

**CALL TO ORDER**

The meeting was called to order by President Petruccio at 6:03 p.m.

Roll Call:

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

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

Absent: *no absences*

Additions to the agenda: *no additions*

Citizen’s Comment: *no comments*

Mrs. Petruccio presented the following minutes for approval:

- March 21, 2022, Building Committee Meeting
- March 21, 2022, Regular Meeting of the Board of Trustees
- April 12, 2022, Special Meeting of the Board of Trustees

**MOTION 26-22**

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

- March 21, 2022, Building Committee Meeting
- March 21, 2022, Regular Meeting of the Board of Trustees
- April 12, 2022, Special Meeting of the Board of Trustees

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>April</b>	\$140,518.37	\$163,377.56	16.27%
<b>YTD</b>	\$680,255.73	\$757,389.33	11.34%

**MOTION 27-22**

Mr. Monin moved and Mr. Foisel seconded that the Board approve the March 2022 Fiscal Officer’s report:

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees  
 Monday, April 18th, 2022, 6:00 p.m.  
 Held virtually via Zoom pursuant to House Bill 51, passed by the Ohio General Assembly on February 17, 2022

MARCH LIST OF BILLS PAID:	<b>\$580,674.41</b>
MARCH FINANCIAL STATEMENT:	YTD

	<b>RECEIPTS</b>	<b>EXPENDITURES</b>	<b>BALANCES</b>
General Fund	\$3,200,046.69	\$1,501,037.00	\$2,788,132.28
Grants	\$0.00	\$0.00	\$0.00
Corona Virus Relief Fund Public Library	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$330.12	\$165,175.66	\$2,353,316.57
Building Construction	\$0.00	\$0.00	\$0.00
Computer Information	\$0.00	\$20,930.46	\$31,523.61
Eastlake Coal Plant	\$0.00	\$0.00	\$0.00
Worrallo Fund	\$0.00	\$0.00	\$14,414.94
<b>TOTALS</b>	<b>\$3,200,376.81</b>	<b>\$1,687,143.12</b>	<b>\$5,187,387.40</b>
MARCH INVESTMENTS	<b>\$4,129,165.17</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 “Yes”. Motion carried.

**COMMITTEE REPORTS**

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

**BUILDINGS (Monin, Buttari, Foisel)** *Did not meet*

Mr. Monin stated that there was a Special Board meeting on April 12<sup>th</sup> for the Eastlake Library renovation to approve the budget and design and to commence the bidding process to identify a general contractor.

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

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

**MOTION 28-22**

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 29-22**

Mr. Foisel moved and Mrs. Roseum seconded that the Board approve the April 18, 2022, Surplus List: On roll call the following vote was cast: All “Ayes.” Motion carried.

## **Director's Report/Rick Werner**

### **Eastlake Library Renovation**

With the Board's approval of the final design and the authorization to release the bidding documents, we are heading into the next phase of the Eastlake Library renovation.

We are hoping that the timeline will allow us to have a general contractor recommendation for the Board to consider in May. We keep the Board updated throughout the bidding process.

### **New Administration Building**

We are working on a memorandum of understanding with the City of Willoughby to identify the areas in which we can partner with the City on the maintenance and use of the property, especially the parking lot. When the MOU is finalized, the Library will be in a position to use the parking lot in a community-minded manner during the busy downtown Willoughby event season.

With thanks to the WEPL Facilities staff and the staff of the Libraries who have done a major weeding ahead of the Boosters first book sale in May, the sale will be held at the new administration building on May 21 and 22. We are planning to offer tours of the vault during the sale.

### **National Library Week**

The Lake County Board of Commissioners recognized the County's libraries during National Library Week. Commissioner Plecnik coordinated the drafting of the resolution.

Along with other Lake County library representatives, I attended the Commissioners meeting on April 7 where they approved the resolution. The library representatives present thanked the Commissioners and stressed the collaboration and partnership that has marked the work of all the libraries, especially during the COVID pandemic. The resolution is posted on the Board's OneDrive site.

### **Hiring Update**

Patrick Culliton, WEPL's new Marketing and Public Relations Manager, starts work at the Library on April 25. Michelle Hudson has started her new role as the Communications and Outreach Coordinator. We look forward to their partnership in continuing to raise the profile of WEPL throughout our service district.

The process to hire the Library Systems Manager (the newly created position to replace Biagio DiCioccio's technology manager position) is ongoing. We hope to identify the successful candidate for that position in May.

### **Delivery Update**

The statewide transition for library delivery services from STAT to Priority continues with disruptions in the normal delivery process between public libraries across the State.

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As you will recall, the State Library of Ohio (which along with the State Department of Administrative Services) manages the delivery service vendor process on behalf of Ohio public and academic libraries. The SLO changed vendors from Priority (which had had the contract for a number of years) to STAT on July 1, 2021.

While STAT employed many of the delivery contractors that Priority had previously used, STAT's management of the system has been plagued with delays and the "disappearance" of significant numbers of library materials. It seems that the missing materials were simply piling up in the warehouses that STAT had across the State.

After many attempts to work with STAT to improve service, the State Library made the decision to terminate its contract with STAT and enter into a new contract with Priority for delivery services. Priority starts on April 18.

As part of the transition, STAT stopped picking up outbound materials from all libraries on April 4. Under Carol Tuttle's leadership, we have worked with the other Lake County and Geauga County libraries to exchange inbound and outbound materials, using Morley Library in Painesville as a hub.

Special thanks go to Carol and the hard work of Karen Battaglia and Teresa Marschall and the WEPL facilities staff for making the mini-CLEVNET work for our patrons and the patrons of our partner libraries.

Fingers crossed that the delivery system will get back to normal starting the week of April 18.

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

### [Human Resources Update](#)

Doug Friedt has been very helpful in coordinating recent hiring processes. We have three positions that have just been filled at the Willoughby Library adult reference, children's services and circulation.

Karen Ross has accepted a 20-hour-per-week Library Associate 2 position. Her education background is in animation and has worked as an animator and storyboard artist, and as an animation instructor.

Carolyn Deas has a background in physical education, having taught at schools in Ohio and Louisiana. She has accepted a 20-hour-per-week Children's Associate position.

Kelsie Nagy recently completed her bachelor's degree in English at Notre Dame College. She has accepted a 32-hour-per-week Circulation Support Position.

We have completed several interviews for the Library Systems Manager vacancy, and will have updates soon.

### [Willoughby ArtsFest](#)

As a co-chair of this year's Willoughby ArtsFest, I have been doing some work to attract sponsors and to plan the event, which will be July 16. At this time, we have 93 artists who have applied for the juried show and a solid list of sponsors.

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We have also learned that the event will receive funding from the Lake County Visitors Bureau Arts & Culture Grant Program, as well as funding from the Lake County Commissioners' Supplemental Grants Program.

### Blue Technologies

I recently met Deb Mullen and Heather Siracki to discuss options for our historical digitization project at the Willoughby Library. Blue Technologies is one company that may provide assistance with this project, since they have equipment and software for this purpose. They seemed very knowledgeable, so I look forward to considering quotes from them in the future.

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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.

Individual press releases were sent/appeared in The News-Herald promoting April events.

- ❖ Full slate of Willoughby-Eastlake Library programs during the month of April
- ❖ National Library Week, April 3-9
- ❖ Getting Started with Medicare
- ❖ Seed Library-Willoughby
- ❖ Soldiers' and Sailors' Monument

Monthly book discussion groups were scheduled in April at Willoughby Senior Center and Breckenridge Village.

The W-E Library Boosters have approved funding for Teen Art Club, Chess Club, Magic Camp for Teens, Teen Art Mosaic and Author Terry Pluto.

WEPL participated in the Lake County Small Business Expo on April 8 at Lakeland Community College.

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## Children's Services Report/Sarah Vargo

Spring programming has gone well with many storytimes hitting their attendance limits. One positive thing from Zoom programming has been our ability to offer programs to the schools. Classrooms have been joining us for the Turtle Dance Music programs, and we also had some attend the Georgia Sea Turtle Center Virtual Field Trip.

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Our partnership with the Willoughby Eastlake Schools has been approved. In each student's Annual Update there will be a section alerting parents that their child will receive a WE3 card if they do not already have a library card. The schools will send us a list of the information we need and we will create the cards and deliver them to the schools with information about all the benefits of the card and how to upgrade it to a full-service card.

Because of the success of our temporary Story Walks in 2020 and 2021, the city of Willoughby worked with Sarah Vargo to purchase a permanent display. The permanent Story Walk trail at Osborne Park is being installed this month. The library will provide the books that will be rotated out and will include advertising for the library.

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### **Willoughby Hills Library Branch Report/Holly Ferkol**

We had many programs in the last few months. Our story times at 11 am on Monday mornings and 6:30 pm on Tuesday evenings have been very popular. There was a Homeschool Writer's Club with 20 kids in attendance and a Homeschool Book Club with 5 participants in March and 6 participants in April. We had a Swing into Spring Music & Comedy Show in March that had 84 kids in attendance. Murder at the Hills had 8 patrons who attended the book discussion and our Sew a Decorative Pillow had 6 patrons in attendance. We had Antique Appraisals with Jason Adams which has a great success with 30 patrons attending this program and Getting Started with Medicare had 10 patrons in attendance. Our staff is working hard on weeding for the upcoming book sale. The Willoughby Hills Community Center has been busier recently. The Senior Center has had many activities and many of the rooms have been rented for various programs, parties, and other events.

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

- ❖ We have a Special Olympics clothes donation box in our parking lot. The organization approached us and we are happy to help. The plan is to have it there at least through the summer.
- ❖ Kathleen participated in the Lions food drive April 2.
- ❖ The Zombie Foraging program yielded our biggest crowd yet with 33 in attendance. The feedback from participants was extremely positive. Jeremy Umansky from the Larder said he would like to present again for us. Kudos to Bryn for arranging the presentation.
- ❖ We are actively promoting a full line up for our Signature Event, Fantasy Folklore Fiction Fest, May 14. The events include a scavenger hunt, fairy tale story time and craft, Palmer Teas to discuss teas and provide samples, green screening, Folk musician Paul Kovac, making a mock apple sangria, pictures with a princess, a talk on Bigfoot (some info on Ohio too), balloon twisting, Marlene's Bake Shop to provide samples and a talk, a writing program on choosing a character, and author James Renner to talk about Ohio Folklore. All of the programs center on the theme.
- ❖ Summer Reading plans are well underway. Sarah has a full schedule.
- ❖ We have had increasing requests to accept passport applications with a full schedule many Saturdays. Four to six appointments per day (with often more than one passport per slot) is becoming more frequent.

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- ❖ Sarah's Young and the Restless story time is full. She may move it from the story time room to the meeting room to accommodate more people. That's a good problem to have! In-person programming has definitely bounced back. Attendance for both adult and children's programs has been stellar.
  - ❖ Circ staff is doing a great job facilitating the changes again for the switch in delivery companies.
  - ❖ Gale was able to get the caretaker of the Soldiers and Sailors Monument for a well-attended program. He even dressed in Civil War uniform.
  - ❖ Teens are increasing in attendance at the library with requests for videogaming in the teen area. Bryn has done a good job accommodating and welcoming them.
  - ❖ Rachael's Bunnypalooza also has a high count of sign-ups for April.
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**OLD BUSINESS**

Mr. Monin's toy selection-two toys were selected by the Children's department and will be kept at Willowick Library.

**NEW BUSINESS**                      *no new business*

**NEXT MEETING**, Monday, May 16, 2022, 6:00 p.m., at Willoughby Library or via Zoom, decision will be made closer to the date.

**ADJOURNMENT**

**MOTION 30-22**

Mr. Mackey moved and Mr. Monin seconded that the Board adjourn at 6:28 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