

## **CALL TO ORDER**

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

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

Absent: Mr. Monin, Mrs. Roseum

Also present: Director Rick Werner; Fiscal & Compliance Officer Vicki Simmons; Deputy Director Eric Linderman; Executive Assistant/Board Liaison Trisha Lastoria.

Citizen's present: *no citizens*

Additions to the agenda: *no additions*

Citizen's Comment: *no comments*

President Petruccio presented the following minutes:

- November 21, 2022, Regular Meeting of the Board of Trustees

### **MOTION 90-22**

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

- November 21, 2022, Regular Meeting of the Board of Trustees

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

### **MOTION 91-22**

Mr. Foisel moved and Mr. Buttari seconded that the Board accept the bonds for the Fiscal Officer at \$75,000 and the Administrative Assistant at \$25,000 for 2023.

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 "Absent". Motion carried.

Ms. Lastoria administered the oath of office for Fiscal Officer to Ms. Simmons.

President Petruccio presented the slate of officers for 2023.

### **MOTION 92-22**

Mr. Mackey moved and Mr. Foisel seconded that the Board approve the nominating report as presented:

President:	Mrs. Petruccio
Vice-President:	Mr. Mackey
Secretary:	Mrs. El-Khoury

2023 Committee members:

Audit Committee: Mrs. Roseum-**Chair**, Mr. Buttari, Mrs. El-Khoury, Paul Tyler (citizen)  
 Buildings Committee: Mr. Monin-**Chair**, Mr. Buttari, Mr. Foisel  
 Finance and Planning: Mr. Foisel-**Chair**, Mr. Mackey, Mrs. Roseum  
 Personnel Committee: Mrs. El-Khoury-**Chair**, Mr. Mackey, Mrs. Roseum  
 Policy Committee: Mr. Buttari-**Chair**, Mr. Monin, Mrs. El-Khoury

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

**FISCAL OFFICER’S REPORT**

Public Library Fund Distribution

PLF	2021	2022	% Increase
<b>December</b>	\$ 97,414.75	\$ 18,155.05	10.51%
<b>YTD</b>	\$2,316,910.13	\$2,532,495.08	9.30%

**MOTION 93-22**

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

NOVEMBER LIST OF BILLS PAID:	<b>\$829,515.30</b>
NOVEMBER FINANCIAL STATEMENT:	YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$7,781,793.06	\$6,092,367.88	\$2,778,547.77
Grants	\$0.00	\$0.00	\$0.00
Corona Virus Relief Fund Public Library	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$523,152.86	\$694,871.69	\$2,346,443.28
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	\$1.44	\$469.64	\$13,946.74
<b>TOTALS</b>	<b>\$8,304,947.36</b>	<b>\$6,808,639.67</b>	<b>\$5,170,461.40</b>
<b>NOVEMBER INVESTMENTS</b>	<b>\$3,944,164.42</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 “Absent”. Motion carried.

**MOTION 94-22**

Mr. Buttari moved and Mr. Foisel seconded that the Board approve the request for the advance of taxes collected.

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 “Absent”. Motion carried.

**MOTION 95-22**

Mr. Mackey moved and Mr. Foisel seconded that the Board approve the dental and life insurance with Guardian for 2023 at no increase.

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 “Absent”. Motion carried.

**MOTION 96-22**

Mr. Buttari moved and Mr. Mackey seconded that the Board approve the 2023 IRS mileage rate, when posted. In the interim, the 2022 amount of 62.5 cents will be used.

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 “Absent”. Motion carried.

**AUTHORIZATION MOTIONS**

**MOTION 97-22**

Mr. Foisel moved and Mr. Buttari seconded that the Fiscal Officer be authorized to transfer funds on the Library’s books from one account to another during 2023 as needed.

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 “Absent”. Motion carried.

**MOTION 98-22**

Mr. Foisel moved and Mr. Buttari seconded that the Board authorize the Fiscal Officer to invest Library funds in 2023 in accordance with the current Library Investment Policy.

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 “Absent”. Motion carried.

**MOTION 99-22**

Mr. Foisel moved and Mr. Buttari seconded that the Board approve the following authorization motions:

- The President or Vice-President of the Board, along with either the Fiscal Officer or Assistant Fiscal Officer is authorized to sign checks written against the General Fund.

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 “Absent”. Motion carried.

**MOTION 100-22**

Mr. Mackey moved and Mr. Foisel seconded that the Board approve the 2023 Property, Liability, and Auto insurances with Berkley Mid-Atlantic Group for \$25,696.00. The Directors & Officers and Employment Practices with Berkley/Cincinnati renewal is \$4,427.00.

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 “Absent”. Motion carried.

**COMMITTEE REPORTS**

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

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

Mr. Werner stated that a committee meeting will be held at the end of January/beginning of February once the bids are received back for the Willowick HVAC/Air Handler improvement project and will be presented to the Board for approval at the February Board meeting.

**RESOLUTION 101-22**

Mr. Foisel moved and Mr. Buttari seconded that the Board authorize the commencement of a public improvement bidding process to identify a contractor for the Willowick HVAC/Air Handler improvement project.

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 “Absent”. Motion carried.

**FINANCE AND PLANNING (Foisel, Mackey, Roseum)**

Mr. Foisel stated that the committee met prior to this meeting to discuss the 2023 Temporary Budget.

**MOTION 102-22**

Mr. Mackey moved and Mr. Buttari seconded that the Board approve transfers from the General Fund of \$1,250,000 to the Capital Projects Fund, and \$30,000 from the General Fund to the Computer Information Fund.

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 “Absent”. Motion carried.

**MOTION 103-22**

Mr. Mackey moved and Mr. Buttari seconded that the Board approve the 2023 Temporary Budget as presented.

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 “Absent”. Motion carried.

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

**MOTION 104-22**

Mr. Mackey moved and Mr. Foisel seconded that the Board approve the Personnel Actions report as presented.

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

**RESOLUTION 105-22**

Mr. Buttari moved and Mr. Mackey seconded that the Board adopt the resolution to approve the 2023 Non-Bargaining Personnel salaries effective the first full pay period of January 2023, as presented.

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 “Absent”. Motion carried.

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

**ADMINISTRATION REPORT**

**RESOLUTION 106-22**

Mr. Mackey moved and Mr. Foisel seconded that the Board adopt the resolution to approve the 2023 CLEVNET membership contract at a cost of \$154,126.86.

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 “Absent”. Motion carried.

**RESOLUTION 107-22**

Mr. Mackey moved and Mr. Foisel seconded that the Board approve the resolution for the 2023 Board Meeting Dates and Locations.

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

**Director’s Report/Rick Werner**

**Eastlake Library Renovation**

The work by Lakeland Management Services and its subcontractors continues on Phase 1 of the Eastlake Library Renovation project. The eastern half of the building is taking shape with the framing and drywall installed for the Children’s area, the Storytime room, the study rooms, and the makerspace room.

A group of Library staff meets weekly with the lead LMS staff and Michelle Tomei and Jason Nolde from the GPD Group to review the progress and to resolve any issues that have arisen. The furniture order from Ohio Desk in is process with the goal of having the furniture for the eastern portion of the building being available when the construction process ends on Phase 1 and we shift the Library operations to the east so that Phase 2 can start in the western half of the building.

Even despite the still-uncertain supply chain environment, we believe that the project is relatively on-schedule for its mid-summer-2023 completion.

### Other Facility News

At the December meeting, we will be asking the Board to consider a resolution to start the bidding process for the improvement of the Willowick Library HVAC/air handler system. Tec Engineering & Design is the Library's consultant on this project as they were on the Willowick Library elevator project.

We hope to have bids back by February so that we are in a position to make a contractor recommendation to the Board by March so that the project can be done in the late spring to early summer. This project is the last major facilities improvement that the HBM building audit (conducted in the early 2010s) identified.

The closing documents have been received and the final payment has been made to Lakeland Management Services for the Willowick Library elevator replacement project. While the project took longer than LMS originally anticipated, it was completed within the project budget and the elevator is serving the patrons and staff of the Library once again.

### New Administration Building Planning

With the Eastlake Library renovation work well underway, Library administration staff will turn to the planning for the necessary work at the new administration building. We have a proposal from the GPD Group to assist us with space planning and interior design/improvement that we will present to the Board for consideration in early 2023. Working with GPD to put in place a comprehensive blueprint for the work will allow us to commence the renovation and budget planning for the building that, I hope, will start in later 2023, and be concluded in 2024.

As we plan for the new administration building's renovation, we will continue to look for ways to employ the building and property for outdoor library and community programming throughout 2023. The WEPL Boosters will be using the lobby of the building for their annual meeting in January and for their book sale in March.

### Annual Report

Under the leadership of Patrick Culliton and Michelle Hudson, we will start work on WEPL's 2022/2023 Annual Report in January. We would like to have a comprehensive (but succinct) virtual report/Powerpoint/handout/mailer that Library staff and Board members can use to brief WEPL's communities, patrons, and partners about the work of the Library in 2022 and what's ahead in 2023.

The use and dissemination of the multiple formats of the annual report will be part of the larger public relations and communications plan that is being developed by Patrick and Michelle for implementation in 2023 and beyond. WEPL is fortunate to have two talented marketing and communications professionals leading this effort.

### Human Resources Leadership

As we finalize the posting for a Human Resources Coordinator or Manager, Eric has assumed the overall responsibilities of WEPL's personnel area with the departure of Doug Friedt at the end of November. Recognizing the additional work that engenders for Eric, we have put in place a 5% increase for Eric that will continue until we hire a new HR professional to take up those responsibilities.

### Technology Services Update

Eric and I continue to work with Heather Siracki on the search for a technology assistant to work under Heather's

direction. We will be interviewing candidates over the next few weeks.

The early part of 2023 will be busy on the technology front: in addition to identifying a technology assistant, Heather will be leading the effort to identify a printer/copier vendor for WEPL for the next three years. The current agreement with Lake Business Products ends in the spring. Heather – with substantial input and assistance from Eric – has begun to contact potential vendors – including LBP – so that they can understand WEPL’s needs going forward.

We will also be meeting with CLEVNET staff in early 2023 to ensure that WEPL is maximizing the value of our membership in CLEVNET, especially in the virtual and technology areas.

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

### **ArtsFest Planning**

We had our first meeting of the leadership committee for the 2023 Willoughby ArtsFest, which I will be largely responsible for coordinating this time, in partnership with the Willoughby Western Lake County Chamber of Commerce. Since Chamber President and CEO Karen Tercek is retiring in January, I will be mostly working with Dana Wolfe, who will be replacing Karen as the new Executive Director. Dana has done an excellent job as Marketing Manager for the Chamber and was very helpful at last year’s ArtsFest, so I am looking forward to working with her in 2023.

At this first meeting, we talked a lot about marketing strategies, as well as plans for managing workloads. We will have the first meeting of the larger ArtsFest committee on January 25, and then get busy with advertising and recruitment of artists and sponsors.

### **Human Resources Update**

#### *Circulation Support Staff*

Following the promotion of Bethany Vernon to Circulation Supervisor at the Eastlake Library, we have been working on the typical domino effect of job awards that happens when someone vacates a full-time circulation job.

Bethany had worked at the Willowick Library, and we awarded her previous job to Dennis Campbell, who was working part time in the circulation department there. Peggie Marolt has also increased her part-time hours, and we have posted an external ad for a 20-hour/week circulation support job.

### **Budgets and Statistics**

I have been working with our managers on 2023 budgets. Several managers are dedicated to budgets in their respective areas of focus and expertise. I manage the annual programming budget that includes categories for presenters and supplies. For 2023, an increase to the programming budget is one way that we hope to boost post-pandemic library usage.

Our program attendance numbers are moving in the direction we would expect following a pandemic. More people are coming to the library for programs in 2022 than in 2021, but not yet as much as in 2019. A different, but related, statistic is our circulation report, which reflects continual growth in digital media circulation including eBooks, but more of a stagnant picture for the physical collections.

Based on those trends, it appears that attendance at our programs will continue to grow and that should also have a positive effect on physical materials circulation, mainly books, since program events result in more people visiting our locations. Some aspects of materials circulation, like declining use of CDs, may not be within our control, but I hope to encourage a growth in book checkouts through a strong investment in programming, and through other strategies including Sarah Vargo's successful library card registration drive in the local schools.

For 2023, we plan to increase to our total programming budget by 23%, for a total of \$36,230. This increase is partly strategic, as noted above, and partly in response to the effects of inflation on the costs of programming supplies. Much of this increase is for children's programming, much of which is directly tied to reading, and logically, to book borrowing.

## **Marketing & Public Relations Report/Patrick Culliton**

We unveiled our new logo to all staff and the Board. While the "official" unveiling will come in early 2023 with the new website, we needed to release it internally so staff could use it when creating their promotional graphics for programs.

Patrick and a number of staff from the Admin building are performing an audit on all of the places our current logo lives, knowing it will need to be replaced in many places. This is a tedious process, but the power of teamwork will make it less so. This will also give us a chance to review and refresh all of WEPL's forms, signs, brochures, and all other print materials.

The website is coming along and coming together. We continue to meet with Blackbird Digital on a weekly basis. The wire frame is near completion, which means official design will begin very soon.

Michelle has compiled all Jan. – April programming from staff and is hard at work on the next Program Catalog, with an expected publication date of Dec. 19.

We would like to wish all WEPL staff, the Board, Boosters, and our patrons a Happy Holiday and a Prosperous New Year!

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

Staff have been busy creating thousands of library cards for the WE students. The schools sent us the information for over 7500 students. Staff had to assess each student's eligibility. Students will receive one of three options: a card with a letter explaining the program to them and what their card offers; a letter thanking them for already being a WEPL cardholder and reminding them what their card offers; or a letter explaining that they already hold a card at another CLEVNET library, so we can't give them another, but offering them contact information if they wish to get access to WEPL resources. We are excited to finally get the cards into the kids' hands!

I just want to take this chance to thank all of the staff who have helped with the project. Creating thousands of new cards and assessing over 7500 names has been quite a process, and it couldn't have happened without our amazing team!



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

- Sarah Silbaugh created an amazing Zombie Escape Room! Every time slot was filled for two full days.
- Families had a blast. We can't wait for Sarah to put together the next one.
- We are having a Zombie holiday party on December 17 to tie up the yearlong Zombie Apocalypse series. We will have zombie trivia, zombie snacks, and zombie ornaments to decorate. And with that, the zombies are gone from Willowick.
- We are hoping to purchase a low coffee table for the teen area for the teens to use.
- We've been working to accommodate the move to LibCal, coordinated by Doug for our building.
- Bryn's YA Two Sentence Horror Story was a success. The teens did a great job with their writing. We had 8 entries.
- We passed our passport recertification on November 8 and are compliant for another year.
- We had a senior request to take her pictures at Willowick because she just loves books. How refreshing! They did not interfere with business operations and everyone was happy.
- AARP Tax help will only be here on Wednesdays this tax season. They do not have enough volunteers to provide assistance on Fridays also.
- We send the sincerest congratulations to Bethany Vernon on becoming Eastlake's new Head of Circulation! We will miss her but are so happy for her and this opportunity.
- We are currently hoping to fill our open 40-hour position, vacated by Bethany, soon.
- Watch the upcoming program guide for our Gems & Jewels of Northeast Ohio series coming next year. Thanks to Gale for the idea.

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

Our 6-part Writing Series – Building Suspense with D. M. Pulley ended the last Wednesday in October. Many people told us they enjoyed this series. We had a Halloween Terrarium craft program for teens with 12 teens in attendance. Halloween Bash with Turtle Dance Music was very popular with 128 people in attendance. We had a combined adult and teen class called Sew a Stuffed Pumpkin and 5 people attended this program.

Murder at the Hills had 7 people in attendance. How to Creatively Set an Intentions Jar was another combined class with adults and teens with 12 people in attendance. Chris taught a combined craft class for adults and teens where they made a beautiful wreath with book pages from a discarded book. We had 22 people attend that class. There were many Children's programs in November. Space: the Cosmos for Kids had 52 in attendance. There was a Homeschool Trivia program with 8 kids attending. Holly Ferkol and Chris Gumal renewed their CPR certification at the Willoughby Fire Department in November. Chris trained the Reference department on our new programming software - LibCal which replaced Evanced.

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**OLD BUSINESS** – *no old business*

**NEW BUSINESS** – *no new business*

**NEXT MEETING**, Monday, January 23, 2023 (**4<sup>th</sup> Monday**), 6:00 p.m., WEPL Administrative Offices

**MOTION 108-22**

Mr. Mackey moved and Mr. Buttari seconded that the Board adjourn into executive session to discuss the evaluations of the Director and Fiscal Officer at 6:45 p.m.

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 “Absent”. Motion carried.

The Board returned from executive session at 7:42 p.m.

**MOTION 109-22**

Mr. Mackey moved and Mr. Buttari seconded that the Board approve the proposed 4% salary adjustments to the Director’s position effective the first full pay period of January 2023 and the \$.10 per hour longevity increase.

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 “Absent”. Motion carried.

**MOTION 110-22**

Mr. Foisel moved and Mr. Mackey seconded that the Board approve the proposed increase to \$115,000 salary for the Fiscal Officer’s position effective the first full pay of January 2023 and the \$.25 per hour longevity increase.

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 “Absent”. Motion carried.

**ADJOURNMENT**

**MOTION 111-22**

Mr. Mackey moved and Mrs. El-Khoury seconded that the Board adjourn at 7:44 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