

**CALL TO ORDER**

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

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

Also present: Director Rick Werner; Deputy Director Eric Linderman; Fiscal & Compliance Officer Vicki Simmons; and Administrative Assistant Trisha Lastoria. WEPL staff present: Deb Mullen, Doug Friedt and Athena Gerber.

Absent: Mrs. Roseum

Additions to the agenda: Mr. Werner added that there will be a change to the roll call voting regarding the motions and resolutions that are not monetary.

Citizen’s Comment: Mr. Linderman introduced Doug Friedt, the new HR Coordinator, to the Board.

Mrs. Petruccio presented the following minutes:

- ◇ December 20, 2021, Policy Committee Meeting
- ◇ December 20, 2021, Finance and Planning Committee Meeting
- ◇ December 20, 2021, Organizational Meeting of the Board of Trustees
- ◇ December 29, 2021, Special Meeting of the Board of Trustees

**MOTION 1-22**

Mr. Monin moved and Mr. Mackey seconded that the following minutes be approved as presented:

- ◇ December 20, 2021, Policy Committee Meeting
- ◇ December 20, 2021, Finance and Planning Committee Meeting
- ◇ December 20, 2021, Organizational Meeting of the Board of Trustees
- ◇ December 29, 2021, Special Meeting of the Board of Trustees

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

Ms. Lastoria administered the oath of office for Board President to Mrs. Petruccio.

**FISCAL OFFICER’S REPORT**

<b>PLF</b>	<b>2021</b>	<b>2022</b>	<b>% Increase</b>
<b>January</b>	\$173,361.09	\$200,475.45	15.64%
<b>YTD</b>	\$173,361.09	\$200,475.45	15.64%

**MOTION 2-22**

Mr. Buttari moved and Mr. Monin seconded that the Board approve the December 2021 Fiscal Officer’s report:

DECEMBER LIST OF BILLS PAID:	<b>\$443,132.20</b>
DECEMBER FINANCIAL STATEMENT:	YTD

	<b>RECEIPTS</b>	<b>EXPENDITURES</b>	<b>BALANCES</b>
General Fund	\$7,561,607.21	\$7,642,495.96	\$1,089,122.59
Grants	\$0.00	\$0.00	\$0.00
Corona Virus Relief Fund Public Library	\$1.61	\$11,035.22	\$0.00
Capital Projects Fund	\$1,932,080.21	\$1,146,265.93	\$2,518,162.11
Building Construction	\$0.00	\$0.00	\$0.00
Computer Information	\$22,500.00	\$29,725.50	\$52,454.07
Eastlake Coal Plant	\$0.00	\$0.00	\$0.00
Worrallo Fund	\$7.62	\$830.67	\$14,414.94
<b>TOTALS</b>	<b>\$9,516,196.65</b>	<b>\$8,830,353.28</b>	<b>\$3,674,153.71</b>
DECEMBER INVESTMENTS	<b>\$3,220,202.25</b>		

On roll call the following vote was cast:

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

**COMMITTEE REPORTS**

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

**BUILDINGS (Monin, Buttari, Foisel)** *did not meet*  
*Committee meeting planned for January 27<sup>th</sup> at 4:00 at Eastlake Library*

**FINANCE AND PLANNING (Foisel, Mackey, Roseum)**

Mr. Foisel stated that the Committee met prior to this meeting to discuss the 2020 Permanent Budget and is recommending for approval.

**MOTION 3-22**

Mr. Foisel moved and Mr. Monin seconded that the Board approve the 2022 Permanent Budget as presented.

On roll call the following vote was cast:

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

**RESOLUTION 4-22**

Mr. Buttari moved and Mr. Mackey seconded that the Board approve the use of 2022 Library funding to pay for staff recognition activities, events, and awards.

On roll call the following vote was cast:

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

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

**MOTION 5-22**

Mr. Monin moved and Mr. Buttari seconded that the Board approve the Personnel Actions Report as presented.

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

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

**ADMINISTRATION REPORT**

**MOTION 6-22**

Mr. Mackey moved and Mr. Buttari seconded that the Board accept the list of gifts from July through December 2021.

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

**RESOLUTION 7-22**

Mr. Monin moved and Mr. Mackey seconded that the Board approve the Coronavirus Public Health Challenge resolution

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

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**Director’s Report/Rick Werner**

**Eastlake Library Renovation**

The GPD staff, under the coordination of Jason Nolde and Michelle Tomei, continues to make progress on the design process for the renovation of the Eastlake Library.

1. Jason has been working with Dave Menn, the City of Eastlake’s Chief Building Official, to secure the necessary approval for the exterior changes to the Library. We are hoping to have official and final approval in February.

2. Surveyors have completed their exterior work at the Library. GPD is incorporating the survey findings into the design plans.
3. The GPD staff have begun the interior design process. They will have a presentation for the Library Board and staff to review the week of January 24.
4. We are hoping to hold a Buildings Committee meeting on the afternoon of either Thursday, January 27, or Friday, January 28 so that Jason and colleagues can present their latest version of the overall design as well as the interior design options. I will email the Board to determine if we can hold the Committee meeting on either of those days.
5. Amy Winter and I have been working with Jason and Michelle to schedule a public meeting at the Eastlake Library to gather input from patrons about the Library design. We are tentatively planning that meeting for Thursday, February 17, at 6:00 pm. I will share more information about that meeting with the Board closer to the event. We also hope to make a short presentation at a City of Eastlake City Council meeting in February.
6. Based on the current project timeline, we are anticipating that the bidding documents should be ready for consideration at the March 21<sup>st</sup> Board meeting.

### **COVID Update**

We continue to monitor the COVID public health environment in Lake County and Northeast Ohio. With the seeming slowdown of new Omicron infections in the region, some of the public libraries that had limited in-person services (i.e., Cleveland Public Library and Cuyahoga County Public Library) have recommenced full operations in the last week.

We have had recent discussions with Library staff about WEPL's COVID response at the January 7<sup>th</sup> staff Zoom meeting and the January 11<sup>th</sup> meeting of the Labor Management Safety Committee that includes bargaining unit representation. Given the current COVID situation, we do not see the need to impose further public service restrictions at this time. We expect that the children's programming that went fully virtual for the month of January will return to a combination of in-person and virtual approaches in February.

The Ohio Department of Health recently announced its plans to restart shipments of COVID tests to public libraries across Ohio. We have a request into ODH for 2,500 tests. We have used social media and the Library website to keep our patrons and communities aware of test availability at WEPL and we have included information about the federal government's test distribution through the partnership with the United States Postal Service.

In order to be prepared for any future worsening of the coronavirus situation in Lake County, we are asking the Board to consider the COVID operating procedures resolution that we discussed at the last special Board meeting in December of 2021. We believe that the approval of that resolution will provide the continued flexibility that the Library needs to adjust our service approach if the public health environment requires it. We appreciate the Board's continued leadership on WEPL's response to the coronavirus situation.

### **Human Resources Update**

Along with Eric Linderman, I am pleased to report that Doug Friedt has started as the new Human Resources Coordinator. Doug has significant experience in human resources leadership across a number of major employers and will give the Library the opportunity to enhance its HR approach. Eric deserves great credit for conducting a thorough process that resulted in Doug's hiring.

With Doug's arrival, we can begin the process of filling the Marketing/Public Relations Manager position. The position was posted in the fall of 2021, and we have a number of experienced professionals who have applied for the position. I anticipate that we will conduct the interviews in February.

Eric and I have started discussions with Doug about collaborating to create a thoughtful and affordable succession planning process so that WEPL can be prepared for transitions in its management ranks in the future. We look forward to discussing our succession planning approach with the Board later in 2022.

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

### **Hiring and Onboarding**

As Rick shared in his report, we have started working with Doug Friedt and we are happy to have him on board. So far, I have introduced him to a lot of the routine human resources work we do, and we have also begun to take a look at plans for hiring a new Marketing & Public Relations Manager and ideas for an internship program for high school students.

Tracey Fowler has also started as our new Public Services Support staff member (floaters). For this position we have developed a two-month training program that includes one week of circulation training at each of the four libraries, followed by one week of reference training, again, at each of the four libraries. At this time Tracey has completed her circulation training and has begun her reference training at the Willoughby Library. At this time, we have a part-time Library Associate 2 position open at the Eastlake Library, which is scheduled for 16 hours per week. We have received many applications, as well as internal bids for this job, and have scheduled interviews for the week of January 24.

### **Texting Service**

I have been working with some of our managers to introduce an option for communicating with our patrons via text message. I am looking closely at an option provided by TextMyGov, who specializes in providing this service for government organizations.

With the addition of this technology, our patrons will have the ability to text us key words from a smart phone to retrieve instant information and links to material that we want to share. Furthermore, it will be possible to maintain texting groups focused on particular topics, such as storytimes or historical programs. Whenever we have new information to share, we will have the ability to send it directly to patrons' phones.

I have budgeted \$9,750, based on the first-year cost including setup and implementation for TextMyGov. Whether we work with that company or an alternative, I hope to be ready to provide this type of communication for the promotion of our services soon.

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## **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.

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees  
Monday, January 24th, 2022, 6:00 p.m. WEPL Administrative Offices

Individualized press releases appeared in The News-Herald promoting January events.

[Willoughby-Eastlake Library unveils slate of free programs for January \(news-herald.com\)](#)

[Willoughby Hills Public Library hosting a teen magic class – News-Herald](#)

[Willowick Library hosts yearlong series on survival skills \(news-herald.com\)](#)

[Willoughby Public Library hosting ‘A New Year, A New You’ – News-Herald](#)

[‘New Year, New You’ program provides time to reset, regroup with Willoughby-Eastlake Public Library – News-Herald](#)

The W-E Library Boosters have approved funding for the following program:

*SymFunny at Willoughby Library – April 25, 2022*

The Boosters also received a donation in the amount of \$100 via the Progressive Matching Gift Program- Progressive Insurance Foundation.

Fine Arts in Willoughby and WEPL will team up to host a painting party event in conjunction with the Summer Reading Program.

WEPL will be sponsoring KidShow at the Great Lakes Mall scheduled for March 26 & 27.

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## **Collections & Digital Services Report/Carol Tuttle**

### **Digital Services**

Carol was contacted by the NewsBank representative to let us know that our database could be upgraded with the image version of The News-Herald, allowing patrons to view the current day’s paper as well as continue to be able to search full text articles from older papers. We added this enhanced subscription at the end of December. The News-Herald Collection has already shown significant remote and on-site usage in the first few days of January.

### **MAP/Collection Services**

Acquisitions and processing ended smoothly for 2021. The Materials budget ended the year meeting its target for spending. Encouraging building selectors to order more of their budget earlier in the fall months helped more materials arrive before the fiscal year closed at the end of December.

The 2021 Reading challenge *10 to Try* created by Amanda Schoen concluded in December, and there were over 200 participants. One winner chosen from each building won a gift card as their prize.

We are starting the year with some Materials Budget funds shifted to Emedia from physical materials due to a change in the way our collection has circulated over the last three years. Emedia usage has increased 20% since 2019, and circulation of physical format materials has dropped significantly in the same time period due to pandemic impact and format shifts. The overall materials budget amount is remaining the same but about 10% of the physical format budgets are being shifted toward Emedia.

### **ILL/Clevnet**

WEPL performed well in the CLEVNET ILL activity during a second consecutive challenging year. WEPL was in second place behind CPL for the number of sent items (244,182) and tenth for the number of items received in (131,157). The consistency of our STAT delivery service since September is due to our previous Priority

driver taking the job, and Karen and Teresa's excellent rapport and communication with him. Our MAP/ILL staff congratulated delivery driver Rock with a certificate, applause, and donuts.

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## **Eastlake Library Branch Report/Amy Winter**

### **Adult Services:**

Looking forward into December of this year, Eastlake hosted an online presentation on Oct. 4th for our patrons, "Pearl Harbor: the 80th Anniversary". Mr. Eric Rivet, Chief Curator from the Western Reserve Historical Society, did a superb job presenting the program, which showed past historical details along with present up to date information of the Pearl Harbor National Memorial in Hawaii.

Tammy Beuck received her recertification as Public Librarian by OLC on September 16, 2021.

### **Children's Services:**

The "Whoose Bones are Those?" virtual program was a hit with participants. They each received owl pellet dissection kits, and together we had fun learning about owls and finding bones in the pellets. We even had a family in Oklahoma participating!

Those who got to participate in "Native Tales & More with Joseph Bruchac" were treated to a fantastic hour of storytelling fun from this award-winning author. We were very lucky to have hired him and that he was able to work within our budget.

Throughout the month of November, all families are invited to take part in the Junior Detectives Scavenger Hunt. It features a wide variety of puzzles to solve, and those who complete it will receive prizes!

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## **Willoughby Library Branch Report/Deb Mullen**

Willoughby Library wrapped up 2021 with our slate of winter/holiday themed programs all on Zoom and all having good attendance. We then started the new year holding our signature program New Year New You on January 15.

This year was very challenging to plan due to all the back and forth with Covid. We were very invested in utilizing our video equipment to have a hybrid programming situation. However, it was difficult to find presenters willing or able to present in person. Fortunately, local author and life coach Emily Capuria rescued us by presenting via Zoom. We were also prepared for anyone who wanted to view the presentation at the library as Emily provided us handouts and we had the meeting room set up. Pamela Spadaro presented live, and we attempted to stream it to Facebook Live but ran into some technical difficulties, which Admin is kindly in the process of assisting us in fixing. Our final presenter was former staff member Karin Zito presenting on how to utilize the Instant Pot for healthy cooking, which was very well received.

Thanks to Library Associate 2 Emily Bartley, we also partnered with two local businesses, Wholesome Hippie and Mindful Market, to provide samples of their healthy products. Mindful Market has a wide selection of granola bites in many flavors, among many other products, which are excellent. I was new to Wholesome Hippie, but I can now highly recommend the Chia Pudding; it is outstanding! You can find out more about

Wholesome Hippie on our Facebook page as they created a video just for us to tell their story. I'm happy to report that Wholesome Hippie saw an uptick in interest in their Chia Pudding since the program and it's very rewarding to have assisted a small local business to get more traffic.

I firmly believe that hybrid programming is the way forward, not just during the pandemic, but once we are long past it. While many patrons are tired of zooming or viewing on Facebook, many other patrons still appreciate the virtual option as well as the option of viewing content after the program. Travis has already learned a great deal on the fly and via research, but we will be attending a workshop on hybrid programming soon. We also appreciate the help and support of Biagio and Admin as we get everything worked out!

We are also exploring a potential partnership with the Lake County General Health District on becoming a Naloxone Service Entity. This partnership would entail library staff, on a volunteer basis, becoming trainers in the use of Naloxone. We would then provide those trained patrons a Naloxone kit. I want to give a shout out to Mitz Horrigan-Bartolucci, our Adult Services Librarian, for developing such a good relationship with Nikesha Yarbrough from the LCGHD that they felt comfortable asking us if we would be the first library in Lake County to partner with them in this project.

Finally, we are working on filling our full-time YA Librarian position as well as a 20-hour Circulation Support position. Our most recent hire for circ, an OPERS retiree from a different sector, discovered that she would lose OPERS benefits to remain with us, so unfortunately her tenure was short despite being a great addition to the team. We hope to find someone who integrates as well but going forward we will encourage OPERS retirees considering a position to confirm with OPERS that their benefits will not be adversely affected before they accept.

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**OLD BUSINESS**     *no old business*

**NEW BUSINESS**

Mr. Monin will select an item for term as Board President at the February Board meeting.

The OLC Trustee Workshop (online) will be held March 12<sup>th</sup> and the Trustee Dinner will be held May 12<sup>th</sup> At the Holiday Inn, Independence.

**NEXT MEETING:** Monday, February 21st, 2022, 6:00 p.m., **Eastlake Library**

**ADJOURNMENT**

**MOTION 8-22**

Mr. Buttari moved and Mr. Foisel seconded that the Board adjourn at 6:31 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