

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees  
Monday, February 21st, 2022, Eastlake Public Library, 6:00 p.m.

CALL TO ORDER

The meeting was called to order by President Petruccio at 6:08 p.m.

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

Also present: Director Rick Werner; Deputy Director Eric Linderman; Fiscal & Compliance Officer Vicki Simmons; and Administrative Assistant Trisha Lastoria. Jason Nolde, Michelle Tomei (GPD Group), Amy Winter and other interested observers.

Absent: Mr. Mackey

Additions to the agenda: *no additions*

Citizen's comment: *no comments*

Mrs. Petruccio presented the following minutes:

- January 24, 2022, Finance and Planning Committee Meeting
- January 24, 2022, Regular Meeting of the Board of Trustees
- January 27, 2022, Building Committee Meeting

**MOTION 9-22**

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

- January 24, 2022, Finance and Planning Committee Meeting
- January 24, 2022, Regular Meeting of the Board of Trustees
- January 27, 2022, Building Committee Meeting

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

**FISCAL OFFICER'S REPORT**

<b>PLF</b>	<b>2021</b>	<b>2022</b>	<b>% Increase</b>
<b>February</b>	\$200,852.23	\$225,911.80	12.48%
<b>YTD</b>	\$374,213.32	\$426,387.25	13.94%

**MOTION 10-22**

Mr. Buttari moved and Mrs. Roseum seconded that the Board approve the January 2022 Fiscal Officer's report:

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JANUARY LIST OF BILLS PAID:	<b>\$534,444.34</b>
JANUARY FINANCIAL STATEMENT:	YTD

	<b>RECEIPTS</b>	<b>EXPENDITURES</b>	<b>BALANCES</b>
General Fund	\$207,354.94	\$508,932.93	\$787,544.60
Grants	\$0.00	\$0.00	\$0.00
Corona Virus Relief Fund Public Library	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$43.98	\$13,085.63	\$2,505,120.46
Building Construction	\$0.00	\$0.00	\$0.00
Computer Information	\$0.00	\$0.00	\$52,454.07
Eastlake Coal Plant	\$0.00	\$0.00	\$0.00
Worrallo Fund	\$0.00	\$0.00	\$14,414.94
<b>TOTALS</b>	<b>\$207,398.92</b>	<b>\$522,018.56</b>	<b>\$3,359,534.07</b>
JANUARY INVESTMENTS	<b>\$2,872,703.80</b>		

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 11-22**

Mr. Monin moved and Mr. Foisel seconded that the Board approve the 2022 Compensation Report 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.

**COMMITTEE REPORTS**

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

**BUILDINGS (Monin, Buttari, Foisel)**

Mr. Monin stated that the Committee met prior to this meeting. Jason Nolde from the GPD Group went through the presentation that was given at the Community Meeting. The Committee is recommending approval for the resolution.

**RESOLUTION 12-22**

Mr. Monin moved and Mr. Foisel seconded that the Board approve the GPD Group Change Order 001.

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.

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

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

**MOTION 13-22**

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: All “Ayes.” Motion carried.

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

**ADMINISTRATION REPORT**

**MOTION 14-22**

Mr. Monin moved and Mr. Buttari seconded that the Board approve the February 21, 2022, Surplus List.

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

**DISCUSSION ON HB51 / OPEN MEETINGS UPDATE**

Mr. Werner stated that Governor DeWine signed House Bill (HB) 51 – the legislation providing temporary open meetings flexibility. Because of the emergency clause, the bill took effect immediately once it was signed. As a reminder, this flexibility is temporary and will expire July 1, 2022. Ms. Simmons is waiting on an answer from the OLC if the option of having a partial virtual meeting (by phone or Zoom) is allowed.

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**Director’s Report/Rick Werner**

[Eastlake Library Renovation Update](#)

We continue to work with Jason Nolde and Michelle Tomei and their team from GPD to put the finishing touches on the design plans for the renovation of the Eastlake Library.

The January 27th Buildings Committee meeting helped refine the new exterior design concept. We would like to schedule a Buildings Committee meeting for 5:30 pm on February 21st just before the February Board meeting for a final review of the full design plans and to consider an amendment to the Library’s agreement with GPD. With approval by the full Board, that will allow GPD to draft all the necessary documentation for the release of the project bidding materials after approval at the March Board meeting.

We hosted a public meeting at the Eastlake Library on February 17th at which Jason and Michelle presented the exterior and interior designs to a small group of patrons, elected and community leaders (including Mayor Morley and Councilman David Spotton), and Eastlake staff. Diane Petruccio represented the Board and opened

the meeting. The reaction from the audience seemed positive. We will post the GPD presentation packet in the Board's OneDrive folder.

Tom Johnson and I have worked with Jason Nolde on adding some additional items to the renovation scope of work. Jason has provided us with a budget for the additional work along with a modest increase in the GPD fee to account for the additions. We will present the amendment at the Buildings Committee meeting in the hope that the Committee will recommend that the full Board approve it.

We have been contacted by Marah Morrison, a reporter at the News-Herald, who is interested in doing a story about the Eastlake Library renovation project. Amy Winter and I will give her a tour of the existing Library soon and will share the renovation design plans with her.

### [New Administration Building Update](#)

We continue to brainstorm on plans for the new administration building without committing any Library money resources until we have the Eastlake renovation accounted for financially.

The City of Willoughby followed through on its offer to plow the parking lots of the new administration property after the two major snowstorms in January and February. We are very grateful to Mayor Fiala's administration and the City's Service Department for their assistance with the plowing. We will be meeting again soon with the City administration leadership to talk more about how WEPL can plan for the use of the property in line with our partnership with the City.

Deb Mullen has been working closely with the Willoughby Historical Society on a number of fronts, including the possibility of relocating the Society's collection and office to the new administration building.

Deb, Tom Johnson, and I took the members of the Society on a walk-through of the new administration building on February 16th. Deb will outline her work with the Society in the March administration report.

We have received this week a proposal from the GPD Group that details how they could assist us in the space-planning for and interior design of the new administration building. We will review the proposal and plan to present it at a future Buildings Committee meeting for Board consideration.

### [COVID Response Update](#)

With the welcome news that Omicron-fueled infection numbers have begun to fall in Lake County and across Northeast Ohio, we are continuing to monitor the public health environment to determine when we can begin to ease some of our operational response to the pandemic. Most significantly, we will decide when we can change our mask requirement for staff to a mask recommendation, in line with our request to patrons.

Like WEPL, other Lake County public libraries have begun to implement or plan for the implementation of changes to their COVID responses. In the last couple of weeks, the Lake County COVID community transmission level has fallen from the High/Red level to the Substantial/Orange level. Our current thinking is to wait until Lake County reaches (or falls to) the Moderate/Yellow community transmission level to lift the staff mask requirement.

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We have kept the Library staff updated on our approach through communication with the Labor/Management/Safety Committee and via the staff-wide Zoom meetings, the most recent of which was held last Friday. We will inform the Board before we end the staff mask requirement.

### [HB 51/Virtual Meetings](#)

Governor DeWine signed HB 51 on February 17th; the legislation allows public bodies (including public library boards of trustees) to meet virtually through July 1, 2022. After consulting with Diane, we are planning to move forward with holding the February Board meeting in person at the Eastlake Library as the meeting notices have been posted and sent to the News-Herald.

We will put HB 51 on the Board agenda so that the Board can discuss the possibility of holding virtual meetings during the rest of the effective period of the legislation.

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

### [Circulation Policy](#)

In a recent meeting of the Board Policy Committee, we talked about the idea of moving accumulated fines from a child's library card onto that of the parent or caregiver on file once the child turns 18. This change would help to correct situations in which a young adult is held responsible for debts incurred earlier by a parent using his or her juvenile card.

I have had further discussion with our managers, and we have decided to move forward with this policy change, pending approval at the March meeting of the Board. In the meantime, we will work on proposed language changes to the policy and borrower agreement, which I will share with the Board Policy Committee between now and the March meeting.

### [Willoughby Management Plan](#)

Earlier this month, we learned that Travis Fortney, the Assistant Manager of the Willoughby Library, will be leaving us to start his own business. After having some discussions with Deb Mullen about our options, we decided to include Brian Campbell, our Willoughby Library Head of Circulation, as part of an interim management plan that will take us through the end of 2022.

Brian is nearly finished with his MLIS degree and is on track to have it finished by the end of this December. Given his success in managing our circulation department, combined with his dedication and excellent communication skills, we think it makes sense to introduce him to some of the work that falls within the job of Assistant Manager.

I asked Deb to write a job description, titled "Temporary Assistant Manager & and Head of Circulation," which Brian has agreed to fill for the rest of this year. This temporary job includes his current responsibilities in managing the circulation department at the Willoughby Library, in addition to the collection development and

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programming work that is part of the Assistant Manager position description. Brian will also assist Deb with the performance management of the librarians and associates in the adult reference department.

### [Willoughby ArtsFest](#)

Deb Mullen and I met recently with the committee that is coordinating the annual ArtsFest this year. As a co-chair of this committee, and also a member of the Board of Directors of the Willoughby Western Lake County Chamber of Commerce, I am excited to be part of the leadership team that is coordinating this collaboration between the library and the chamber of commerce.

The event, which will take place on Saturday, July 16, will include a juried show, booths for art sales and a Kids Zone, which is managed by Deb and the Willoughby Library children's staff. For this year, we are especially happy to have the large green space in front of the new Administration building to use for our programming. We are currently exploring options to bring in a qualified art instructor to be part of our ArtsFest children's program this year.

### [Texting Service](#)

I noted in January that I have been working with some of our managers to introduce an option for communicating with our patrons via text message. TextMyGov is a company that provides an option we have been considering.

After much discussion with our managers, I decided not to move forward on this until we have filled the open Marketing & Public Relations Manager position. The systemwide implementation of this type of service, along with the necessary training, will be much easier to manage if I can work with our marketing professional over the next few months.

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## **Communications & Development Report/Michelle Hudson**

A complete list of monthly programs and events was submitted 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/appeared in The News-Herald promoting February events.

\*Full slate of Willoughby-Eastlake Library programs during the month of February

\*Legislative Town Hall, Olaf and Sven Winter Adventures at Willoughby Library

\*[Willoughby-Eastlake Public Library plans programs for Black History Month – News-Herald](#)

\*[Willoughby Public Library holding 'Olaf and Sven' online event for children – News-Herald](#)

The W-E Library Boosters has a new Treasurer – Gloria Seibold. Sandy Winter, who previously held that position, has stepped down. The Boosters also approved funding for the following program:

*Food Preservation at Willowick Library – August 18, 2022*

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WEPL sponsored United Way's 2021 Winterfest Fundraiser. United Way exceeded their goal and raised over \$46,000 to benefit Lake County women and girls in need.

WEPL will have promotional ads in the upcoming issues of Macaroni Kid and The News-Herald/County Kids.

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

The children's staff have been happy presenting in-person and Zoom storytimes and programs this month. Attendance is high in some cases and low in others. For the most part, storytimes have been well attended. Eastlake had good attendance for Jungle Terry and families really enjoyed making edible cookie dough at the Willowick Library.

The children's librarians are busy planning for summer reading. This year's theme is An Ocean of Possibilities. SRP will begin on Tuesday, May 31 and end on July 23. The children's department is excited to bring back our prize wheels. Sarah Vargo and Amanda Schoen will present in-person training for all reference staff on our digital tracking system, Beanstack. We are also planning a lot of fun events including Didgeridoo Down Under.

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

- We have renewed many of our yearly subscriptions
  - We purchased a new computer to run our online public programming and to edit videos for online distribution through our media outlet
  - Our contract with Lake Business Products ends in April 2023, so printer vendors have begun the press to get our business, so I have been trying to handle them with care, but we will need to make a decision by the end of year as they cite supply chain issues.
  - We are going to be placing an order for computers to replace the computers for 2022 as part of our 4-year computer cycle.
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### **Willoughby Hills Library Branch Report/Holly Ferkol**

We had our Murder at the Hills Book Discussion on Zoom with 7 patrons participating in the program. Our library had a Black History Book Discussion also on Zoom and there were 7 patrons in attendance. We discussed the Vanishing Half by Brit Bennett. Our library will be showing Remember the Titans for Black History month. There was a Magic Class for Teens that was given in January that was a success. Chris is doing 2 programs for teens this week called Mason Jar Lantern Craft which is for the Lunar New Year.

We started in house story times at the beginning of February with 5 attendees for the Monday morning program and 20 attendees for the story time on Tuesday evening. There were 3 attendees at the story time on Monday morning for this week. The City of Willoughby Hills continues to provide space for the Lake County Health District to have COVID Vaccination Clinics on Mondays. We have had many requests for Notarizing

documents at our library during the pandemic and the need for this service continues. Often our patrons cannot find anyone to notarize their documents so when we say we can provide this service they are very pleased. Our staff continues to do extensive weeding in our library to make room for all our new items and keep the shelves looking attractive.

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### **Willowick Library Branch Report/Kathleen Jozwiak**

- Surviving the Zombie Apocalypse 101 is off to a good start. Our monthly survival programs are getting a good attendance.
- Thanks to Sarah Silbaugh we had a fun mini escape room as a team building activity for our staff meeting. Staff enjoyed it and worked together to escape the story time room.
- The return to in-person children's programming has been wonderful. The recent Lego Club had thirteen (13) attendees! The edible cookie dough program was full as well with fifteen (15) children plus adults and babies. Sarah will host another cooking/baking class for kids this summer due to popularity.
- Tax appointments for Wednesday evenings and Friday days are full. AARP is slowly adding more appointments as we go through the tax season. The new tax coordinator Craig Potter is excellent; he is very respectful and accommodating.
- ESOL continues to meet with small attendance, but students also have the option to join via Zoom for the class.
- We are merging our teen and adult music collections and making more space for video games. Thanks to Bryn Wolanski for heading this initiative.
- Requests for passport applications are high. One Saturday we had four appointments and there is often more than one person per appointment to accommodate a family. We have accepted 42 passport applications from January 1 through February 14.
- Sarah and Ruth are doing a lot of Outreach at three area preschools. It's refreshing to see the schools reach out to us for storytimes. In addition, another preschool will be visiting the library in May.
- We hosted an assistant managers' meeting Feb. 15.

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### **OLD BUSINESS**

Mr. Monin will leave it up to the Children's Department to select an item for his term as Board President.

OLC Trustee Workshop (online) March 12<sup>th</sup>, 8:45 am - 4:15 pm, RSVP to Trish by February 25<sup>th</sup>.

**NEW BUSINESS**     *no new business*

**NEXT MEETING**, Monday, March 21st, 2022, 6:00 p.m., WEPL Administrative Offices

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**ADJOURNMENT**

**MOTION 15-22**

Mrs. Roseum moved and Mr. Buttari seconded that the Board adjourn at 6:30 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