

**CALL TO ORDER**

The meeting was called to order by President Petruccio at 6:13 p.m.

Roll Call:

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

Absent: Mr. Monin and Ms. Simmons

Also present: Director Rick Werner; Deputy Director Eric Linderman; Executive Assistant/Board Liaison Trisha Lastoria and Eastlake Library Building Manager Amy Winter.

Additions to the agenda: *no additions*

Citizen’s Comment: *no comments*

President Petruccio presented the following minutes for approval:

- o February 20, 2023, Regular Meeting of the Board of Trustees

**MOTION 21-23**

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

- o February 20, 2023, 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>2022</b>	<b>2023</b>	<b>% Increase</b>
<b>March</b>	\$167,624.53	\$177,575.77	5.94%
<b>YTD</b>	\$594,011.77	\$620,023.49	4.38%

**MOTION 22-23**

Mrs. Roseum moved and Mr. Foisel seconded that the Board approve the February 2023 Fiscal Officer’s report:

FEBRUARY LIST OF BILLS PAID:	<b>\$484,651.42</b>
FEBRUARY FINANCIAL STATEMENT:	YTD

	<b>RECEIPTS</b>	<b>EXPENDITURES</b>	<b>BALANCES</b>
General Fund	\$1,345,815.69	\$992,617.44	\$1,615,532.89
Grants	\$0.00	\$0.00	\$0.00
Corona Virus Relief Fund Public Library	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$13,411.46	\$372,429.54	\$3,103,274.77
Building Construction	\$0.00	\$0.00	\$0.00
Computer Information	\$0.00	\$0.00	\$61,523.61
Eastlake Coal Plant	\$0.00	\$0.00	\$0.00
Worrallo Fund	\$0.00	\$0.00	\$13,946.74
<b>TOTALS</b>	<b>\$1,359,227.15</b>	<b>\$1,365,046.98</b>	<b>\$4,794,278.01</b>
FEBRUARY INVESTMENTS	<b>\$3,642,545.02</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 “Yes”. Motion carried.

**COMMITTEE REPORTS**

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

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

Mr. Foisel stated that the Committee met prior to this meeting to discuss the Eastlake Library renovation, the space planning for the new Administration Building and the potential increased space at the Willoughby Hills Library and the exterior digital sign. No motions were needed at this time.

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

Mr. Werner briefed the Board that the strategic plan that was begun before the pandemic, the documents will be uploaded on the Board One Drive for review. A meeting will be scheduled with the Finance and Planning Committee to discuss further steps.

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

**MOTION 23-23**

Mr. Mackey 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**

### **MOTION 24-23**

Mr. Buttari moved and Mrs. Roseum seconded that the Board approve the February/March 2023 Surplus List:

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

### **RESOLUTION 25-23**

Mr. Mackey moved and Mr. Foisel seconded that the Board approve the United Way resolution.

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 “Yes”. Motion carried.

### **RESOLUTION 26-23**

Mrs. Roseum moved and Mr. Mackey seconded that the Board approve the five-year contract with Lake Business Products for printers, copiers, and related equipment that includes maintenance and other service calls effective July 1, 2023, to June 30, 2028, at a total lease cost of \$ 73,740.00 as amended.

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 “Yes”. Motion carried.

### **RESOLUTION 27-23 – additional information is needed, tabled until April meeting.**

\_\_\_\_\_ moved and \_\_\_\_\_ seconded that the Board approve the five-year contract with Lake Business Products for coin machines effective July 1, 2023, to June 30, 2028, at a total lease cost of \$ 34,080.00 as presented.

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## **Director’s Report/Rick Werner**

### **Eastlake Library Renovation**

With lots of leadership and planning by Amy Winter and Tom Johnson and a ton of hard work by Eastlake Library staff and Facilities staff, the patron operations at the under-renovation Eastlake Library moved from the west side of the building to the completed east side of the building at the beginning of the week of March 6.

The demolition, asbestos abatement, and construction work has begun on Phase 2 of the project on the west side of the Library. Thanks to the continuing coordination of the project by Lakeland Management and GPD, the timeline is still for a mid-summer completion.

Because it is never too early to plan a party, we will start to put together a plan for the ribbon-cutting event.

### Meet-and-Greet with Willowick Mayor Michael Vanni

With former Willowick Mayor Rich Regovich's election to the Lake County Commission in November of 2022, Councilman Michael Vanni assumed the office of Willowick Mayor in January.

Willowick Library Manager Kathleen Jozwiak, Eric Linderman, and I met with Mayor Vanni on March 7 at Willowick City Hall to formally introduce the Willowick Library and ourselves to the Mayor in his new leadership role.

We outlined the services and programs that the Library offers and reiterated our commitment to a constructive and community-building partnership with the City of Willowick and other Willowick stakeholders. We thanked him for the work of the Fire and Police Departments in ensuring the safety of our staff and patrons. We also outlined the building improvements we made in 2022 (the elevator replacement) and will be making this year (the HVAC system and the roof).

I think that we are off to a good start in working with the Mayor and the City of Willowick.

### Boosters Book Sale

The WEPL Boosters will hold their first book sale of 2023 at the future administration building the weekend of March 25/26. Thanks to the staff of all the Libraries in weeding and boxing lots of books and materials for the sale and to the Facilities staff for hauling all those books to the bank building and for setting up for the sale.

Given the success of the 2022 book sales, the Boosters are in a good position to continue to provide significant funding for programs across all four Libraries.

### CLEVNET Update

I attended a meeting of the directors of the CLEVNET eastern members, including libraries in Lake County, Geauga County, Ashtabula County, and eastern Cuyahoga County at the Mentor Public Library on March 15.

The primary discussion at the meeting is that transition of staff leadership at CLEVNET: the overall CLEVNET director (Hilary Prisbylla) left in 2022 and has been recently replaced and the long-time technology director (Larry Finnegan) is leaving at the end of March. As the leadership transition evolves, the CLEVNET directors group wants to ensure that the Cleveland Public Library, which serves as the consortium's fiscal agent and which employs all the CLEVNET staff, lives up to the governance agreement which was put in place in the last few years.

### Willoughby Hills Public Library

Following up the meeting that Sue Roseum and I had with Willoughby Hills Mayor Andy Gardner in late January where we raised the issue of the possible expansion of the Library's space inside of the Community Center, we (Holly Ferkol, Chris Gumal, Tom Johnson, Eric Linderman and I) did a walk-through of the Library and lobby outside of the Library with Jason Nolde from the GPD Group. I have asked Jason to provide us with a proposal and quote for the completion of a space planning and interior design for an expanded Library.

I have requested a chance to have another conversation with the Mayor to follow up the discussion that he had with Sue and me. We will not advance this potential project any further until we are sure that the City would consider it and until the Library Board has been briefed and approves a plan and a budget for the expansion.

### In Brief

- The City of Willoughby's Service Director recently contacted me to explore the possibility of a partnership between the City and the Library to install electric vehicle charging stations in the new administration building parking lot.
- With the consideration by the Board of the recommendation on the Library's printer and copier vendor, I want to thank Amanda Schoen, Donna Rosciszewski, and Eric Linderman who made up the team who interviewed potential vendors and negotiated an agreement with Lake Business Products.
- The 2023 WEPL United Way of Lake County campaign has commenced under the leadership of Michelle Hudson. Vicki Simmons, Eric Linderman, and I have teamed up to offer to match up to \$500 of direct or payroll deduction contributions from Library staff. Michelle is coordinating events at each building to raise funds for the campaign.

## Deputy Director's Report/Eric Linderman

### Copier/Printer Contract

Amanda Schoen, Donna Rosciszewski, and I have received proposals from four companies competing for our next contract for copiers and printers. We decided to continue working with Lake Business Products (LBP). One factor, besides our generally positive experience with LBP, is the ability to keep several of our existing desktop printers rather than replace those with new equipment. That allowed us to secure a lower overall cost while still obtaining the newest Canon copiers for functions that require the best quality, speed and durability.

Also, we are planning to offer wireless printing for the public this year. This increasingly desired feature will allow patrons to print from their phones. In order to do this, we will need to install new coinboxes that will be compatible with a software product called Papercut, which will be connected to several of our copier/printers. We will have to pay a licensing fee of \$4,116, and after that, the software will be part of our annual Clevnet membership.

I am requesting approval of a 60-month lease at \$1,229.00 per month, which covers equipment costs. Ongoing maintenance, including toner and repairs, is paid for by charges per copy. This cost will start at \$.0049 per copy black/white, and \$.029 per copy color. These charges typically go up from year to year, but we negotiated an agreement to lock in this rate for the first three years and increase by no more than 10% for each of the last two years of the contract. Our current rate under the expiring agreement is \$.0068 per copy black/white, and \$.04 per copy color.

I am also requesting approval of a 60-month lease for new coinboxes at \$568 per month.

This will include the addition of credit card readers and receipt printers for four of our public copiers.

The full proposal and quote from LBP have been included in the Board OneDrive file this month's meeting.

### Annual Activities

#### *Annual Survey from the State Library of Ohio*

In March every year, we complete a report to the State Library of Ohio the detail statistics from the previous year. In recent years, I have involved more managers in the process, which has improved communication about the contents of the reports and the reliability of the information. This year's report will include more detail about programs that we offer online. Carol Tuttle and Sarah Vargo have been especially helpful in putting that together.

#### *E-Rate*

WEPL benefits from the federal E-Rate program, which funds part of our cost for basic internet service. In recent years, we have received annual refunds of about \$5,000. I am working on transitioning the paperwork process to Trisha, which includes a series of online forms to describe service needs and to request funding.

### Human Resources Update

I have been working with Carol Tuttle and Deb Mullen on the plan to fill an open Collection Services Librarian position. This job was created a few years ago to build a stronger system-wide collection of materials.

This librarian manages our large collections of popular materials, while allowing book selectors at each of our libraries to build specific areas on more of an item-by-item basis. The Collection Services Librarian works a lot with analytics software to determine appropriate quantities of books according to author, and also manages many digital subscriptions.

At this time, we have completed interviews and will have a selection made very soon.

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

**New Website:** We have entered the development phase of the new website. It's looking great and we anticipate having a new website to show staff by late March/early April.

My thanks to Michelle, Carol, Sarah, and Amanda for their continued input and editorial assistance for all of the website content.

We were able to book Fox8's Wayne Dawson for a program at Hills on Feb. 18. He discussed his new book, *The Seeds of Greatness are Within You*, in addition to his career as a news anchor, all while weaving in ideas around Black History Month. Fox8 sent a member of their crew and our event was featured on the news that night.

Thanks to Michelle's press releases, the following events were featured in the News Herald:

Chess Club Tournament at Willoughby ran Feb. 6 (A reporter came to this and the tournament made the front page of the Sunday Herald!)

Gems and Jewels of Northeast Ohio: Western Lake County Historical Societies at Willowick ran Feb. 7

Wayne Dawson at Hills ran Feb. 14

How to Win at Checkers at Willoughby ran Feb. 27

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

### [Digital Services](#)

CLEVNET has made available a new eCard process (Quipu) that uses an automated service to provide cards for digital use without patrons needing to come to the library. This should eliminate the need for WEPL Circulation staff to monitor webform requests for eCards. We have requested to have the Quipu system activated for WEPL and it should be in place when the new website is launched. In anticipation of these new cards which will have the same barcode prefix across CLEVNET, Carol has been working with vendors to ensure that WEPL eCard patrons will be able to access our purchased databases and eMedia like hoopla, Libby and Kanopy.

OverDrive authentication now uses SIP protocol to check patron cards for their correct library. The patron barcode entered is verified by User Profile in Sirsi patron accounts to assign the patron's library. This does mean that alt. id logins can no longer be used in Libby: patron barcodes must be used (which impacts a minimal number of Libby users).

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

MAP staffing has been working extra hard as a seamless team to cover the shortage of staff hours due to illness. Every MAP member arrives at work knowing they will be processing materials of all formats and age categories to keep items moving quickly from order to delivery to buildings for patrons. Every MAP member prioritizes their workflow and steps up to help the rest of the team, and the teamwork is to be commended.

With the promotion of Amanda Schoen to Library Systems Manager, the position of Collection Services Librarian has been posted and there are several qualified applicants.

### [ILL/Clevnet](#)

ILL delivery for 2023 is running smoothly.

## **Eastlake Library Branch Report/Amy Winter**

The first week of March was spent moving the collection and the staff to the East side of the library and managing all the technical challenges that moving always brings. But we are getting settled and things seem to be running smoothly.



"The McKinley Years" program, presented on Feb.27 by Ally Carlson from the McKinley Presidential Library and Museum in Canton, Ohio, we had 24 people attend it through Zoom. On March 27, Eric Rivet from the Western Reserve Historical Society will continue his "War in the Pacific Theater" series for us with the virtual program "Battle of Guadalcanal". As of now, there are 26 patrons registered for the program.

Tammy also received some feedback after the McKinley program:

*"Keep the virtual presentations coming! I signed up for in-person programs and then ended up not attending for one reason or another. Mainly, I am tired in the evening and just do not want to go out, especially in the*

*winter. Attending when I register sounds like a good idea, but when the time comes.....spoke with some people at the senior center and many expressed feeling the same way and many do not drive at night. I do, however, realize if a presenter is promoting a book, they want you there in-person to buy it. Hybrid would be a nice alternative to keep everyone happy and involved."*

*Thank you,  
Christine Sebrasky*

Teen Art Club also met in January and February at Eastlake. Graffiti and polymer clay were the topics and the teens had blast. Check our Facebook Page to see the artwork.

## **Willoughby Library Branch Report/Deb Mullen**

Willoughby Library continues to offer a wide range of programming for patrons of all ages. Our adult book club, Delicious Discussions, which is held at various downtown Willoughby restaurants has a steady and growing following. Thanks to Library Associate Jill Carroll, Adult Services Librarian, Mitz Horrigan-Bartolucci and Asst. Manager Brian Campbell for doing such a great job in building relationships with the attendees. The group has been reading new releases and we appreciate the help of Carol (and previously Amanda) in MAP who obtained these book sets for us. We also partner with a second outside book club, the Tuesday Ladies Night Out group. Via Clevnet we've been able to get books for their growing group and they will begin utilizing book sets as well.

Our monthly Next Chapter Book Club for adults with disabilities, led by Mitz Horrigan-Bartolucci continues to go strong. We've also begun 2 monthly book clubs geared to children, The First Chapter Reading Club and Family Book Club which is a collaboration between our Children's Associates, Cara Speros and Melissa Davis. The First Chapter Reading Club affords the participants an opportunity to read the first chapter of a book to get a "taste" of it and hopefully continue reading. The Family Book Club gives families the opportunity to share a reading experience and do a craft based upon that book.

Some very well attended programs of note: A Children's Valentine Party presented by Julie Vickers and Melissa Davis served 75 children and parents. Teen CPR presented by Val Woods, a Heart Association certified LPN, drew 22 teens on President's Day which is outstanding attendance for a teen program. We currently have 50 signups for our Weird Ohio Road Trips program to be presented on March 9 by James Willis, author of Weird Ohio.



Our Circulation staff, led by Sheehan Clarkson, continues to do great work with passports. So many people are dissatisfied with the service of (or randomly cancelled by) the Willoughby Post Office come to us for help. The Willoughby Circ staff do a fantastic job in getting them appointments and completing the applications.

Finally, in order to move forward our partnership with the Willoughby Historical Society in terms of the preservation and digitization of the print materials they gifted to the library, we have asked the Boosters to purchase a high-quality scanner. Where copyright allows these digitized materials will be available on the world wide web. Other materials will be for in-house use only.

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**OLD BUSINESS**     *no old business*

**NEW BUSINESS**     *no new business*

**NEXT MEETING**, Monday, April 17th, 2023, 6:00 p.m., WEPL Administrative Offices

**ADJOURNMENT**

**MOTION 28-23**

Mr. Mackey moved and Mrs. Roseum seconded that the Board adjourn at 6:43 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