

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY
REGULAR MEETING OF THE BOARD OF TRUSTEES
MONDAY, JANUARY 23rd, 2023, 6:00 p.m. WEPL ADMINISTRATIVE OFFICES

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, Mrs. Roseum.

Also present: Director Rick Werner; Deputy Director Eric Linderman; Fiscal & Compliance Officer Vicki Simmons; Executive Assistant/Board Liaison Trisha Lastoria, staff: Amy Winter, Deb Mullen, Amanda Schoen, and Carol Tuttle.

Absent: Mr. Buttari

Additions to the agenda: Mr. Werner stated that there was a revised Personnel Actions Report.

Citizen's Comment: *no comments*

President Petruccio presented the following minutes:

- ◇ December 19, 2022, Finance and Planning Committee Meeting
- ◇ December 19, 2022, Organizational Meeting of the Board of Trustees

MOTION 1-23

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

- ◇ December 19, 2022, Finance and Planning Committee Meeting
- ◇ December 19, 2022, Organizational Meeting of the Board of Trustees

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

FISCAL OFFICER'S REPORT

PLF	2022	2023	% Increase
January	\$200,475.45	\$205,735.75	2.62%
YTD	\$200,475.45	\$205,735.75	2.62%

MOTION 2-23

Mrs. Roseum moved and Mr. Monin seconded that the Board approve the December 2022 Fiscal Officer's report:

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DECEMBER LIST OF BILLS PAID:	\$597,509.98
DECEMBER FINANCIAL STATEMENT:	YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$8,012,556.38	\$7,839,344.33	\$1,262,334.64
Grants	\$0.00	\$0.00	\$0.00
Corona Virus Relief Fund Public Library	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$1,779,471.62	\$835,340.88	\$3,462,292.85
Building Construction	\$0.00	\$0.00	\$0.00
Computer Information	\$30,000.00	\$20,930.46	\$61,523.61
Eastlake Coal Plant	\$0.00	\$0.00	\$0.00
Worrallo Fund	\$1.44	\$469.64	\$13,946.74
TOTALS	\$9,822,029.44	\$8,696,085.31	\$4,800,097.84
DECEMBER INVESTMENTS	\$3,958,208.19		

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 “Yes”. Motion carried.

MOTION 3-23

Mrs. Roseum moved and Mr. Mackey seconded that the Board approve the IRS mileage rate at 65.5 cents per mile for 2023.

Mr. Buttari “Absent”, 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. Werner stated that there will be a committee meeting in March regarding the Willowick HVAC project bids and Jason Nolde and Michelle Tomei from GPD will be present to discuss the Eastlake Library renovation. A slide show presentation on the Eastlake Library renovation was given by Amy Winter.

FINANCE AND PLANNING (Foisel, Mackey, Roseum)

Mr. Foisel stated that the committee met prior to this meeting and is recommending the 2023 permanent budget to the Board.

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MOTION 4-23

Mr. Monin moved and Mrs. Roseum seconded that the Board approve the 2023 Permanent Budget as presented.

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 “Yes”. Motion carried.

RESOLUTION 5-23

Mr. Monin moved and Mr. Mackey seconded that the Board approve the use of 2023 Library funding to pay for staff recognition activities, events, and awards.

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 “Yes”. Motion carried.

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

MOTION 6-23

Mr. Foisel moved and Mrs. Roseum 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 7-23

Mr. Monin moved and Mr. Mackey seconded that the Board accept the list of gifts from July through December 2022.

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

MOTION 8-23

Mr. Mackey moved and Mr. Foisel seconded that the Board approves the three-year agreement with Best Version Media in an annual amount of \$3,009.60.

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Mr. Buttari “Absent”, Mrs. El-Khoury “Yes”, Mr. Foisel “Yes”, Mr. Mackey “Yes”, Mr. Monin “Yes”, Mrs. Petruccio “Yes”, Mrs. Roseum “Yes”. Motion carried.

Director’s Report/Rick Werner

Eastlake Library Renovation Update

Lakeland Management Systems and its subcontractors continue to make good progress on the work at the Eastlake Library. Based on the most recent construction meeting discussion, LMS is still on a timeline that should complete the project in June.

We anticipate that the Eastlake Library will be closed to the public from February 1 to February 3 in order to allow an environmental firm to conduct asbestos abatement that requires the closure of the public restrooms. Amy Winter and her leadership colleagues have planned for staff to participate in professional development webinars and potential visits to Lakeland Community College’s Hive and the Cuyahoga County Public Library’s Mayfield library to check out its makerspace.

LMS still anticipates that the renovation work will shift from Phase 1 (the eastern side of the Library) to Phase 2 (the western side of the Library) by the end of March. As soon as we have firmer dates for the transition, we will plan for the public communication of any closures that will be necessary.

New Administration Building Update

We have received an updated proposal from the GPD Group to conduct a space planning and renovation outline for the new administration building. This work should result in a plan for the necessary renovation and outfitting of the building for the Library’s administration staff and functions to move from Eastlake City Hall by late 2025.

We are planning for a March Buildings Committee meeting to discuss the GPD proposal and to get the Board’s guidance for moving forward. We will use the documentation and recommendations from GPD to plan for – and budget for – the full renovation.

In the meantime, we continue to use the building for various library and community purposes. The WEPL Boosters will be using the building for their annual meeting on January 21st and for their book sale later in the spring. Thanks to the work of Deb Mullen and Brian Campbell from the Willoughby Library, the Willoughby Historical Society holds its meetings in the bank lobby. The WHS meeting held on January 18th had over 40 people in attendance, including Mayor Fiala.

As the 2023 spring/summer/fall events approach in downtown Willoughby, we will continue to work with the City of Willoughby and downtown stakeholders to make the new administration building parking lot available.

Willowick HVAC Project Update

With the Board approving the Willowick Library HVAC project going to the bidding process, the legal notice will be published in the News-Herald on January 23 and 30. Bids are due on February 13. We are planning to

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have a recommendation on a contractor completed in time for a March Buildings Committee meeting and for consideration by the full Board at its March meeting.

Based on the forecast from our consulting engineering firm, Tec Inc. Engineering & Design, we expect that the project – officially called the Willowick Library Air Handlers Project – will commence at the end of the summer and be completed in time for the fall heating season.

Technology Update

As Eric Linderman details in his portion of the administration report, we are happy to have a new technology team in place: Amanda Schoen as the Library Systems Manager and Gabe Fiorello as Library Systems Technician.

Under the leadership of Amanda, Carol Tuttle, Eric, and me, we will be reviewing our use of the information technology resources of CLEVNET to ensure that WEPL is making the best and most productive use of them.

CLEVNET is undergoing a leadership transition as it continues to operate under the organizational umbrella of the Cleveland Public Library. Jamie Mason, previously the director of the Rocky River Public Library, has recently assumed the position of CLEVNET director.

Larry Finnegan, the super long-time IT director of CLEVNET, will be retiring at the end of March. Larry's tenure at CLEVNET stretches back to the 1990s (1980s?) when WEPL (under the leadership of Dolly Gunderson) was the first public library in Lake County to join the fledgling consortium. Larry and his colleagues have been great partners with all the CLEVNET members.

Etc.

1. I am meeting with Willoughby Hills Mayor Andy Gardner on January 30th to catch up on items of interest to the Library and the City. I hope to catch up with leadership from WEPL's other communities early in the year, starting with newly installed Mayor Michael Vanni of Willowick. That meeting will include Kathleen Jozwiak and Eric Linderman so that we can establish a solid working relationship with the new Mayor.

2. Working with Jeff Mackey and Ben Russo, I am planning to set up a virtual meeting of the Library's levy committee in the next few months to begin advance preparation (aka fundraising) for the next time that a WEPL levy is on the ballot.

Deputy Director's Report/Eric Linderman

Human Resources Update

Technology

Since Heather Siracki left her Technology Coordinator position this month, we revisited the different options for IT leadership at WEPL. We have moved to what I view as the ideal configuration that utilizes the abilities of a systems librarian.

We receive core technology support from Clevnet as part of our subscription with them, and that allows us

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some flexibility in determining how we staff the day-to-day needs in this area. Up to now, we have done this by staffing a position at the coordinator level. With that configuration, the supervisor typically has an associate degree in technology or an equivalent amount of experience. The coordinator's responsibilities include routine maintenance and repair as well as managing our communication with Clevnet and a few other consultants.

The position of Library Systems Manager requires a librarian degree (MLIS or MLS) or a related degree in Information and Knowledge Management, as well as a background that is concentrated in library technologies. With this approach, we can fulfill the basic work of the coordinator, and also develop stronger in-house training programs and web-based virtual services.

Amanda Schoen, who possesses the unique set of desired qualifications, has been promoted to this position. Amanda worked for us as a technology assistant prior to working in our Materials & Processing department as the Collection Services Librarian. Prior to working for WEPL, Amanda worked as a special librarian at Sherwin Williams.

Also, we have hired Gabe Fiorello to work as our Library Services Technician, beginning January 30. Gabe worked for us in the past in the Willoughby Library circulation department and also helped with a technology upgrade while he was here. I am looking forward to having Gabe back at WEPL.

Circulation Support Staff

We recently promoted Sheehan Clarkson to Circulation Supervisor at the Willoughby Library, and Bethany Vernon to that same position at the Eastlake Library, and those promotions have resulted in vacancies at the Willoughby and Willowick libraries.

As noted in my December report, we awarded hours to part-time staff at Willowick and have now posted a 20-hour per week job. Willowick Library management has completed interviews and are close to filling that position.

At the Willoughby Library, we have awarded a full-time circulation job to Brooke Palermo, who will move there from the Willoughby Hills Library, where she has worked in circulation for over three years.

With Brooke leaving a 28-hour per week vacancy at circulation at Willoughby Hills, we are going to make staffing changes to that department in order to refocus the work of Chris Gumal, the assistant manager there. Chris has been managing circulation as part of her job, in addition to collection development and programming. To allow Chris to devote more of her time to collection management, and to do more work with library programming for seniors, we will add a 32-hour per week Circulation Supervisor position at the Willoughby Hills Library, instead of filling the 28 hours left by Brooke.

Also, we are going to post a 16-hour per week Circulation Support job. These added hours, in addition to the above-noted supervisor job, will not only help Chris to do her job, but they will regain some hours lost when we did not replace two pages during the pandemic.

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Marketing & Public Relations Report/Patrick Culliton

1. We have been slowly rolling out our new logo. Big thanks to Carol Tuttle for updating our logo with our various digital vendors, database vendors, and Clevnet. Thank you, Vicki Simmons, for updating our logo in Paylocity. Thank you, Michelle Hudson, Karen Battaglia, Carol Tuttle, and Sarah Vargo, for helping to get the new logo onto our many print materials for both staff and patrons. This part in particular has been quite arduous and everyone chipped in in true team fashion. This has also given us a chance to clean up and redesign many of our documents.

Adjacent to our new logo rollout, all staff have the option of receiving branded t-shirts/polos.

2. The new website is coming together. Blackbird has set a target launch date of March 17.

3. Miracle on Erie Street at Willoughby was a great success that offered many great photo opportunities, in addition to its stellar roster of programs and entertainment. Kudos to the Willoughby staff for bringing this together and pulling it off!

4. New Advertising Opportunity with Willoughby Neighbors - A new monthly magazine launching in March 2023. Willoughby Neighbors will focus on an untapped market/community that the Library may not be reaching with our current marketing strategy. It targets homes/families whose home values are listed in the top 10% and will reach 3,000 homes/12,000 readers each month. There is also a digital component comprised of digital ads and Google ads, with monthly reports on their performance, in addition to the hard copy monthly mailings.

This will be the first long-term advertising contract (36 months) for the Library. We are receiving a 40% discount off the regular advertising price.

Best Version Media, who publishes the magazine, has been in business since 2007. They also publish Mentor Living, which was so successful after its launch in October 2022, they decided to expand and create Willoughby Neighbors.

Since Willoughby Neighbors will focus solely on the City of Willoughby, we would like to expand our marketing to our other service areas which will include quarterly ads in the Willowick Courier and Eastlake Gazette beginning in March 2023. To my knowledge, Willoughby Hills does not have a monthly community paper, however I am checking with Holly to confirm.

Collections & Digital Services Report/Carol Tuttle

Digital Services

The WEPL subscription to PressReader will be discontinued at the end of January 2023. There has been declining usage over the last year. We have increased our patron access to digital newspapers through Newsbank, and there are increasing numbers of magazines available in Libby and hoopla. We maintain Flipster subscriptions to People, Real Simple, Lake Erie Living and All recipes which currently are not found in the other digital sources.

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2022 Emedia usage was over 6% above 2021 usage. Print books show strong circulation as well, increasing 6% over 2021 usage. Physical AV items continue to lag in circulation due patron behaviors shifting to digital formats and streaming.

[MAP/Collection Services](#)

There are currently nearly 90 readers signed up for the WEPL Adult Winter Reading Challenge running in the Beanstack app with 10 people so far completing the challenge. The challenge lasts until March 15.

The CLEVNET Technical Services SIG team meeting was held virtually and CLEVNET IT is implementing the request made by Donna and Carol to stop using the subfield z configuration in call numbers for DVDs and Blu-ray as it is no longer needed to coordinate patron holds. CPL cataloging had agreed that this is no longer needed for AV.

B&T Titlesource 360, the vendor online ordering platform, was again disabled for one week. This was done by the vendor as a precaution due to suspicious activity. MAP was fortunate to have entered all remaining building orders for 2022 prior to the shutdown.

[ILL/Clevnet](#)

ILL delivery items for 2022 finished the year about 11% below 2021. The delivery was much more consistent and with faster transit times than last year, but the number of items requested across CLEVNET in 2022 was lower than 2021.

Eastlake Library Branch Report/Amy Winter

Eastlake Library has welcomed Bethany Vernon as our New Circulation Supervisor. She is settling in and getting to know the staff and patrons. We think she is fitting in quite well.

We had a very successful partnership with Asa Angel's (we even got listed on their commercial) for their Christmas Toy Drive.

In addition to many advances in the construction process, we experienced a few setbacks with the fire suppression system and some delays in the manufacturing and delivery of materials. But things appear to be going well (please see the photos on our Facebook page taken and updated by Cathy Ellers). Our patrons are very excited to hear about all the plans and updates as they browse and checkout.

Cathy Ellers has had a Teen Art Club over at the Willowick Library thanks to the generosity of Kathleen and her staff. It's wonderful to be able to keep the club going during the renovation and not lose momentum on it.

Willoughby Branch Report/Deb Mullen

2023 started with our annual signature program, New Year New You. We had excellent attendance for all our sessions which included everything from Dr. Naoki Umeda from the Cleveland Clinic speaking on holistic and integrative medicine to Maggie Kimble guiding participants through making their own aromatherapy. We also had Erika Whites from Wellness Traditions in Eastlake lead participants through yoga with their children and others through chair yoga. Pamela Thailing discussed chakras and our own Anthony Benedictis led a group

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creating vision boards and our own Mitz Horrigan-Bartolucci trained 8 people to save a life with Narcan. University Hospitals also provided free blood pressure and glucose screenings throughout the day and the Sweets Geek provided vegan chocolate chip cookies. The News-Herald did a nice story on us (see attached document in the packet).

Congratulations to Brian Campbell who has officially been promoted to Assistant Manager and to Sheehan Clarkson who has been promoted to Circulation Supervisor at Willoughby. Both people have proven themselves to be indispensable and we are so happy to have them as part of the leadership team!

OLD BUSINESS

Mrs. Roseum would like to see the Strategic Plan revisited; Mrs. Petruccio added that it should be looked at to see what items have been accomplished. The Finance and Planning Committee will possibly guide the project.

NEW BUSINESS *no new business*

NEXT MEETING: Monday, February 20th, 2023, 6:00 p.m., **Willoughby Hills Library**

MOTION 9-23

Mr. Mackey moved and Mrs. Roseum seconded that the Board adjourn into executive session to discuss part two of the Director's evaluation at 6:45 p.m.

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 "Yes". Motion carried.

The Board returned from executive session at 7:44 p.m.

MOTION 10-23

Mr. Mackey moved and Mr. Foisel seconded that the Board approve the setting of the Director's annual salary at \$140,000 effective the first full pay period of 2023.

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 "Yes". Motion carried.

ADJOURNMENT

MOTION 11-23

Mrs. Roseum moved and Mr. Mackey seconded that the Board adjourn at 7:42 p.m.

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

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Respectfully submitted,

Board President

Board Secretary