

CALL TO ORDER

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

Present:

Mrs. El-Khoury, Mr. Foisel, Mr. Mackey, Mr. Monin, Mrs. Petruccio.

Absent: Mr. Buttari, Mrs. Roseum, Ms. Simmons

Also present: Director Rick Werner; Deputy Director Eric Linderman; Administrative Assistant Trisha Lastoria; WEPL staff and other interested observers.

Additions to the agenda:

Mr. Werner stated that a Surplus List consisting of items from Eastlake Library has been added for approval.

Citizen’s Comment: *no comments*

President Petruccio presented the following minutes:

- June 27, 2022, Regular Meeting of the Board of Trustees
- June 27, 2022, Building Committee Meeting
- June 27, 2022, Personnel Committee Meeting

MOTION 50-22

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

- June 27, 2022, Regular Meeting of the Board of Trustees
- June 27, 2022, Building Committee Meeting
- June 27, 2022, Personnel Committee Meeting

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

FISCAL OFFICER’S REPORT

PLF	2021	2022	% Increase
July	\$ 235,014.79	\$ 239,301.09	1.82%
YTD	\$1,367,631.02	\$1,512,955.45	10.63 %

MOTION 51-22

Mr. Mackey moved and Mr. Monin seconded that the Board approve the June and July 2022 Fiscal Officer’s report:

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees
 Monday, August 15th, 2022, WEPL Administrative Offices, 6:00 p.m.

JUNE LIST OF BILLS PAID:	\$481,127.69
JUNE FINANCIAL STATEMENT:	YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$4,095,095.82	\$3,540,898.99	\$1,643,319.42
Grants	\$0.00	\$0.00	\$0.00
Corona Virus Relief Fund Public Library	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$503,738.02	\$241,037.82	\$2,780,862.31
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
Fiduciary Fund-Worrallo	\$0.00	\$86.46	\$14,328.48
TOTALS	\$4,598,833.84	\$3,802,953.73	\$4,470,033.82
JUNE INVESTMENTS	\$4,143,101.19		

PLF	2021	2022	% Increase
August	\$ 170,297.96	\$ 177,496.29	4.23%
YTD	\$1,537,928.98	\$1,690,451.74	9.92%

JULY LIST OF BILLS PAID:	\$536,553.61
JULY FINANCIAL STATEMENT:	YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$5,144,291.77	\$4,033,522.63	\$2,199,891.73
Grants	\$0.00	\$0.00	\$0.00
Corona Virus Relief Fund Public Library	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$506,205.01	\$285,045.64	\$2,739,321.48
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
Fiduciary Fund-Worrallo	\$0.00	\$86.46	\$14,328.48
TOTALS	\$5,650,496.78	\$4,339,585.19	\$4,985,065.30
JULY INVESTMENTS	\$3,900,007.59		

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 “Absent”. 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 to hear an update from Mr. Nolde and is recommending both resolutions for approval to the Board.

RESOLUTION 52-22

Mr. Monin moved and Mr. Foisel seconded that the Board approve the recommendation of a general contractor for the renovation of the Eastlake Public Library.

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 “Absent”. Motion carried.

RESOLUTION 53-22

Mr. Monin moved and Mr. Foisel seconded that the Board approve the alternates to be added to the Eastlake Library renovation project.

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 “Absent”. Motion carried.

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

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

MOTION 54-22

Mr. Monin moved and Mr. Mackey 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 55-22

Mr. Monin moved and Mr. Foisel seconded that the Board accept the List of Gifts for January through June 2022.

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

MOTION 56-22

Mr. Mackey moved and Mr. Monin seconded that the Board approve the August 15, 2022, Surplus List.

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

Director’s Report/Rick Werner

Eastlake Library Renovation Update

Having received two responsive bids at the conclusion of the second round of bidding, GPD Group is recommending that the Board designate Lakeland Management Services, Inc. to serve as the general contractor on the Eastlake Library renovation. LMS was the low bidder and, after evaluation, GPD has determined them to be qualified.

We have worked with LMS in the past: they were the general contractor on the Willowick Library and Willoughby Library renovation projects and they are currently overseeing the Willowick Library elevator replacement project. They are based in Lake County and have been good partners on the previous projects. The Eastlake Library renovation staff group enthusiastically endorses the GPD recommendation of Lakeland Management Systems.

In addition to recommending the general contractor choice, we will also be asking the Board to consider adding three alternates to the project: the sail, the fireplace, and faux wooden ceiling panels. The total additional cost of the alternates that we are recommending is \$88,000.

In anticipation of the start of construction in September, the Eastlake Library staff and the Facilities staff are continuing to prepare the building for the project. The boat structure that has been used as a children’s story area is being removed this week. As it will not be reused in the renovation, Amy Winter has identified a patron who is interested in the scrap from the removal of the boat.

If the Board approves LMS as the general contractor at the August meeting, we will work to have the contract in place by the end of the month.

Willowick Library Elevator Replacement Project Update

Work proceeds on the replacement of the Willowick Library elevator. Working under the oversight of Lakeland Management Services, the Otis technicians believe that the project can be completed by early September. Willowick Library staff have made the service adjustments necessary to provide customer service in the absence of the elevator for the length of the replacement.

Staff Development Day Update

The 2022 Staff Development Day is set for Monday, October 10. The Staff Recognition Committee, under the leadership of Holly Ferkol, has been organizing the event.

Given the still-evolving public health/COVID environment, we are debating the wisdom of holding the meeting

in-person or virtually. We will make the decision soon in order to finalize the other logistics necessary for the meeting. Among other items on the agenda will be the Board award announcement.

Deputy Director's Report/Eric Linderman

LMSC Update

The Labor-Management-Safety Committee met in early August to discuss and make recommendations for improving the menu options and automatic responses on our phone system. Despite some real improvements in recent years with the effectiveness and cost of our VoIP system, many of us would like to reduce the length of some of the automatic responses. We also think that some of the menu options seem out of order and should be reorganized.

As a next step, I have agreed to take recommendations of this committee to several managers who would likely work together on a redesign of the phone menu configuration. Notably, the initial recommendation of the LMSC includes a single phone number that could be publicized as the system-wide number for the Willoughby-Eastlake Public Libraries. The current numbers for each of the locations would remain the same, but each location could also be accessed by using the main number. We think this approach could help reduce confusion about how the Willoughby and Eastlake libraries are related to the Willoughby-Eastlake Public Library system.

Willoughby ArtsFest

The annual ArtFest went very well this year on July 16th, with over 90 artists and many food vendors and sponsors' booths. As my first year co-chairing the event, I am very happy the event went well, and I feel confident that I will be able to continue in this leadership role for the years ahead.

One reason this event is so exciting to me is that Deb Mullen and the Willoughby Library provide children's programming for the event. This year, we partnered with the Willoughby Fine Arts to host charcoal drawing instruction. Additionally, the "Kid's Studio" featured face painting.

Photocopier Lease

Our current 60-month photocopier lease agreement will expire in April 2023, so we are beginning to consider options for our next agreement. We have been working with Lake Business Products (LBP) through many consecutive contracts, but we still consider competing proposals every time. In my experience here, we always have at least one competing proposal.

We have had good experience with LBP, which is why we have continued to renew our contracts with them. They are located in Eastlake and have provided reliable equipment service.

Looking forward, we hope to improve our public faxing setup, so that is one consideration that will factor into our decision. Based on inquiries so far, I expect to have at least one competitor providing us with a proposal, in addition to LBP.

Human Resources Update

I am sad to report that Alan Buanno has resigned, but we wish him the best. Alan has worked for WEPL since 2013 as a page at the Willoughby Hills Library.

I am excited to say that we have hired Melissa Davis as a part-time children's associate at the Willoughby Library. Melissa worked for us before the pandemic in a public services support job, and it will be great to have her back.

Marketing & Public Relations Report/Patrick Culliton

We are underway with Blackbird Digital on building the new WEPL website. We have weekly calls to log progress and determine next steps forward. At this point, we are cleaning up the current sitemap and moving towards organization and direction of the new website. This has been a truly collaborative effort, with input from all staff via a survey and hands-on work from Patrick, Carol, Heather, Michelle, Sarah V, Eric, and Rick. This is a big, but very exciting undertaking.

Michelle re-engaged Ten10 about refreshing the WEPL logo. Michelle and Patrick had a great introductory/informational call with their staff to discuss ideas for a new, refreshed logo. We left the call energized and we look forward to hearing from them in a few weeks.

Patrick and Eric, with the help of Chris Gumal and Heather Siracki, have soft-launched TextMyGov, with eyes on bolstering the offerings of this text service.

Michelle is hard at work on the new Program Guide for Fall. It is looking full of engaging programs and more, as always.

Patrick has joined the NEO-RLS PR/Marketing Advisory Group. His first meeting with the group takes place in November.

Children's Services Report/Sarah Vargo

We had an 80% increase in participation in summer reading from 2021 to 2022. Attendance at children's summer reading events went up a whopping 576%! We're not quite where we were in 2019, but we are definitely trending in that direction.

While most of our programs have moved back to in-person, we are still offering Zoom storytimes and a few other events. Patrons requested that we continue Zoom storytime in the fall, so we will offer a morning and evening option.

The children's department is wrapping up the summer by participating in community outreach events including National Night Out in Eastlake and Willoughby, Last Stop Willoughby, and Touch-a-Truck in Willoughby Hills.

Willoughby Hills Library Branch Report/Holly Ferkol

We had our staff meeting and Sandra Tenkku, from Lake County ADAMHS, talked about suicide prevention.

Eric Linderman gave the Customer Service award to Brooke Palermo and the 15 Years of Service award to Holly Ferkol.

Our programs this summer were very popular. Chris Gumal gave patrons a tiny canvas and they were asked to paint the canvas and return it to the library by the beginning of July. Chris had 42 patrons attend the art reception.

Cosmos + You = a Fun Astrological Evening had 15 patrons in attendance, we had 42 patrons who attended David Zahler's afternoon movie – The Bad Guys, and Murder at the Hills had 14 patrons including 2 new people who joined us for the book discussion.

The Teens Yarn Painting program had 8 teens in attendance and our summer storytimes were also a success including a Yoga Storytime.

Alan Buanno, our page, has resigned from our library. We wished him well and hope he will return to our library to use the library and see staff.

Willowick Library Branch Report/Kathleen Jozwiak

Staff members have been team players with the elevator out of commission. They are working together to get items downstairs for shelving. They've also been great with patrons who need extra assistance. Lora even brought donations in for someone during the pouring rain.

Staff were also troopers with one of the A/C units out for several days. The other unit and several fans kept us open.

We have had several disruptive teens (two different days consisting of a group of eleven) in over the summer. Staff members worked together to keep order. Bryn, in particular, tried to talk and work with them.

Summer Reading was a huge success at Willowick. It was wonderful to see so many children and families return to the library. Sarah, Rachael, Diane, and Ruth were fantastic facilitating the reading program and events.

Look for our upcoming adult local history series this fall.

The Zombie Apocalypse survival series continues through the end of the year with Sarah and Bryn adding a zombie escape room this fall.

Staff have started to work on passport recertification training.

OLD BUSINESS *no old business*

NEW BUSINESS

Mrs. Petruccio will reach out to Mrs. Roseum regarding if she will renew her term as the Willoughby Hills representative which ends August 31st.

NEXT MEETING, Monday, September 19th, 2022, 6:00 p.m., WEPL Administrative Offices

ADJOURNMENT

MOTION 57-22

Mr. Mackey moved and Mr. Foisel seconded that the Board adjourn at 6:24 p.m.

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

Respectfully submitted,

Board President

Board Secretary