

**CALL TO ORDER**

The meeting was called to order by President Petruccio 6:04 p.m.

**ROLL CALL:**

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

Absent: Mr. Monin

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

Additions to the agenda: Mr. Werner stated that a resolution for surplus items at Eastlake Library was added.

Citizen Comment: *no comments*

President Petruccio presented the following minutes (sent)\*

- August 15, 2022, Building Committee Meeting
- August 15, 2022, Regular Meeting of the Board of Trustees

**MOTION 58-22**

Mr. Mackey moved and Mr. Foisel seconded that the following minutes be approved as presented / corrected.

- August 15, 2022, Building Committee Meeting
- August 15, 2022, Regular 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>September</b>	\$ 202,684.67	\$ 219,172.47	8.13%
<b>YTD</b>	\$1,740,613.65	\$1,909,624.21	9.71%

**MOTION 59-22**

Mr. Buttari moved and Mr. Mackey seconded that the Board approve the August 2022 Fiscal Officer’s report:

AUGUST LIST OF BILLS PAID:	<b>\$490,128.41</b>
AUGUST FINANCIAL STATEMENT:	YTD

	<b>RECEIPTS</b>	<b>EXPENDITURES</b>	<b>BALANCES</b>
General Fund	\$6,906,516.56	\$4,514,126.49	\$3,481,512.66
Grants	\$0.00	\$0.00	\$0.00
Corona Virus Relief Fund Public Library	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$509,614.91	\$304,811.51	\$2,722,965.51
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	\$86.46	\$14,328.48
<b>TOTALS</b>	<b>\$7,416,131.47</b>	<b>\$4,839,954.92</b>	<b>\$6,250,330.26</b>
AUGUST INVESTMENTS	<b>\$3,909,433.60</b>		

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

**MOTION 60-22**

Mr. Buttari moved and Mrs. Roseum seconded that the Board approve a motion accepting the amounts and rates.

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

**MOTION 61-22**

Mrs. Roseum moved and Mr. Foisel seconded that the Board approve a General Fund transfer of \$500.00 from Unallocated Appropriations to Dues and Memberships.

On roll call the following vote was cast: Mr. Buttari, “Yes”; Mrs. El-Khoury, “Yes”; 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 (Monin, Buttari, Foisel)**

Mr. Buttari stated that the Committee met prior to this meeting and received a revised budget for furniture and shelving from Jason Nolde, which the Committee is recommending for approval.

**RESOLUTION 62-22**

Mr. Foisel moved and Mr. Mackey seconded that the Board approve the resolution to dispose of various Eastlake Library furniture, fixtures, and equipment during the renovation of the Library.

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

**RESOLUTION 63-22**

Mr. Foisel moved and Mr. Buttari seconded that the Board approve the purchase of shelving from Library Design Associates for the renovated Eastlake Library.

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

**MOTION 64-22**

Mrs. Roseum moved and Mr. Mackey seconded that the Board approve a transfer in the Capital Projects fund, of \$9,400.00 from Building Improvements to Professional Services.

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

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

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

**MOTION 65-22**

Mr. Mackey moved and Mrs. Roseum seconded that the Board approve the September Personnel Actions report as presented.

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

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

## **ADMINISTRATION REPORT**

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

#### **Eastlake Library Renovation Update**

Working with GPD and Lakeland Management Systems, we continue to make progress toward the actual commencement of construction. Here are the highlights:

1. We have held the first preconstruction meeting with LMS and GPD. We are fortunate to be able to work again with Mary Beth Norton and Ken Skilton from LMS; they were the leads for LMS on the Willowick and Willoughby renovations. Mary Beth will serve as Project Manager and Ken will serve as the day-to-day Project Superintendent. At Amy Winter's invitation, Mary Beth attended the Eastlake Library staff meeting on September 13th to meet everyone at Eastlake and to answer any questions from the staff.
2. We have received the comments from the Lake County Prosecutor's office on the LMS/WEPL agreement. I hope that we can finalize it in the next few days.
3. We have received the preconstruction environmental assessment and are reviewing it with GPD and LMS staff.
4. LMS is working on a construction timeline and schedule based on the requirements of the bidding documents. We will commence the official 270-day construction schedule as soon as the agreement is signed and LMS is ready with its subcontractors and materials orders in place.
5. We have received two quotes from moving companies for the removal and storage of the materials necessary to complete the construction. We will be asking for the Board to approve the moving vendor recommendation at the September Board meeting.
6. The Eastlake staff continues to prepare for the construction by weeding, culling, and packing. The Facilities staff has deconstructed and stored various pieces of equipment and storage units.
7. We will be asking the Board to commit some additional funding for the project based on the latest discussions that we have had with GPD.

In getting quotes and input from library shelving vendors, GPD is recommending that we purchase new shelving rather than trying to alter the existing hodge-podge of shelving to fit within the new design. The vendor that GPD and WEPL staff are recommending is Library Design Associates; we worked with them on the shelving requirements for the renovations of the Willoughby, Willowick, and Willoughby Hills libraries. The total cost of the new shelving (materials and labor) is \$136,167. The other furniture, fixtures, and equipment budget (excluding shelving) appears to be close to the original estimate of \$85,000.

We are also recommending a modest addition to the GPD fees of \$7,400 for the value engineering work that they did after the first bidding process failed and for the oversight of the second bidding process.

8. We have started to post information about the upcoming renovation at the Eastlake Library itself. We will continue that and use the WEPL website and social media (including our new texting service) once we know when the actual construction will start.

### WEPL Boosters Update

Under Karen Fraley's leadership, I am pleased to report that the WEPL Boosters are working on a number of approaches to continue their fundraising so that they can continue to provide important funding to the Library's programming.

The Boosters held a meeting at the Willowick Library on September 7 to plan for their next book sale. It will be held the weekend of September 24 -25 at the new administration building. Thanks to the weeding work of the staff at all four libraries, the book sale will feature a lot of new stock for sale. The Facilities staff have worked hard to transport all the books and materials to the new administration building and to set up the necessary tables for the sale.

The Boosters are working on other fundraising plans for 2023, including the possibility of a trivia event and a golf outing. We will share more information as they firm up their plans. I am also happy to let you know that Dawn Roche has joined the Boosters board; we are lucky that she is continuing her service to the Library. I also want to recognize the continuing work of Michelle Hudson in her role as liaison between the Boosters and WEPL staff.

### Quick Updates

- The Willowick Library and its operations have recovered from the electrical fire in August. While we are still waiting on the part for Trane to repair the air handler that was damaged, the relatively cool weather we have had -- along with every fan that the Facilities staff could find -- have made the conditions at the Library comfortable.
- We have posted a position for a Library Systems Technician to work under the direction of Heather Siracki who has been doing an excellent job in the Library Systems Coordinator position since Biagio DiCioccio left WEPL earlier this year. We hope to have the position filled in the next two months.

### Deputy Director's Report/Eric Linderman

#### Photocopier Lease

Heather Siracki and I have been meeting with representatives from companies who sell photocopiers, since our current lease with Lake Business Products (LBP) will end next April. At this time, we have three companies, in addition to LBP, who have approached us. We typically supply these companies with copies of public records including our current contract and numbers from each of the machines, and we will hear their presentations over the next few months.

One priority I am focused on at this time is improved public faxing. Currently, faxing is performed by our staff using fax machines located at the reference desk. I believe this could be done better as more of a self-service operation integrated within our copiers.

## Texting

Patrick Culliton, Heather Siracki and I have been working with TextMyGov to implement text communication for library patrons. We recently added a link on the front of our website to sign up for texts, and I encourage you to check it out. At this time, we are able to send texts for general alerts and have also provided separate text options for our book discussion groups.

## Website

I have been attending weekly meetings on the website redesign, which is going well. Patrick Culliton and Michelle Hudson have done a great job working with Blackbird Digital in Willoughby to coordinate this effort.

The public library presents unique challenges for website development because we represent so many different interests. So, we attempt to present a site that is readable and attractive, but also incorporates many layers of information in overlapping categories. Due to this complexity, our meetings have been focused on charts representing information groups and paths of navigation.

## Human Resources Update

### *Willoughby Hills Library*

Since Alan Buanno recently resigned, we have decided to completely replace page hours with circulation hours at the Willoughby Hills location. We are adding a total of 24 hours per week in circulation, which includes a posted 16-hour per week vacancy and 8 hours per week added to current part-time staff.

The advantage of hiring more circulation staff is that it adds flexibility, since employees in circulation can also do shelving as part of their job. The work of page staff is dedicated mostly to shelving and they cannot do circulation work, which is in a higher classification and pay grade.

This arrangement will work better at Willoughby Hills at this time because of the way we have configured Chris Gumal's position as assistant manager. Unlike the other three libraries, the assistant manager at Willoughby Hills also acts as the head of circulation, which means she must budget her time carefully in order to work on collection development and programming, in addition to management of the circulation department. By adding more circulation hours, Chris will have more time away from the circulation desk to dedicate to that work.

## Technology

We have posted an ad for the job of Library Systems Technician, who will assist Heather Siracki, our Library Systems Coordinator, with the routine troubleshooting and maintenance of our networked computer systems. For that position, we are seeking candidates who possess an associate degree in a related field or an equivalent combination of education, training and experience.

## Marketing & Public Relations Report/Patrick Culliton

The new Fall Program Catalog arrived on Sept. 1 and it is gorgeous. My gratitude and praise to the staff for

planning such dynamic programming and to Michelle for organizing and laying out yet another excellent Catalog for our community.

Progress on the new website continues to go well. We have moved forward from the site map phase to the early stages of website design. We continue to have weekly calls with Blackbird Digital and they have been great to work with.

We have received two drafts of a new logo from Ten10 Design. We like what we are seeing and have had productive conversations with Rick and Eric on design elements. Ten10 has been receptive to our notes and we hope to have a final version very soon. This will not be made public until Jan. 2023, along with the new website. My gratitude and kudos to Michelle for starting this process before my arrival and running point on the project in a smart, effective way.

We now have a dedicated webpage and pop-up for TextMyGov on our website. This service allows patrons to sign up for WEPL Text Alerts to get the latest news, updates, and more delivered directly to their phone. Eric and I have regular meetings with the TextMyGov staff and look forward to continue to grow this service.

We are working on a content calendar for all of 2023. This calendar will focus on themes, highlights, and WEPL initiatives for each month, pairing them with our collections, databases, digital resources, social media contests, and more. We hope to have an early draft of this to show at the next Manager's meeting. This calendar is a separate promotional piece from our programs and events promotion calendar, which continues to move along well, with staff showing great flexibility and insight in helping us fine tune the process of creating graphics to promote programs and events.

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

### **Digital Services**

Carol has been participating as a WEPL team member in the website redesign meetings and action items with the Blackbird Digital team. There has been great progress in this project spearheaded by Patrick Culliton.

Hoopla Engage is a limited initiative (2 months) managed by Hoopla that encourages people to sign up for WEPL library cards. This initiative is aligned with the marketing campaign for September Library Card Signup Month. Hoopla Engage allows a person to access hoopla for a brief trial of 4 checkouts, after which they are told they need to get a WEPL card. Hoopla then encourages them to add their new WEPL card to their hoopla account to continue using the resource. We will be provided with data on the number of cardless-to-cardholder conversions that result and will assess the value of the initiative.

### **MAP/Collection Services**

For nearly two weeks in late August/early September, our book vendor Baker & Taylor was impacted by a ransomware attack that left the site inaccessible. Libraries across the country were unable to select books or place orders. When the website re-emerged for our use, MAP order deadlines for WEPL selectors were adjusted to account for lost time. Selectors have been prompt and efficient in sending order carts to MAP, and MAP staff are diligently reviewing carts and placing orders to get us back on track.

The new WEPL locker pickup locations went live in the online catalog in the first week of June. Patrons may now choose locker pickup when placing their own holds. In the 3 months since this started, 348 items have been checked out using our locker locations. Willoughby Hills patrons are especially enthusiastic about this option and have shown the most checkouts.

A new WEPL program of Book Sets is being managed by Amanda Schoen. WEPL staff book discussion facilitators can contact Amanda to request purchase of multiple copies of a title to be used by their group, and then the set is made available to other groups (including patron book clubs). We will publish a list and request form on the website soon. Three Breckenridge book groups at the Grace Woods location are now being supported by WEPL with copies of books acquired through CLEVNET holds and additional copies purchased if needed.

### [ILL/Clevnet](#)

The number of items transferred in and out of WEPL ILL for CLEVNET sharing has increased steadily since Priority Dispatch resumed services in late April. Last month's total of 31,101 items is the highest yet for 2022. We are hopeful that it will continue to climb as patrons regain their trust in their holds being delivered promptly as they were 2.5 years ago.

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

It is difficult to believe that the summer season has passed already. We had several awesome opportunities to serve our patrons.

Here's some high attendance Adult/Family program highlights:

- Terry Pluto (in collaboration with MAP) 86 (including walk-ins who were accommodated by the program being streamed to the Children's Story Room)
- Outdoor Movie Night (July showing Minions) 197 (on the new Admin lawn!)
- Willoughby ArtsFest 205; 53 attendees to Learn to Draw with Charcoal (on the new Admin lawn!)
- Last Stop Willoughby: 217 (children and parents at the Kid Zone and Twilight Zone episode viewers in the library)

That said, high attendance is not everything and we had respectable numbers for several other programs:

- Erie Heights Brass (on the new Admin lawn!) 26
- Thomas Paine and the American Revolution 9
- Dream Quest 14
- Seed Saving Workshop 8



· Barnyard Goes to School: All About Sheep 14

Regular Willoughby Children’s programming—storytimes and Young and the Restless—continues to do very well; some special programs with high attendance included:

- Outback Ray 128 (on the new Admin lawn!)
- Safety with Officer Fedor 26
- Officer Neath and K-9 Loki 40 (on the new Admin lawn!)
- Didgeridoo Down Under 57 (on the new Admin lawn!)
- Raptor Encounter 95 (on the new Admin lawn!)

I am especially pleased with the numbers for our Teen programs over the summer. We have made a considerable time and financial investment in Teen programs and I think the increase in attendance shows it was money and time well spent.

- Self Defense for Teen Girls 20 (on the new Admin lawn!)
- Teen Paint Party with the Fine Arts Association 12 (which was our maximum space for this program)
- Self Defense for Teens 10 (on the new Admin lawn!)

As you can see, we are taking great advantage of the greenspace for programming!

Finally, we were sad to lose Carolyn Deas from the Children’s Department to Ledgemont Schools. However, we are incredibly pleased to welcome back Melissa Davis, former Public Services Support Staff, as our new 20-hour Children’s Associate.

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OLD BUSINESS     *No old business*

NEW BUSINESS

**MOTION 66-22**

Mr. Mackey moved and Mr. Buttari seconded that the Board recommend to the Willoughby-Eastlake School Board the reappointment of Susan Roseum for another 7-year term on the Library Board of Trustees.

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

Mr. Mackey suggested that the Citizens Committee should begin the process next year of fundraising for the next levy. Mr. Werner stated to start the process next year, he can send out an email to the Committee members personal email and set up a Zoom meeting.

Mrs. Roseum requested multiple quotes for snow plowing companies for the branches.

**NEXT MEETING**, Monday, October 17th, 2022, 6:00 p.m., WEPL Administrative Offices

**ADJOURNMENT**

**MOTION 67-22**

Mr. Mackey moved and Mr. Foisel seconded that the Board adjourn at 6:33 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