

CALL TO ORDER

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

Present:

Mr. Buttari, Mr. Mackey, Mr. Monin, Mrs. Petruccio, and Mrs. Roseum.

Absent: Mrs. El-Khoury, Mr. Foisel

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

Additions to the agenda: Mr. Werner stated that a motion for the snow removal services with Giannetti Landscaping for the winter of 2022-2023 was added in the Building Committee section.

Citizen’s Comment: *no comments*

Ms. Lastoria administered the Oath of Office to Mrs. Roseum, renewing her term to August 31, 2029.

Mrs. Petruccio presented the following minutes:

- Building Committee Meeting, September 19, 2022
- Regular Meeting of the Board of Trustees September 19, 2022

MOTION 71-22

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

- Building Committee Meeting, September 19, 2022
- Regular Meeting of the Board of Trustees September 19, 2022

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

FISCAL OFFICER’S REPORT

PLF Fund Distribution

PLF	2021	2022	% Increase
October	\$ 190,211.35	\$ 204,169.61	7.34%
YTD	\$ 1,930,825.00	\$ 2,113,793.82	9.48%

MOTION 72-22

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

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY REGULAR MEETING OF THE BOARD OF TRUSTEES
 MONDAY, OCTOBER 17th, 2022, 6:00 P.M., WEPL ADMINISTRATIVE OFFICES

SEPTEMBER LIST OF BILLS PAID:	\$627,824.18
SEPTEMBER FINANCIAL STATEMENT:	YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$7,344,840.17	\$5,110,298.89	\$3,323,663.87
Grants	\$0.00	\$0.00	\$0.00
Corona Virus Relief Fund Public Library	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$513,277.34	\$347,033.00	\$2,684,406.45
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	\$469.64	\$13,945.30
TOTALS	\$7,858,117.51	\$5,478,731.99	\$6,053,539.23
SEPTEMBER INVESTMENTS	\$3,919,114.11		

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

MOTION 73-22

Mr. Buttari moved and Mr. Monin seconded that the Board approves a transfer of \$25,000 from the General Fund Unallocated Appropriations to the General Fund Professional Services.

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

COMMITTEE REPORTS

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

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

RESOLUTION 74-22

Mr. Monin moved and Mrs. Roseum seconded that the Board approves the resolution ratifying Change Order No. 1 to the agreement with Lakeland Management Systems for the Willowick Library Elevator modernization project.

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

MOTION 75-22

Mr. Monin moved and Mr. Buttari seconded that the Board approves the Giannetti Landscaping snow removal services for the winter of 2022-2023.

On roll call the following vote was cast: Mr. Buttari “Yes”, Mrs. El-Khoury “Absent”, Mr. Foisel “Absent”, Mr. Mackey “Yes”, Mr. Monin “Yes”, 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 76-22

Mrs. Roseum moved and Mr. Monin 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)

MOTION 77-22

Mr. Monin moved and Mrs. Roseum seconded that the Board approve the policy change to the WE-3 Card.

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

ADMINISTRATION REPORT

RESOLUTION 78-22

Mr. Monin moved and Mr. Buttari seconded that the Board approves the 2023 Holiday Closure Schedule as presented with the inclusion of Martin Luther King Day being a closed and paid holiday.

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

Director’s Report/Rick Werner

Eastlake Library Renovation Update

I am happy to report that the renovation work is underway at the Eastlake Library. Here are some of the highlights:

1. Thanks to the work of Eastlake staff, Facilities staff, and Heather Siracki, the ongoing operations of the
2. Eastlake Library have been relocated to the western portion of the building as Phase 1 of the renovation work starts in the east side of the building.
3. Superior Mobility, the moving contractor, packed, hauled, and stored about 90% of the Eastlake materials collection. Thanks to the Eastlake and Facilities staffs for working with Superior Mobility in the process.
4. With substantial assistance from the Facilities staff, Library Design Associates, the shelving vendor, had its subcontractor disassemble most of the existing shelving throughout the Library. The shelving that will be repurposed is being stored at the new administration building.
5. As of October 4, 2022, GPD issued the formal notice to proceed to Lakeland Management Systems to begin the renovation work. This starts the 270-day timeline of the project.
6. Based on the environmental assessment, we have authorized Lakeland Management Systems to use a portion of the contingency fund in their contract to work with an environmental abatement firm to deal with the potential asbestos in the building. The first portion of the abatement should occur the week of October 17th.
7. LMS has started the demolition work in the Phase 1 portion of the building. They will be able to complete the tear-out as soon as the asbestos abatement work has been completed.
8. Thanks to the work of Michelle Hudson, Marah Morrison of the News-Herald visited the Eastlake Library on October 13 to take pictures and talk with Amy Winter and me about the renovation. I hope that Marah's visit will result in additional coverage of the renovation by the News-Herald.

Many thanks to the Eastlake staff and the Facilities staff for all their work in getting the building (and the patrons) prepared for the renovation. With the assistance of Michelle Hudson and Patrick Culliton, we have done our best to keep patrons and the community up to date on the logistics of the work. Thanks as well to Carol Tuttle for her work in the Sirsi catalog to "shadow" the Eastlake collection that is out of commission for the length of the renovation.

[Willowick Elevator Replacement Project](#)

While the Willowick Elevator project has taken longer than we initially anticipated due to supply chain and subcontractor-availability issues, it is close to being completed.

We recently approved a change order in the amount of \$11,691.75 that has two impacts: (1) we have substituted Otis Elevator for Kone Elevator in the original bid from Lakeland Management Services and (2) we are replacing the landline phone system in the new elevator with a cellular system.

We chose to use Otis Elevator for this project because of our satisfaction with Otis on the Willoughby Library elevator replacement project in 2014 and subsequent service. We chose to move to a cellular service because, over time, it will save the Library money. We will also be able to migrate the landlines for the fire and security panels.

Even with the change order, the total cost of the project is under the second-lowest bid that we received during the bidding process. Based on what we know now, we expect that the new elevator will be operational by the end of October.

New Administration Building Updates

1. The Boosters held their second book sale in 2022 at the new admin building the weekend of September 24-25. They raised \$2,400 for their work in supporting WEPL's programming. Special thanks to Karen Fraley, the Boosters Board, their volunteers, the WEPL libraries staffs for all the weeding and boxing of materials, and to the Facilities staff for all their work in transporting hundreds of boxes to the new admin building and for setting up for the book sale.
2. Under Deb Mullen's leadership, we are partnering with the Heart of Willoughby organization on the Miracle on Erie Street event on Saturday, December 3. In addition to a number of programs that will be held at the Willoughby Library, HOW is sponsoring a Winter Market in the lobby of the new administration building lobby.
3. Recognizing that concluding (and paying for) the Eastlake Library renovation will be the primary capital project in 2023, Tom Johnson and I will be working with Vicki Simmons to plan for the new administration building to-do items that we might be able to include in the 2023 capital projects budget and facilities planning.
4. We have reached out to City of Willoughby officials, including Mayor Fiala, to update them on the contributions that the new administration building has made to downtown Willoughby events in 2022. We are asking them to renew their agreement to plow the new administration parking lot this coming winter as they did in the winter of 2021-2022.

Personnel Updates

I am glad to share with the Board that Trish Lastoria has accepted the newly created position of Executive Assistant/Board Liaison. Trish has done exceptional work supporting the Board in its governance and oversight responsibilities and equally valuable work for the administrative and direct service staffs. We consulted with Diane Petruccio about the new position and she supports Trish's new role.

Under the leadership of Eric Linderman and with the assistance of Doug Friedt and Vicki Simmons, we have adjusted the salaries of the four Library Managers and Carol Tuttle to continue to use salary equity and comparability principles and data to ensure that WEPL's salary structure stays current and competitive.

Deputy Director's Report/Eric Linderman

Photocopier Lease

Heather Siracki and I continue to meet with representatives of companies that provide photocopiers. At this time, we have had discussions with three companies that are interested in working with us after our current lease with Lake Business Products (LBP) ends in April. We will be meeting next week to receive a quote from one of these competitors.

Generally, we have been satisfied with the equipment and service provided by LBP for many years. It is possible that we continue to work with them, but we also recognize the importance of cost comparison and learning about what other companies have to offer.

Texting

Our texting option is up and running and has been used so far to notify patrons about changes in hours due to the renovation project at the Eastlake Library. It is very easy to use on our end and adds a new way for library users to keep up to date on our events and services.

W-E Schools Library Card Project and Library Card Policy

Sarah Vargo has been working with the W-E Schools on a program to offer library cards within the schools, which is also noted in the Children's Services section of this report. A key component of this plan includes offering WE3 cards to students who do not already have library cards. A WE3 card offers the checkout of three books, and it may be upgraded to a full-service card if the student comes to the library with a parent and necessary identification.

We already offer WE3 cards to children who do not qualify for a full-service card for a number of reasons. One point, which I have shared with the Board Policy Committee, is that our current policy limits WE3 cards to children 17 and under. Since the WE Schools project will involve some students who are 18 or older, I have added a motion to the agenda for the 10/17 meeting to consider removing that limitation from our policy.

Human Resources Update

Circulation Supervisor

We have two openings for Circulation Supervisor positions at the Eastlake and Willoughby libraries. Currently, Brian Campbell is in a temporary Circulation Supervisor-Assistant Manager position at the Willoughby Library, pending his promotion to Assistant Manager in January when he has completed his MLIS degree, which is on track to happen. Also, Annette Doley will be retiring on October 21. We are sad to see her go, but we are grateful for her many years of great service and wish her a wonderful retirement.

The posting for this position will close on October 17. At this point, we have received several internal and external applicants.

Library Services Technician

Heather Siracki, Doug Friedt and I have been working on the hiring process for a new Library Systems Technician, who will assist Heather in the system-wide technology maintenance, troubleshooting and repair. We are conducting interviews and should have a decision made by the week of October 16.

Marketing & Public Relations Report/Patrick Culliton

Work on the website continues. We are in the design phase and should see a first version of the actual site in the coming weeks.

We are moving from Evanced to Libcal for event scheduling. Libcal has better functionality and, being a part of our Clevnet package, can save us money via canceling Evanced. My thanks to Carol Tuttle, Sarah Vargo, and Heather Siracki for working hard to help us to get Libcal set up. Assistant Managers will be training their staff to use Libcal in time for the next Program Catalog cycle, which has a Dec. 1 deadline.

We have settled on a new logo! After much deliberation between Michelle, Patrick, Eric, and Rick, we have landed on a fresh, exciting new look. My thanks to Michelle for running point on this project.

Children's Services Report/Sarah Vargo

The Willoughby-Eastlake Schools library card project is finally underway. We should have the list of students this week and will begin creating them WE3 cards. Students who already have cards will receive a letter thanking them for being cardholders. Sarah Vargo plans to visit the schools to speak with teachers and students of the benefits of the cards and the resources they have access after the new website is launched.

October is here, so that means we are preparing for Halloween events. Halloween programs are some of the most popular we offer, often attracting hundreds of patrons. From a Zombie escape room to storytimes and parties, we have a little of everything to entertain our patrons.

In-person program attendance continues to be steady. Zoom storytime still has a very dedicated group as well. We hope to see numbers continue to climb.

Willoughby Hills Library Branch Report/Holly Ferkol

We had our Signature Event – Herb Fest on 9/17/22. It was a great success. We had 6 different programs and they were well attended with 25 patrons attending Put Your Garden to Bed, 18 patrons attending the Tussie Mussie program, 27 patrons attended our Tea 101 program, 24 attended the Care of Herbs, and 13 children participated in the Sewing Stories program. There was a Basic Canning program on Zoom at the end of the day and 9 patrons tuned in for this last event of the day. Our Writing Series on Zoom with author D. M. Pulley began in September with 4 attending the first session and 6 attending the second session. Our movie night had 6 patrons in attendance and there were 11 patrons at our Murder at the Hills Book Discussion. We had 2 Homeschool programs including Homeschool Trivia with 9 kids participating and 6 participating in the Homeschool Book Club. There was a Pumpkin Painting program for kids in October that had 24 patrons in attendance. Our story time programs have been well attended in both September and the beginning of October. Our 16-hour Circulation position has been filled with a returning employee - Cara Chambers.

Willowick Library Branch Report/Kathleen Jozwiak

The elevator contractors were fantastic! They kept aisles and walkways open and cleaned everything up daily. They worked hard and were pleasant and cordial.

All staff did a great job regarding our electrical fire on 8/22. Servpro worked diligently and really cleaned everything from top to bottom. I even saw them wipe down the metal grating where the ceiling tiles were! The HVAC part was fixed on 9/19/22. Staff did a great job working with one HVAC unit and the fans. Thanks to maintenance for supplying the fans everywhere. Maintenance even carried some carts for us up and down the steps. We are appreciative of their help.

We've had quite a few incidents the last several months. Staff members have worked well as a team to assist each other.

Sarah Silbaugh's cooking classes for children have been a huge success. She has had as many people on the wait list as people attending. Her next one coming up is making buckeyes.

Children's programming is going full speed with excellent attendance at both story times and stand-alone programs. The children's department is very busy and maintain their high energy.

The local author series event this fall is going very well too.

Bryn is gearing up for WEPLCON October 8. Staff is looking forward to the event returning in person.

We are planning our signature event for 2023 and working on a Gems & Jewels of Northeast Ohio series for 2023. Thanks to Gale for the idea.

OLD BUSINESS *no old business*

NEW BUSINESS

Assign date for performance evaluations for Fiscal & Compliance Officer and Director. Mrs. Petruccio stated that the same format will be used and the personal evaluations should be submitted by December 1st with an executive session on December 19th following the Organizational Board meeting.

NEXT MEETING, Monday, November 21, 2022, 6:00 p.m., WEPL Administrative Offices

ADJOURNMENT

MOTION 79-22

Mr. Buttari moved and Mrs. Roseum seconded that the Board adjourn at 6:47 p.m.

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

Respectfully submitted,

Board President

Board Secretary