property in 2022.

On the parking lot front, Tom and I met with two representatives of Marous Management to discuss Marous Management's interest in leasing (or potentially purchasing) a portion of the parking lot for the use of the tenants of their residential and commercial properties in downtown Willoughby. We have just received their initial offer to lease one row of the spaces in the lot.

Using a referral from Jason Nolde, we have contacted the PSX Group, a parking lot/facility consulting firm in Cleveland to ascertain what services/consulting they might be able to offer the Library as we think through the options of managing the parking lot. Tom and I are meeting with a PSX representative on Friday, October 15. We will update the Board on our takeaways from that discussion on Monday.

With respect to the building itself, we have asked Jason Nolde to walk through the building with us to see what services (e.g., space-planning, interior design) GPD might be able to provide us as we proceed to plan for the renovation of the building and the eventual relocation of administrative staff from Eastlake City Hall. Under the Ohio procurement laws that we used to choose an architect for the Eastlake Library renovation, we can add projects to our work with GPD.

Tom has started work with the Library's landscaping contractor, Giannetti Landscaping, to plan for the clean-up of the grounds of the property, including the removal of some of the bushes in the front and on the side that have not been maintained. We plan to do more exterior landscaping work in 2022 to spruce up the property, especially the front that faces Euclid Avenue.

Based on our discussions with Mayor Fiala and his administration, we will explore ways to partner with the City on the planning for and the maintenance of the parking lot as well as the use of and design of the front greenspace. In our last meeting with the Mayor, he expressed his hope of seeing the New Administration front greenspace as an adjunct of Wes Point Park, across Euclid Avenue. We believe that that part of the property offers a lot of imaginative options for library programming and community use.

Shortly after the transaction closed, I heard from the two Anchor Cleveland brokers (Chris McFarland and Doug Holtzman), who represented VEREIT, that they have two client organizations which may be interested in purchasing part of the New Administration property. I asked them for a letter or communication that sets forth the interest and I told them that I would bring those letters of interest to the Library Board for consideration. I have not yet received the letters.

Brief Updates

· The Marketing and Public Relations Manager position has been posted and applications will be accepted until October 25. Eric and I are working on the assembly of the interview team which will interview the candidates who meet the criteria for the position. We hope to have that position filled by the end of the year.

· We continue to distribute COVID-19 test kits through the circulation desks of all four Libraries. The demand for the tests has waned a bit in the last couple of weeks; we received a delivery of 2,500 test kits this week so we should have them available for the foreseeable future.

· We look forward to the mural-unveiling event at the Willoughby Library on Saturday, October 16, from 2:00 to 4:00 pm. We expect a good crowd for the event, including elected officials and folks from the partner organizations who are participating and financially supporting the project: Heart of Willoughby, Downtown Willoughby Organization, and the Willoughby Arts Collaborative.

Deputy Director's Report/Eric Linderman

2022 Materials Budget

I have been meeting with managers to complete 2022 budgets for materials, programming and continuing education. Recently, I have been mostly focused on working with Carol Tuttle to make decisions about our collections.

The question of where to reduce the budget, and by how much, is difficult right now because our information from the past two years was severely affected first by the pandemic, and then by the breakdown of the statewide delivery program for several months this year. WEPL is one of the largest lenders in Clevnet, so our service was severely affected by that problem.

Our plan is to move substantial funds from audio-visual (CDs and DVDs) to Emedia and to move a smaller amount from books to Emedia. We always want to be careful not to cause a reduction in borrowing by not having enough material available. One way we avoid that problem is by monitoring the numbers of holds on particular titles and buying quickly in response to those holds. We work with Vicki throughout the year to move money from place to place within the materials funds to make adjustments.

Emedia borrowing has been on a constant increase over many years, and this remained steady during the pandemic. We did not see the anticipated spike in Emedia borrowing in 2020, but it did not slow either. The upward trend has continued steadily. So, we are looking to the Emedia budget as one location to relocate funds when we make reductions in other areas.

It seems clear that CDs, including books on audio and music, are on the way out. We started seeing that years prior to the pandemic, and it makes sense since people have moved to streaming media. WEPL has been successful in meeting the demand for digital books on audio to replace CDs.

It has been more of a challenge for libraries to provide digital alternatives to music on CD, and attempts to meet the demand have been expensive and mostly unsuccessful. Music is available freely or inexpensively through digital platforms available directly to consumers, so at this point, patrons mainly look to us to obtain older material on CD through interlibrary loan.

It also appears that movies and TV shows on DVD are on a downward trend. In recent years, patrons have used the library to obtain these titles rather than pay for them through streaming services. Increasingly, there are more online options available to obtain this content freely or inexpensively. It is also likely that library closures during the pandemic moved more people away from the libraries and onto streaming platforms.

Hiring

We currently have four jobs posted and are receiving applications. These positions include the Marketing and Public Relations manager, Human Resources Coordinator, Young Adult Librarian at the Willoughby Library, and a 20-hour/week Circulation Support job also the Willoughby Library. For this circulation job, we reduced the hours on a vacant job and added four hours to our existing Willoughby circulation staff.

The deadline for applications for all these jobs is October 25. We have not received a large number of applications yet, but many of the ones we have seen are from well-qualified applicants.

Communications & Development Report/Michelle Hudson

Monthly book discussions were held at Ohio Living-Breckenridge Village and Willoughby Senior Center. W-E Library Boosters Update: Merry Rumbold has stepped down from the Boosters' board. Current board members include Karen Fraley, Sandy Winter and Mary Ellen Voght.

There are no book sales currently planned due to the rise in COVID-19 cases, however the Boosters are funding the following programs:

The Case of Dr. Sam Sheppard – October 20, 2021, The Story Behind the Tell-Tale Heart – December 14, 2021, History of the Cultural Gardens - January 13, 2022, Soldiers' and Sailors' Monument - April 6, 2022, Ghosts of the Griffith Disaster - June 15, 2022

A complete list of monthly programs and events 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: D.M. Pulley workshop, Salem Past and Present, Victory on Two Fronts, Tri-C Ghost Hunters, Willowick Library's Signature Event, Banned Books Week, Kaepernick Effect, The Case of Dr. Sam Sheppard and Willoughby Library Mural,



Willoughby-Eastlake Public Library

[Author D.M. Pulley hosting online writing workshop through Willoughby-Eastlake Public Library – News-Herald](#)

The Willoughby-Eastlake Public Library announced that best-selling author D.M. Pulley will host a virtual, three-part writing workshop beginning Oct. 5 at 6:30 p.m. and running through Oct. 19. ...
www.news-herald.com

[Willowick Public Library hosts author talk on Cleveland Indians history \(news-herald.com\)](#)

[Author to present scary stories at Willoughby Public Library event – News-Herald](#)

[Willoughby Public Library to present member of Tri-C Ghost Hunters – News-Herald](#)

[Willowick Public Library hosting 'Fantasy, Folklore, Fiction Fest: Monsters' – News-Herald](#)

[Willoughby-Eastlake Public Library hosts online talk with author of 'Kaepernick Effect' to – News-Herald](#)

Spirit Media-WINT (101.5 FM and 1330 AM) aired PSA's promoting Lost Department Stores of Cleveland and Eastlake's Community Shred Day. The station also aired a promotional ad for Willowick Library's Signature Event scheduled for October 16.

Network Systems Administrator Report/Biagio Di Cioccio

- ❖ The IT department has setup and deployed Windows 10 computers to the print release stations at each library due to updates Windows pushed out to print services. We are working on updating catalog machines to Windows 10 as well.

- ❖ Planning stages for the new admin building has begun and I have been meeting with Electricians to get quotes for fiberoptic cable to be run from Willoughby to new admin.
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Children's Services Manager Report/Sarah Vargo

Sarah Vargo is working with Gina Kevern, Director of Curriculum, Instruction and Assessment for the Willoughby-Eastlake Schools to get a partnership up and running where families will opt out of receiving a 3 For Me Library card when they complete their annual assessment for the 2022-2023 school year. The 3 for Me card allows access to our digital resources. Sarah has been in contact with the Mentor Library to determine how their program has gone and what we can do better. They have been extremely helpful. Sarah will work with Gina to really push the digital services with the teachers, so that they can have a better understanding of how to utilize them in their classrooms, so that we don't just give cards to people who will never use them.

We continue to send discarded books to the Willoughby-Eastlake schools. The program approved by the Boosters allows us to share books with families that need them the most in our district. The schools have used them in several events including Kindergarten readiness nights.

We have received a lot of positive feedback about virtual programs this fall. Many families have been extremely grateful that we have continued to offer a great variety for our community. We even have one family that has attended nearly every event from Oklahoma! They wanted us to know that they love our library!

Eastlake Children's Librarian, Sam Nicholson is presenting at the OLC Convention and Expo on Friday, October 15 about her experiences learning about Indigenous people and applying her knowledge to better Eastlake's collection and programming. Sam did a test run for staff, and it is FANTASTIC. Presenting for our peers can be so stressful and intimidating. We are so proud of Sam for sharing this incredibly important information beyond WEPL.

Willoughby Hills Library Branch Report/Holly Ferkol

Chris Gumal is our new Assistant Manager/Head of Circulation at Willoughby Hills Library. She was the Head of Youth Services at Geauga West Public Library.

We had many in house library programs in September. Our Signature Event, Herb Day, was well received with our first program, Culinary Herbs for the Fall, which had 25, our second program, Herbs 101, which had 21 patrons in attendance. Our third program that day was Lemon Herbs: Citrus Sensations which had 18 patrons in attendance. Our final program, To Tea or Not to Tea, had 15 patrons in attendance. We will add more speakers and hopefully provide refreshments next year to enhance Herb Day in 2022. We also had our Murder at the Hills Book Discussion Group meet outside with 15 patrons in attendance.

Local author, D. M. Pulley, is running a successful Zoom series about writing a novel during the month of October with 15 patrons attending the first Zoom class and 12 patrons attending the second Zoom class. There will be one more Zoom class in this series. She is sharing her knowledge of writing and providing exercises for participants during the Zoom classes to help get started writing a novel or help with editing to complete a novel. D. M. Pulley often gives programs like this one and many others to people who are attending her Literary Cleveland classes.

Our lights in the library were converted to LED lighting this summer thanks to Mark Malnar. He came in early and spent many days at our library to get this project done.

Willowick Library Branch Report/Kathleen Jozwiak

Passports

- ❖ All circ employees except one have completed recertification training for passports. The training was more challenging this time with the focus on exception scenarios vs routine applications. Doug, our new assistant manager, also completed his initial training and is now one of our agents as well.
- ❖ Passports now take up to 16 weeks for processing and up to 12 weeks for expedited service. It was 18 weeks up until the end of September. We have referred several people to Detroit or Buffalo for more imminent travel needs.
- ❖ Staff were even able to accept two applications with a translator present.
- ❖ Sharon, Bethany, Dennis, Kristen and Peggie have really become experts as acceptance agents. Lori continues to oversee tracking and problems.
- ❖ We have accepted 98 applications from January 1- September 15, averaging 12 passports per month.
- ❖ Notary services remain steady.
- ❖ Doug Hart, Willowick's new assistant manager, started August 23.

Programming

- ❖ Sarah Silbaugh is doing outreach at two locations, St. Mary Magdalene's Headstart and Lakeland's preschool, monthly for storytimes.
- ❖ Sarah Silbaugh, along with Sarah Vargo, is offering well-received outdoor storytimes.
- ❖ Check out Gale and Lora's local history series of programs in the program guide.
- ❖ Our signature event on monsters is October 16. Lake Farmpark donated a carload ticket for their Halloween hayride for our event.
- ❖ Willowick and Eastlake are partnering with North Coast Lions for their peace poster contest. Thanks to Bryn, Sarah and Cathy for coordinating our event.
- ❖ ESOL classes have resumed.
- ❖ AARP has contacted us about possible tax appointments for the public. Things are uncertain at this time.
- ❖ Sarah Silbaugh will be participating in the Captains Trick or Treat event on October 16.
- ❖ With meeting rooms reopened to outside groups, there has been some interest in bookings.
 - CSU School of Nursing held health and wellness screenings on 9/14 and 9/21.
 - The quilting group is using the space monthly again.

OLD BUSINESS *no old business*

NEW BUSINESS

Mr. Mackey would like Ms. Simmons and Mr. Werner's self-evaluations and recaps by December 3rd. An executive session will be held at the December Board meeting to review the evaluations.

NEXT MEETING, Monday, November 15, 2021, 6:00 p.m., WEPL Administrative Offices

MOTION 100-21

Mrs. Petruccio moved and Mrs. Roseum seconded that the Board adjourn into executive session to discuss the upcoming collective bargaining agreement negotiations and real estate issues at 6:38 p.m.

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

The Board returned to the open session at 7:30 p.m.

ADJOURNMENT

MOTION 101-21

Mrs. Petruccio moved and Mr. Foisel seconded that the Board adjourn at 7:31 p.m.

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

Respectfully submitted,

Board President

Board Secretary