

CALL TO ORDER

The meeting was called to order by President Petruccio at 6:01 p.m.

Present: Mr. Foisel, Mr. Mackey, Mr. Monin, Mrs. Petruccio, Mrs. Roseum.

Absent: Mr. Buttari, Mrs. El-Khoury, Mr. Linderman

Also present: Director Rick Werner; Fiscal & Compliance Officer Vicki Simmons; Administrative Assistant Trisha Lastoria, and Annette Doley.

Additions to the agenda:

Mr. Werner stated that since Ms. Doley was in attendance, the resolution honoring her retirement would be moved up on the agenda.

MOTION 80-22

Mr. Monin moved and Mr. Foisel seconded that the Board approve the nomination of Mr. Mackey and appointment of Mr. Mackey for Board Secretary pro-tem.

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

Citizen's Comment: *no comments*

Mrs. Petruccio presented the following minutes:

- October 17, 2022, Annual Meeting of the Records Commission
- October 17, 2022, Regular Meeting of the Board of Trustees

MOTION 81-22

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

- October 17, 2022, Annual Meeting of the Records Commission
- October 17, 2022, Regular Meeting of the Board of Trustees

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

RESOLUTION 82-22

Mr. Monin moved and Mrs. Roseum seconded that the Board approve the resolution honoring Annette Doley.

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

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY

REGULAR MEETING OF THE BOARD OF TRUSTEES, MONDAY, NOVEMBER 21ST, 2022, 6:00 P.M.

WEPL ADMINISTRATIVE OFFICES

FISCAL OFFICER’S REPORT

PLF Fund Distribution

PLF	2021	2022	% Increase
November	\$ 188,670.38	\$ 200,546.21	6.29%
YTD	\$ 2,119,495.38	\$2,314,340.03	9.19%

MOTION 83-22

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

OCTOBER LIST OF BILLS PAID:	\$500,618.38
OCTOBER FINANCIAL STATEMENT:	YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$7,567,607.24	\$5,599,265.54	\$3,057,464.29
Grants	\$0.00	\$0.00	\$0.00
Corona Virus Relief Fund Public Library	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$517,790.25	\$359,620.58	\$2,676,331.78
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	\$8,085,397.49	\$5,980,286.22	\$5,779,264.98
OCTOBER INVESTMENTS	\$3,930,714.86		

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

MOTION 84-22

Mr. Monin moved and Mrs. Roseum seconded that the Board approve the Eastlake Library renovation furniture purchase from Ohio Desk for the amount of \$82,013.82.

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY

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WEPL ADMINISTRATIVE OFFICES

On roll call the following vote was cast: Mr. Buttari “Absent”, Mrs. El-Khoury “Absent”, Mr. Foisel “Yes”, 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 85-22

Mr. Foisel 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.

RESOLUTION 86-22

Mr. Monin moved and Mr. Foisel seconded that the Board approve the resolution instituting a longevity pay program for NBU Library Staff in 2023.

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

SLATE OF OFFICERS FOR 2023

After a discussion, it was agreed that the members on each Committee would remain the same.

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

ADMINISTRATION REPORT

MOTION 87-22

Mr. Monin moved and Mrs. Roseum seconded that the Board approve the two-year ABC Mouse contract for \$4,475.00.

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

MOTION 88-22

Mr. Monin moved and Mr. Foisel seconded that the Board approve the two-year Beanstack contract for \$1793.00.

On roll call the following vote was cast: Mr. Buttari “Absent”, Mrs. El-Khoury “Absent”, 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

The construction work at the Eastlake Library continues. Under the coordination of Lakeland Management Systems and GPD Group, we have been holding weekly status meetings to monitor the progress and talk through any issues that have arisen.

LMS – through the Project Manager Mary Beth Norton and the Project Superintendent Ken Skilton – have done a good job of raising issues and keeping us – especially Amy Winter and the Eastlake staff – apprised of the construction progress. Similarly, WEPL's history with Jason Nolde, his great work, and that of his GPD Group colleagues have paid dividends as the renovation work has progressed.

GPD oversaw the bidding/proposal process for the furniture package and I am happy to report that the low bidder's (Ohio Desk) proposal has come in within the revised estimate that GPD had made. We are in the process of getting the purchase order in place with Ohio Desk so that the furniture procurement and delivery process can align with the phases of the renovation work.

As the construction work goes on in the eastern half of the Library, I want to highlight the efforts of the Eastlake Library staff to continue to provide excellent (if slightly altered) service to their patrons and the community. I also want to commend the work of Tom Johnson and the Facilities staff for their work with LMS and GPD.

Willoughby Miracle On Erie Street: December 3, 2022

Deb Mullen continues to work with the Heart of Willoughby organization to plan for the Miracle on Erie Street holiday events to be held in downtown Willoughby on Saturday, December 3.

We have negotiated an agreement with HOW for their use of the new administration building for the Winter Market that will be held on December 3. HOW has made WEPL an additional insured on its liability insurance policy for the event. In addition to making the lobby space available, we will also be providing tables and chairs for the use of the Winter Market vendors.

The Willoughby Library will be open until 9:00 pm on Friday, December 2, as part of the WinterFest activities.

United Way/Lake County Public Libraries

The directors of the Lake County public libraries recently met with Dione DeMistro, the new director of United Way Services of Lake County to discuss partnership opportunities.

As you may recall, Dione (when she was with Lakeland Community College) oversaw the WEPL strategic planning process in 2018 and 2019. On behalf of the United Way, she is interested in working with the public libraries on overlapping program goals, especially in the areas of early childhood literacy and outreach to underprivileged and under-resourced families across Lake County. UWSLC is undertaking a series of listening sessions in the next few months and Dione is hoping that the libraries can be part of them.

All the libraries present indicated their willingness to be a partner with UWSLC and we walked Dione through some of the programming that each library does now to reach the families with young children demographic. We all stressed the need for United Way to also include the various school systems in this work.

In Brief

- The City of Willoughby has agreed to include the new administration property parking lots in its 2022-2023 snow plowing program. The City provided this service last winter as well. We are grateful for their assistance.
- After delays due to equipment availability and subcontractor timing, the new Willowick Library elevator should be operational by early December. We appreciate the patience of Willowick patrons and staff.

Deputy Director's Report/Eric Linderman

[Human Resources Update](#)

Circulation Supervisor

We have offered the position of Circulation Supervisor to Bethany Vernon, who will supervise the circulation department at the Eastlake Library, beginning in early December. Bethany has worked for WEPL since 2004 and has proven herself to be highly dedicated to customer satisfaction and able to manage and improve the processes involved in library circulation work. Bethany will be filling the position that was held by Annette Doley for many years prior to her recent retirement.

We also have an opening for Circulation Supervisor at the Willoughby Library, which is part of a plan that includes Brian Campbell's promotion to Assistant Manager. Brian is on track to complete his MLIS degree in mid-December, and the appointment of his replacement in the circulation department will be in coordination with that. The hiring process for that has been in progress, and we will be announcing a new supervisor very soon.

Library Services Technician

Heather Siracki and I are going to repost the job ad for Library Services Technician. After an initial posting, and one round of interviews, we have decided to continue the search.

This job assists Heather with a lot of routine maintenance and repair. It is an entry-level skilled position that can be mostly trained in-house, but it is also a position that requires someone to be detail-oriented and obviously good with computers and related technologies. So, it is difficult to attract applicants who are not above our limits on qualifications and pay, but who possess a necessary level of ability to learn the job and succeed.

Human Resources Coordinator

Doug Friedt recently announced that he will be moving back to retirement and working as an HR consultant. His appointment here was intended to be more or less short term, and he has done a lot to improve some of our processes, especially those involving our online HR platform. Since this new position is still evolving, I am reviewing the position description and considering the level of management where Doug's replacement will be located. We are looking at early 2023 as the target for filling this position.

[Photocopier Lease](#)

Heather Siracki, Donna Rosciszewski, and I continue to meet with different companies that supply copiers and printing equipment, since our current contract with Lake Business Products ends in the spring. At this time, we have received one presentation and quote, and we are talking to three other vendors. Donna, who is our Materials & Processing Supervisor, used to work for Lake Business Products, and her expertise has been very helpful as we move toward a decision, which I hope to have by the January Board meeting.

Marketing & Public Relations Report/Patrick Culliton

[Free Little Library Update](#)

WEPL currently has seven Little Free Library locations:

Eastlake City Hall, Eastlake Community Center, Fionas Coffee Bar & Bakery, Miracle League Park, Osborne Park (2) and Todd Field.

Little Free Libraries from the following locations have been removed due to ongoing vandalism. Some of the boxes were destroyed and it is recommended that they not be replaced.

Dudley Park (Removed in 2022 by City of Willowick) Jakse Park (Removed in 2021 by WEPL) Manry Park (Removed in 2022 by City of Willowick)

[Boosters Fundraiser](#)

The exciting new Boosters fundraiser is underway. The Boosters will be collecting used ink cartridges at each building to recycle and raise funds for the library. They are partnering with Planet Green Recycle. We are pushing this on social media, email campaigns, and with signage in the buildings.

[New Website](#)

The new website is coming along. We are in the phase of finalizing content and organization of all of the site pages.

[Libcal](#)

The migration from Evanced to Libcal as our online events calendar is going very well. We will officially switch to Libcal on Dec. 19. Staff have been very flexible and patient with the process and have learned how to use it well. Thanks to Sarah Vargo, Heather Siracki, and Carol Tuttle for input and tireless work in the setup process.

[NEO-RLS Marketing and PR Advisory Group](#)

Patrick took part in his first meeting as a member of the NEO-RLS Marketing and PR Advisory Group. It was an informative meeting. Topics discussed included analyzing analytics on NEO-RLS's website and email campaigns, along with their recently approved Marketing Plan. Many of the ideas raised can be used to fine tune WEPL's marketing plans as well. Speaking of...

[2023 Content Calendar](#)

We have been working on a Content Calendar for 2023. This calendar singles out monthly themes and initiatives and finds ways to tie library materials and resources to them. This is in addition to the existing marketing plan for library events. We are excited to implement this marketing plan in 2023 and hope to meet or exceed our determined goals. We will share the Calendar(s) at the December Board meeting.

Collections & Digital Services Report/Carol Tuttle

[Digital Services](#)

Heritage Hub has been added to the WEPL NewsBank database portfolio on our website. Heritage Hub is a genealogy database of U.S. obituaries and death notices for in-depth research from 1704- present. It includes coverage from all 50 states and some original obituary images. It has already been used for more than 270 searches since it went live the last week of October.

Carol continues to work with the WEPL team (coordinated by Patrick Culliton) updating the content for the new website and providing insight to the Blackbird design team.

MAP/Collection Services

Materials and Processing staff have been working hard to catch up after the Baker& Taylor website was nonfunctional for two weeks in September. The last building orders for 2022 will be placed by Nov. 18 and there are many shipments coming in being processed and invoices paid for the upcoming end of the fiscal year. The online customer service portal is still not working properly, so MAP staff are spending extra time and effort verifying shipments and the status of orders. Their flexibility and work ethic are to be applauded. Selectors have done a great job of meeting the moving deadlines and their budgets.

The 2022 WEPL Winter Reading Challenge has been launched in our Beanstack app by Collection Services Librarian Amanda Schoen. Readers are challenged to read 10 books from 50 different categories for a chance to win prizes. To date, 65 readers have registered and 4 have already completed the challenge. The Challenge will continue through March 15, 2023.

In late September, Carol worked with Megan of CLEVNET IT to update the catalog for the Eastlake remodel by shadowing and giving current location of “storage” for the items that will not be accessible.

Carol Tuttle and Donna Rosciszewski attended the Open House at Midwest Tape headquarters near Toledo. We met with the sales, marketing and business reps we work with and saw how the processing and shipping of our AV orders are handled. The tour included seeing the recording studio where narrators record audiobooks.

Amanda and Carol attended the Back to the Book XXI in-person program sponsored by NEORLS. This was a large conference with attendees from many libraries in Northeast Ohio. The speaker, Becky Spratford, is nationally recognized for Reader’s Advisory expertise. She gave excellent presentations on Booktalking and Bringing Readers Back into the Building.

ILL/Clevnet

Delivery has been consistent and without drama, which is welcome after 2 ½ years of up and down.

Willoughby Library Branch Report/Deb Mullen

As we wrap up 2022, Willoughby Library has some fun programming planned for the remainder of this year and into 2023.

A whole day of multicultural family fun is to be had on Saturday, December 3 as we reboot Miracle on Erie St.! Programs to learn about various holiday traditions of the season including Advent, Hanukkah and Kwanzaa will be featured. The star of the show as always will be Santa Claus as he pays a visit to Willoughby Library from 10-Noon. Free digital photos will be provided by local photographer Rick DeVan. The Heart of Willoughby will also be holding a Winter Market at New Admin from 10-4 featuring vendors selling food, crafts and products suitable for gifts.

The library will also be open on Friday, December 2 from 5-9 to help support the local Downtown Willoughby Merchants as they hold the first part of their annual Holiday Stroll. Part two of the Holiday Stroll takes place Saturday, December 3 from 10-5.

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY

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WEPL ADMINISTRATIVE OFFICES

Our third annual New Year New You signature program will be held on Saturday, January 14, 2023. We have a full day of health-related events planned to include hearing, glucose, cholesterol, and blood pressure screenings as well as yoga, aromatherapy, and alternative medicine programs. Our keynote speaker will be Dr. Naoki Umeda from the Cleveland Clinic who will speak on Integrative and Holistic Medicine.

Congrats to Jill Carroll for her very well received program about the Lake County Crime Lab on November 7. Over 50 people attended including many students from the Willoughby South Forensics class!

In other news, congratulations to Brian Campbell as he graduates in December from Kent State University with his MLIS! Brian will be fully moving into his Assistant Manager position very soon. Brian has been an asset not just to Willoughby but the entire system and is very deserving of this opportunity!

Finally, Willoughby Library will be a drop off point for Project Noelle Helps gifts for children who have lost a parent to the opioid epidemic. This year is our third partnering with Project Noelle. Both patrons and staff enjoy making the holidays a little brighter for these children.

Happy Holidays from the staff at Willoughby Library!

OLD BUSINESS

Personal evaluations from the Director and Fiscal & Compliance Officer are due by December 1ST.

NEW BUSINESS

Patrick Culliton will be at the December Board meeting to take photos of the Board members for the new Library website.

NEXT MEETING, Monday, December 19th, 2022, 6:00 p.m., WEPL Administrative offices

ADJOURNMENT

MOTION 89-22

Mr. Monin moved and Mrs. Roseum seconded that the Board adjourn at 6:36 p.m.

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

Respectfully submitted,

Board President

Board Secretary