

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees  
Monday, May 16th, 2022, 6:00 p.m.  
Held virtually via Zoom pursuant to House Bill 51 passed by the Ohio General Assembly on February 17, 2022.

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**CALL TO ORDER**

The meeting was called to order by President Petruccio at 6:06 p.m.

**Present**

Mr. Buttari, Mrs. El-Khoury, Mr. Foisel, Mr. Mackey, Mr. Monin, Mrs. Petruccio.

**Absent**

Mrs. Roseum

**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 approval will be needed for an increase to the staff recognition budget.

**Citizen’s Comment**                    *no comments*

Mrs. Petruccio presented the following minutes:

- April 18, 2022, Regular Meeting of the Board of Trustees

**MOTION 31-22**

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

- April 18, 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>May</b>	\$ 197,356.54	\$ 293,333.46	48.63%
<b>YTD</b>	\$ 877,612.27	\$1,050,722.79	19.73%

**MOTION 32-22**

Mr. Monin moved and Mr. Mackey seconded that the Board approve the April 2022, Fiscal Officer’s report:

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APRIL LIST OF BILLS PAID:	<b>\$639,875.87</b>
APRIL FINANCIAL STATEMENT:	YTD

	<b>RECEIPTS</b>	<b>EXPENDITURES</b>	<b>BALANCES</b>
General Fund	\$3,564,880.21	\$2,107,920.41	\$2,546,082.39
Grants	\$0.00	\$0.00	\$0.00
Corona Virus Relief Fund Public Library	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$923.43	\$207,645.47	\$2,311,440.07
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	\$0.00	\$14,414.94
<b>TOTALS</b>	<b>\$3,565,803.64</b>	<b>\$2,336,496.34</b>	<b>\$4,903,461.01</b>
APRIL INVESTMENTS	<b>\$4,133,295.95</b>		

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

**MOTION 33-22**

Mr. Monin moved and Mr. Buttari seconded that the Board approve the proposed 2023 tax budget.

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

**COMMITTEE REPORTS**

**AUDIT (Roseum, Buttari, El-Khoury, Tyler-citizen)**

*Did not meet*

**BUILDINGS (Monin, Buttari, Foisel)**

*Did not meet*

Mr. Monin stated that bids will be accepted for the Eastlake Library renovation until tomorrow, May 17 at noon. A Special Board meeting will follow in 1-2 weeks for a General Contractor recommendation. Mr. Werner included that a change was added to the bidding documents to extend the time length of the project from 210 days to 250 days due to the supply chain demand. Another addition to the contract is the liquidated damages clause requiring the contractor to pay the Library up to \$500 a day beginning on the 251<sup>st</sup> day if there wasn't a good cause for the extension.

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

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

**MOTION 34-22**

Mr. Monin moved and Mr. Buttari 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**

**RESOLUTION 35-22**

Mr. Mackey moved and Mr. Buttari seconded that the Board approve the increase to the 2022 Staff Recognition budget.

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

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**Director’s Report/Rick Werner**

**Eastlake Library Renovation**

With the approval by the Board of the resolution releasing the Eastlake Library renovation bidding documents, the formal process has started for the work at Eastlake. The legal notice was published in the News-Herald on April 28 and May 5.

The pre-bid meeting was held at the Eastlake Library on May 5. Michelle Tomei and Jason Nolde summarized the project for the 8 to 9 general contractor representatives in attendance. Amy Winter and Tom Johnson were resources for the representatives as they walked through the Library to scope out the existing building. We also invited moving contractors to attend as well so that we could explain the project phasing in order to get quotes for the necessary moving and storage of materials.

Bids from potential general contractors are due on May 17. Working with the GPD Group staff, we hope to be able to review the bids and have a draft recommendation for the Board by the beginning of June. If we are able

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to keep to that schedule, we anticipate asking for a special meeting for the Board in early June to consider the recommendation of a general contractor.

### New Administration Building

With the progress on the Eastlake Library renovation, we hope to be able to be more public about the Library's plans for the renovation and eventual use of the new administration building.

The "public" premiere of the Library's ownership of the property will come with the WEPL Boosters use of the building for its first post-pandemic book sale on May 20 and 21. In addition to the book sale, Deb Mullen and I will be giving tours of the vault on the Saturday of the sale.

We continue to work on the memorandum of understanding with the City of Willoughby to identify the ways in which the City and the Library can partner on the use and maintenance of the property between now and when we move the Library's administrative and other functions into the building. In particular, I hope that we can support the downtown Willoughby events by making the parking lot available throughout the summer and fall.

Over 25 members were in attendance at the meeting which was conducted by Karen Fraley and her colleagues. We have an agreement with Giannetti Landscaping to maintain the exterior yard areas of the property as they do for the Library's other properties. We do not anticipate making major changes in the landscaping over the summer.

### Speaking of the Boosters . . . . .

The WEPL Boosters held their first membership meeting since the pandemic on April 26th at the Willowick Library.

Over 25 members were in attendance at the meeting which was conducted by Karen Fraley and her colleagues on the Boosters Board. There was real energy in the room around the upcoming book sale as well as other fundraising/friend-raising ideas for the balance of 2022 and into 2023.

Even while they were in COVID-hiatus, the Boosters have continued to support Library programming through financial contributions from their reserves.

### Hiring Update

Patrick Culliton, WEPL's new Marketing and Public Relations Manager, started on April 25. He and Michelle Hudson have begun their meetings with the Library Managers to hear their programming and outreach plans for the remainder of 2022.

I believe that the partnership of Patrick and Michelle will bring a significant focus and expertise to the marketing and communication needs and opportunities for the Library as we continue to emerge from the shadow of the COVID siege.

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We are continuing the search for the newly created position of Library Services Manager to replace Biagio Di Cioccio by reposting the job. The initial posting only yielded three applicants and we hope to see more candidates.

During the transition from Biagio to the future Library Systems Manager, Heather Siracki is providing the Library with technology expertise and coverage. Given her exemplary work since she started at WEPL in 2020, we have promoted Heather to the new position of Library Systems Coordinator. We will not be filling her previous position.

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

### [Human Resources Update—NEO-RLS Salary Survey](#)

With Vicki's help, I completed our updates for an annual salary survey that NEO-RLS began in 2021. This is a helpful resource when it is placed alongside other types of internal and external pay comparisons.

We do our own studies on a regular basis, which look at the pay of our own staff in relation to each other as well as similar jobs in comparable libraries in the state. This new survey compiled by NEO-RLS is more comprehensive and includes data from libraries of all sizes. The results of this survey are especially good for viewing the full pay range of specific job types in different regions.

### [Willoughby ArtsFest](#)

The Willoughby ArtsFest is coming together very well, and I am excited that WEPL is playing an important part in the program. That is largely because of Deb Mullen's leadership of the children's programming that will happen on the grassy area in front of the new Admin location.

Overall, it is looking like we will have a program that closely resembles the pre-pandemic festivals. The committee is on target with the numbers of artists and sponsors who are participating, and a recent jury of submitted work revealed a large variety of 2- and 3-dimensional art that will be on display. One improvement this year is that the committee will provide an orientation day for volunteers, which I believe will be very helpful to those joining us for the first time.

### [WEPL Internship Program](#)

Brian Campbell has been working on a plan for an internship program for high school or college students to gain work experience at the library. This effort has been prompted, partly, by the reduction in work during the pandemic that resulted in the increased utilization of circulation staff to complete shelving work. Since that time, we have been filling vacant circulation jobs but not page vacancies.

In the past, we hired many high school students to work as pages. Looking forward, we may not be hiring as many pages as we used to, but I think it is important to provide opportunities for younger adults to learn about

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library work and possibly develop an interest in pursuing a career in libraries.

I spoke about this at the last meeting of the Labor-Management-Safety Committee, describing the reason for this program and the plan for its implementation. The likely approach for this internship will be to create a temporary bargaining unit job, which is allowed by our agreement with the union if it is less than 90 days. That would work well for a summer internship program.

The hiring of interns will include a rigorous interview process, which will place much emphasis on the student's career interests. The job will include a combination of circulation work, shelving, and shadowing reference staff.

### Training Programs

Colleen Kelly had begun work on a thorough staff training program before her retirement last June. Since that time, I have shared the work of Colleen and her committee with Doug Friedt and we have begun to move forward again with this effort. With constant changes in technology, staff training is a frequent topic of the Labor-Management-Safety Committee as well as the recent negotiation of the collective bargaining agreement.

It has been established that Doug Friedt will act as the staff training coordinator for WEPL, which means that when a need for training has been identified, it will be up to Doug to plan the appropriate training plan. A training plan may include online tutorials, workshops provided by associations such as NEO-RLS, or in-person training provided by library staff.

Increasingly, our staff is using online tutorials for training staff as well as the public, most of which are either imported or created by our staff using a resource called Niche Academy. Many examples of these tutorials for digital content can be seen on our website.

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## Marketing & Public Relations Report/Patrick Culliton

I am thrilled to join the WEPL community and have had a wonderful onboarding experience. I already feel at home here and am excited to work with Michelle and WEPL staff to coordinate our efforts around amplifying WEPL's success.

During my second week, Michelle and I met with various staff at all the buildings. These conversations were enthusiastic, enlightening, and productive. We ended that week with a concrete list of goal items to work toward.

A couple of the immediate tasks that we are working on, beyond Michelle and I creating a workflow for ourselves and our varied responsibilities, are:

1. Shifting staff to using Canva for graphics/print materials
2. Creating a schedule for social media promotion of programs

We plan to train interested staff on using Canva. Additionally, we are working on a Canva best practices

document with templates and brand consistency requirements for staff to use as reference after training.

Alongside this, we are working with staff to compile a list of all WEPL programs that need promoted for the month of June. I will use this list to build our first Social Media schedule that will help us to promote WEPL programs in an optimized way. Once the schedule is in place and running, Marketing and staff will monitor registrations and further push programs as needed up to and including the day of the event.

These two initiatives will be clearly communicated and made available with staff. As always, we want staff to see the work that we are doing for them, and we want them to know that sharing ideas, suggestions, questions, and recommendations is always welcome. Two-way communication is crucial in helping us reach our goals together.

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

### [Digital Services](#)

WEPL has now joined the nearly 50 Ohio libraries currently offering access to Northstar Digital Literacy thanks to an IMLS ARPA grant from the State Library. Northstar focuses on basic digital literacy skills—such as using a mouse, searching on the internet, and using email—as well as advanced skills, like using Google Docs and searching for jobs online. We are currently just offering self-directed online learning with the ability to offer in-person curriculum-based instruction in the future. Currently, learners can independently access original online content incorporating Northstar standards, instruction, and practice. When learners complete an assessment, they are automatically directed to the Northstar Online Learning (NSOL) content corresponding to what they still need to learn. Northstar is designed at a 4th grade reading level. The site is designed to allow patrons to create learner accounts and self-direct their learning based on the outcomes of their assessments.

### [MAP/Collection Services](#)

To enable our hotspot collection to transition into the T-Mobile network, Mobile Beacon sent 44 free new Linkzone hotspots to replace our Coolpad Surf hotspots still in circulation. Circulation staff efficiently snagged the older devices as they were checked in so they could be returned to Mobile Beacon, and Amanda quickly processed the new upgraded hotspots to minimize the delay for patrons.

Carol met with the new Holden Forests & Gardens Librarian to return the 29 Holden books comprising the special circulating collection that had been on loan to WEPL for a year under a cooperative agreement. The books had been housed on display at the Willoughby Hills building and circulated well throughout the year for a total of 279 circs for 29 titles.

### [ILL/Clevnet](#)

STAT delivery service officially ended on April 15. On April 18, the State Library delivered 60 totes of backlogged items to us, and Priority Delivery service resumed. Karen and Teresa worked steadily to get this influx of materials distributed to our buildings. WEPL has had consistent and reliable service since April 18.

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For 2022 so far, CLEVNET consortium materials transiting into and out of WEPL is running about half the number of items we handled in 2019 before the pandemic. These numbers should increase dramatically if Priority Delivery remains consistent throughout the consortium and patrons regain confidence in the system and resume their previous rate of placing holds.

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## Eastlake Library Branch Report/Amy Winter

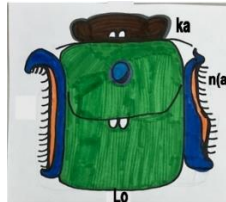
### Teen Art Club March and April

Cathy got a lovely email from one of the Art Club moms after this last Teen Art Club, which the project was “Shrinky Dink Impressionism”.

*From: Marianne Smith <fokus\_girl@hotmail.com> Sent: Friday, April 29, 2022, 9:26 AM  
To: Cathleen Ellers <cathleen.ellers@welibrary.info>*

*Good morning Cathy!  
Just wanted to drop you a quick note and let you know that Catie really enjoyed the project last night!  
I am so glad you've been able to keep this program going for so long. Thank you for all the work that you have done for the kids over the years!  
Marianne*

Cathy also received great reviews for her March project (Mayan Hieroglyphic names). While the pictures are regularly posted on Facebook here a few of the stellar works from the Teens.



### Adults

Tammy organized a Zoom history program about President Grant. She also hosted a watch party for the zoom show here at the Library. The program was well received, our patrons love a good historical program. The presenter did invite everyone to stop by and visit him at the Grant Historical site if they were ever in Missouri.

More work on the renovation was done by all Eastlake staff. The main event was the clearing of cupboards and the organizing of a teacher supply swap/giveaway. We had a dozen educators browse and cart away odds and ends we would not be using in the new building.

We are enjoying having Emily on staff. She is a great addition to Eastlake.



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## Children

Mama V. From Kulture Kids led a drum circle this past week. 12 kids and 7 adults had a great time and requested we “do this again!”

April 22, 70 kids and 6 adults from the 3rd grade from Thomas Jefferson Elementary walked over for a story time, tour, and learning about the library. The weather cooperated nicely for their walk.

Athena continued to take the homeschool Armchair travels to adventures around the world. They “visited” Trinidad and Tobago and made a “trip” to Costa Rica. She is looking forward to more travel adventures in the fall.

Eastlake Library was a stop on the “One Book One School Scavenger Hunt”. The book this year was “*How to Eat Fried Worms*”.

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## Willoughby Library Branch Report/Deb Mullen

Willoughby Library welcomes several new staff members to the team! Carolyn Deas, our a 20-hour Children’s Associate, is a teacher at All Saints of St. John Vianny and brings a wealth of experience working with children. Glenn Eveland, 20-hour Circulation Support staff, is a Social Worker by trade and brings a great deal of knowledge of working with people to our library. Kelsie Nagy, 32-hour Circulation Support staff is a new college graduate with much customer service experience and an interest in library school. Karen Ross, 20-hour Adult Reference Associate also brings a wealth of customer service experience as well as previous library experience in a special library setting. Welcome to all our new staff!

## Adult Services

Thanks to the leadership of Mitz Horrigan-Bartolucci, Willoughby Library is the first library in Lake County to partner with the Lake County General Health District to assist them in providing training in the administration and distribution of Narcan. Several library staff members volunteered to receive training on how to administer Narcan as well as training which will allow staff to train other community members in administering Narcan. Willoughby Library will provide quarterly group training, the first of which is scheduled for June 30, 2022, at 7pm. Members of the public can also contact the Willoughby Library to schedule training by appointment.

We also have a full slate of summer programs for adults including local author visits, most notably Terry Pluto, summer make and take crafts, programs about helping our oceans remain healthy, Social Security benefits and Thomas Paine. Don’t miss the outdoor concert with Erie Heights Brass on June 29 on the New Admin lawn!

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### Teen Services (Anthony Benedictis)

We have a nice variety of teen programming this summer including a Teen Paint Party with the Willoughby Fine Arts and Self-Defense for Teens along with weekly take and make crafts.

### Children's Services (Julie Vickers)

Ms. Jeannie Fleming-Gifford was our special guest on April 25th presenting her Symfunny program to preschoolers about music and rhythm. It was very interactive with the children making musical instruments and trying out the French horn. She also taught the children different vocabulary words related to music. The program was very well attended and received!

The Willoughby Children's Department is planning for the upcoming Summer Reading Program running Tuesday, May 31, 2022, through Saturday, July 22, 2022. We are having some excellent performers this summer including Outback Ray, Didgeradoo Down Under and Lake Metroparks with Raptor Encounter. There is an upcoming photo contest as a collaboration with the Willoughby Young Adult Department and the Willoughby Arts Collaborative. There will also be a tie dye event this summer that both departments are working on together.

Finally, don't miss our Family Outdoor Movie Series, in collaboration with the City of Willoughby, on the New Admin Lawn; our first movie is Buzz Lightyear Star Command on June 14 at 6pm!

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### **OLD BUSINESS**

Mrs. Petruccio commented on the OLC Trustee dinner, she said it was very informative and suggested that the newer Board members should attend next year.

### **NEW BUSINESS**

Mr. Monin asked how our circulation statistics currently compares to other area libraries, if they are experiencing the same decline that we are. Mr. Werner stated that he believes we are comparable to the local libraries, Mr. Linderman added that part of the issue was the statewide delivery problem this year.

**NEXT MEETING**, Monday, June 20, 2022, 6:00 p.m., via Zoom or location to be determined.

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**ADJOURNMENT**

**MOTION 36-22**

Mr. Monin moved and Mr. Buttari seconded that the Board adjourn at 6:37 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