

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY

Regular Meeting of the Board of Trustees, Monday, November 15, 2021, 6:00 p.m.

WEPL Administrative Offices

CALL TO ORDER

The meeting was called to order by Vice President Mrs. Petruccio at 6:28 p.m.

Present: Mr. Buttari, Mr. Foisel, Mr. Mackey, Mrs. Petruccio, Mrs. Roseum.

Absent: Mr. Monin, Mrs. El-Khoury

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

Additions to the agenda:

Mr. Werner stated that there were no additions, and the agreement with Trane will be moved to the December Organizational meeting.

Citizen’s Comment: *no comments*

Mrs. Petruccio presented the following minutes:

- o October 18, 2021, Buildings Committee Meeting
- o October 18, 2021, Annual Meeting of the Records Commission
- o October 18, 2021, Regular Meeting of the Board of Trustees

MOTION 102-21

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

- o October 18, 2021, Buildings Committee Meeting
- o October 18, 2021, Annual Meeting of the Records Commission
- o October 18, 2021, Regular Meeting of the Board of Trustees

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

FISCAL OFFICER’S REPORT

PLF Fund Distribution

PLF	2020	2021	% Increase
November	\$ 177,402.29	\$ 188,670.39	6.35%
YTD	\$1,870,091.50	\$2,119,495.39	13.34%

MOTION 103-21

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

OCTOBER LIST OF BILLS PAID:	\$ 605,436.20
OCTOBER FINANCIAL STATEMENT:	YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$7,151,648.48	\$4,821,848.62	\$3,499,811.20
Grants	\$0.00	\$0.00	\$0.00
Corona Virus Relief Fund Public Library	\$1.61	\$8,889.53	\$2,145.69
Capital Projects Fund	\$32,010.26	\$1,126,015.85	\$638,342.24
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	\$657.63	\$14,580.36
TOTALS	\$7,183,660.35	\$5,987,137.13	\$4,184,833.56
OCTOBER INVESTMENTS	\$3,244,351.62		

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

MOTION 104-21

Mrs. Roseum moved and Mr. Buttari seconded that the Board approve the depository agreements with Fifth Third Bank and Huntington Bank as presented.

On roll call the following vote was cast: Mr. Buttari, “Yes”; Mrs. El-Khoury “Absent”; Mr. Foisel “Yes”; Mr. Mackey, “Yes”; Mr. Monin, “Absent”; 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 jointly with the Finance and Planning Committee prior to this meeting and discussed the design options and costs as presented by Jason Nolde of GPD.

MOTION 105-21

Mr. Foisel moved and Mrs. Roseum seconded that the Board approve the Library to begin the bidding process for the Willowick HVAC project.

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

The Trane maintenance and service agreement will be tabled to the December Organizational meeting.

FINANCE AND PLANNING (Roseum, Mackey, Foisel)

Mrs. Roseum stated that the committee met jointly with the Buildings Committee prior to this meeting.

Mrs. Roseum asked what section the furniture falls under. Mr. Werner responded the “FFE” section, but he will verify that information.

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

MOTION 106-21

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

SLATE OF OFFICERS FOR 2022

Mrs. Petruccio and Mr. Mackey will meet in December to assign officers and committees at the December Organizational meeting.

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

ADMINISTRATION REPORT

MOTION 107-21

Mrs. Roseum moved and Mr. Buttari seconded that the Board approve the November 15, 2021 surplus list as amended.

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

Director’s Report/Rick Werner

Eastlake Library Renovation

The staff committee continues to work with Jason Nolde on refining the potential designs for the Board to consider for the renovation of the Eastlake Library.

After a review of the designs that Jason presented at the October Buildings Committee meeting, the staff committee has focused on Option 5, which includes the relocation of the main entrance to the northwest corner of the building and does not include the expansion of the building on the eastern side. Jason and his colleagues have produced two alternatives of Option 5 which he will present at the joint Buildings/Finance & Planning Committee meeting on November 15th. We will post the new design alternatives on the Board’s OneDrive site. We hope that the Board can be in a position to choose a final design in December so that we can work with Jason on the second agreement with GPD which will cover the final design stage, the public engagement work, and the preparation of the bidding documents that will be used to solicit bids from potential general contractors.

New Administration Building

We are continuing the planning for the first round of renovations at the new administration building which we hope to commence in early to mid-2022. We are committed to ensuring that any work that is done at the new administration building will not interfere – either from a focus or a financial perspective – with the Eastlake Library renovation process.

Given the Library's ability under state procurement law to add projects to our work with GPD, I will be asking Jason to submit a proposal for space planning and interior design consulting at the new administration building. We have done a walk-through of the building with Jason so he has a sense of the scope of the work we need to do before we can relocate the Library's administrative staff to the building.

We are awaiting a proposal from the parking lot consultant who Tom and I met with for an understanding of what options the Board might want to consider for the development and management of the parking lot. As that process moves forward, we will work with the City of Willoughby to take up Mayor Fiala's offer to assist us with parking lot-related services.

Marketing/Public Relations Manager Hiring Process

The posting for the Marketing/Public Relations Manager has closed; we received ten applications, including three from WEPL staff. Eric and I have reviewed the applications and have identified five candidates to interview.

The first round of interviews will be conducted by Eric, Carol Tuttle, Deb Mullen, and me. We anticipate that those interviews will be conducted in the first half of December. After narrowing the field to two finalists, we hope to conclude the process in time for the new manager to start work in January.

City of Willoughby Hills Update

I met with Willoughby Hills Mayor Andy Gardner on November 11th to catch up on issues of mutual interest to the City and the Library.

The highlights of our discussion were talking about ways to cross-publicize City and Library programming and the City's 2022 budget plans. Mayor Gardner reported the City's great appreciation for Holly Ferkol and the Willoughby Hills Library staff for the service that they provide to their patrons and for their continuing partnership with the City.

Mayor Gardner told me that the City is not planning major work on the Community Center in 2022. They have completed a ten-year capital/infrastructure plan which I asked him if he could share with us. We will be setting up a meeting with Mayor Gardner and some of his staff soon to review the plan in order to be prepared for any future Community Center projects that might – under the City/WEPL lease – require Library funding.

COVID

Along with the other Lake County public libraries, we continue to monitor the COVID environment in Lake County and surrounding counties.

As the Lake County current community transmission level remains in the High category, we are keeping our mask requirement in place for Library staff. We distributed the 2,500 COVID tests that we received in early October and will be ordering more tests from the State.

Deputy Director's Report/Eric Linderman

Circulation Management

Deb Mullen and I meet regularly with the WEPL circulation management group to discuss procedures, challenges, and new services. Carol Tuttle is often part of these meetings too.

We met earlier this month to discuss several topics including the internet hotspot lending procedures, borrowing privileges on the WE3 card, lending of Covid test kits, and a few other topics involving technical processes. One recurring topic that came up at this meeting pertains to the accumulation of fines and fees on juvenile cards, and I will request a meeting of the Board Policy Committee soon to discuss possible changes to our policy on this.

For a full-service library card, a child must have the signature of a parent or guardian, who is identified on the card record as “care of.” When the cardholder turns 18, the library card becomes an adult card and the fines and fees on the card remain on that borrower’s record.

One problem we encounter is that it is often the parent or caregiver who has really caused the debts on the library card. In some cases, the parent borrows items for a young child and then loses them. In other cases, the parents use the card to borrow materials for themselves and then fail to return them. One partial remedy for this problem is the WE3 card, which allows for the child to borrow three items when he or she is not eligible for a full-service card.

In these cases, it can be unfair to the young adult to block access to the library due to debts that were really incurred by the caregiver. We try to extend forgiveness in these cases, but our ability to do that depends on the amounts owed and whether the lost items belong to us to or another member library.

A solution we are considering is to transfer these debts to the “care of” listed on the card record when the child turns 18. We are aware of one other library in the region that has adopted this policy. That is the Wayne County library system based in Wooster. At this point we would like to bring the discussion, and recommendations on how to implement such a policy, to the Board Policy Committee.

Hiring

As Rick notes in his section of the report, we are making progress on the Marketing/ Public Relations Manager position and are moving ahead on our Human Resources Coordinator job at the same pace. We have identified three candidates for interview for the HR position and have scheduled interviews for the week of November 29. In addition, we have begun the interview process for Children’s Associate and Circulation Support jobs at the Willoughby Library. We currently have job ads posted for the following vacancies: Public Services Support (16 hours/week, all locations), and full-time Young Adult Librarian at the Willoughby Library.

I am happy to welcome Vivian Grayson to the circulation staff at our Willoughby Hills location. Ms. Grayson has over twenty years of experience at Cleveland Public Library in both the circulation and technical services departments. She started work on November 8 and will be regularly scheduled 18 hours per week.

Communications & Development Report/Michelle Hudson

- ❖ A complete list of monthly programs and events was forwarded to Lake Community News (Eastlake Gazette, Willoughby Times, Willowick Courier), 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 author Giulio Boccaletti, Birdwatching for Beginners and Naxalone Clinic. The paper also published an article on the new mural at Willoughby Library.
[Willoughby Public Library hosts online talk by ‘Water: A Biography’ author – News-Herald](#)
[Willowick Public Library hosts talk by Blackbrook Audubon Society official – News-Herald](#)
[Willoughby native’s artwork finally graces Willoughby Public Library – News-Herald](#)
 - ❖ Spirit Media-WINT (101.5 FM and 1330 AM) aired promotional ads highlighting Eastlake’s Signature Event-Mystery at Eastlake Library scheduled for November 13.
 - ❖ Book discussions were held at Ohio Living-Breckenridge Village and Willoughby Senior Center.
 - ❖ The W-E Library Boosters have approved funding for the following programs:
Finding and Building Shelter – February 17, 2022
Surviving the Zombie Apocalypse – March 24, 2022
 - ❖ Willoughby-Eastlake Public Library will be sponsoring Lake Metroparks Country Lights at Lake Farmpark, South High School Football Playoffs and the Willoughby Arts Collaborative Traveling Exhibit.
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Collections & Digital Services Report/Carol Tuttle

Digital Services updates

The OverDrive vendor rep Todd Warhola met with a large group of CLEVNET Advantage account libraries via zoom last month to discuss best practices for purchasing within the consortium. When Carol and Amanda attended the Digipalooza virtual conference held by OverDrive last August, it became clear that the additional lending models now available for eBooks (cost per circ., simultaneous use) have implications in the consortium setting. Todd discussed how each Advantage library selector can target their purchases using lending models that work for their situations, and the implications these have for other consortium members.

MAP/Collection Services

MAP is nearly done placing building orders for 2021. Selectors helpfully got the bulk of their orders placed early throughout the fall so we could get in the supply chain queue for books, music and movies.

Amanda is offering the “*Let’s Get Digital 101*” program on November 9th at the Willowick Computer Lab. She will go over the basics on how to use the library’s digital resources including Libby, Hoopla, Kanopy, Access Video and PressReader. The program is filling up and proves to be highly anticipated. The same program will go on the road to Breckenridge Senior Living on November 16th. At Breckenridge we hope to help seniors become more comfortable using the library’s digital resources from the comfort of their home. The “*10 to Try*” reading challenge continues to be a success. As of November 1st, 217 people have signed up for the challenge with 28 people completing the challenge. Winners for each of the 4 branches will be announced in mid-December.

ILL/Clevnet

In October our ILL numbers finally edged up over the drop that occurred in July when STAT took over as statewide delivery vendor. WEPL is climbing back toward 2020 monthly levels of sent/received CLEVNET materials but is still 35% below the 2019 number of items in October. With continued consistent delivery and encouragement of patrons to place holds, we hope to see progress each month now.

Eastlake Library Branch Report/Amy Winter

Adult Activity

We have been quite busy this fall with adult programming.

September 30th, 38 patrons came to celebrate the 100th Anniversary of the NFL with us at the Eastlake library. Archivist Jon Kendle from the Pro Football Hall of Fame joined us for the program. In addition to this wisdom about football history, he also brought along some historic football artifacts for the patrons to view. Our circ staff reported many positive statements from the patrons after the program.

October 7th, Eastlake welcomed back Mr. Tom Jerpbak, from Ye Oaken Bucket Antiques, for our Antique Show and Tell. In addition to Mr. Jerpbak, the 20 patrons in attendance had many fun stories to share about the history behind the items that were “shown”.

November 2nd, Cilla Buck, from Care Patrol, 10 patrons attended her presentation on the Elder Care Options and How to Pay program.

We had a very successful Author visit from Vivien Chien. We had 27 people attend and had a great time learning more about the Noodle Shop Cozy Mysteries. Everyone left with smiles and commented how much they enjoyed spending a Saturday with the Author.

Eastlake Library in partnership with the Eastlake Middle School, the Eastlake Historical Society, many local Volunteers, and Mike Zuren planned and took part in the Eastlake Historical Adventure. The 7th graders from Eastlake Middle School visited three locations throughout Eastlake to learn some of the History of our town. 120 students came to Eastlake Library to view a Past, Present, Future Display in the meeting Room planned by MaryAnn Friedlander and Tammy Bueck. Then they toured the library and got a small talk about Library services from Amy Winter and Athena Gerber.

100th Anniversary of the NFL-Tammy



Teen Department

Teen art Club used a blend of ink, rubbing alcohol, and fire to make these masterpieces. More photos and a video of the process can be found on our Facebook page.



Children's Department

On October 29th, Under Sam and Khin's wonderful planning and leadership we had a full house of attendees with at least 150 people, who enjoyed a wide variety of games, crafts, face paint, balloon creations, raffles, and trick or treat.

The next Tuesday (November 5th) Sam and Khin astounded patrons again with their Return to Arendelle (a Disney's Frozen Party). Children went on a story walk around the library to read one of our Frozen 2 story books, made crafts in the magazine area, and played games and had snacks in the meeting room. Inspired by the movies Children had Olaf's Snow Cones, dipped pretzels in Elsa's chocolate fountain, and visited Anna's sandwich station. We received many compliments on the event.



Willoughby Library Branch Report/Deb Mullen

The mural on the Willoughby Library has finally come to fruition! I want to again thank the Board of Trustees as well as Rick, Eric, Vicki and Tom for taking care of all the due diligence required to make it a reality. We often see folks walking by the library not only enjoying the mural but taking photos of it—and of themselves in front of it. The News-Herald wrote a very nice story on it as well.

You may have noticed we were able to live stream the mural unveiling as well as the previous School Board Candidate Debate. The Heart of Willoughby gave us a video camera with accoutrements including microphones and a tripod. We have also used this camera to provide hybrid programming, so folks have access to our programs even if they are still uncomfortable attending in person. With permission from the presenter, we also host the programs on our YouTube channel.

Willoughby Library has had a few staff departures. Kathleen Keaveny resigned her position of 40-hour Children's Associate but fortunately, Cara Speros, our 20-hour Associate, was ready and able to take on 20 additional hours and become our full-time Children's Associate. Cara is doing a great job learning the ways of

WEPL and children's programming. We will begin interviews for our 20-hour Children's Associate next week.

Gabe Fiorello left Willoughby Circ to accept a reference position at Mentor Public Library. Gabe recently began library school, so the reference position is more in line with his career goals. Also leaving is Evan Andreae. Evan obtained a full-time remote position. We have begun interviews to fill those positions and we will have those interviews completed this week. Although we're sad to see Gabe and Evan go, we are happy for them as they move on to their next step!

We do still have an open YA Librarian position and it's been surprisingly difficult to fill. We did extend the posting so we're hoping to get some good candidates.

Willoughby Children's will be offering their annual holiday visit with Santa (again virtually) on December 11th and will also be presenting a special holiday program, The Grinch and the Mayor of Whoville (also virtually) on December 4th. Miss Julie will be presenting Stories of the Season, that will highlight not just Christmas but other cultural holiday traditions that occur around this time of year.

Adult Reference staff is busily planning our "New Year New You" signature program slated for January 15th. We are currently booking presenters and will have samples from local shops who cater to health and wellness.

OLD BUSINESS *no old business*

NEW BUSINESS *no new business*

NEXT MEETING, Monday, December 20th, 2021, 6:00 p.m., WEPL Administrative offices

MOTION 108-21

Mr. Buttari moved and Mrs. Roseum seconded that the Board adjourn into executive session to discuss the upcoming collective bargaining agreement negotiations at 6:44 p.m.

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

The Board return from executive session at 7:07 p.m.

ADJOURNMENT

MOTION 109-21

Mrs. Petruccio moved and Mrs. Roseum seconded that the Board adjourn at 7:07 p.m.

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

Respectfully submitted,

Board President

Board Secretary