

CALL TO ORDER

The meeting was called to order by President Petruccio at 6:02 p.m.

Roll Call:

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

Absent: Mr. Mackey

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

Additions to the agenda: Mr. Werner stated that a revised agenda was added to the Board packet on One Drive.

Citizen’s Comment: *no comments*

President Petruccio presented the following minutes for approval:

- March 20, 2023, Building Committee Meeting
- March 20, 2023, Regular Meeting of the Board of Trustees

MOTION 29-23

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

- March 20, 2023, Building Committee Meeting
- March 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

PLF	2022	2023	% Increase
March	\$163,377.56	\$162,800.16	-0.35%
YTD	\$757,389.33	\$779,823.64	2.96%

MOTION 30-23

Mr. Monin moved and Mr. Buttari seconded that the Board approve the March 2023 Fiscal Officer’s report:

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees
 Monday, April 17th, 2023, 6:00 p.m. WEPL Administrative Offices

MARCH LIST OF BILLS PAID:	\$939,738.24
MARCH FINANCIAL STATEMENT:	YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$3,358,356.93	\$1,655,464.48	\$2,965,227.09
Grants	\$0.00	\$0.00	\$0.00
Corona Virus Relief Fund Public Library	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$21,084.75	\$672,734.41	\$2,810,643.19
Building Construction	\$0.00	\$0.00	\$0.00
Computer Information	\$0.00	\$20,930.46	\$40,593.15
Eastlake Coal Plant	\$0.00	\$0.00	\$0.00
Worrallo Fund	\$0.00	\$0.00	\$13,946.74
TOTALS	\$3,379,441.68	\$2,349,129.35	\$5,830,410.17
MARCH INVESTMENTS	\$4,661,326.17		

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

MOTION 31-23

Mr. Monin moved and Mr. Buttari seconded that the Board approve the transfer of \$14,069.54 from the Computer Information Fund, Computer Lease account to the Computer Information Fund Furniture and Equipment account.

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

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

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

MOTION 32-23

Mrs. Roseum 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.

POLICY (Buttari, Monin, El-Khoury)

did not meet

ADMINISTRATION REPORT

RESOLUTION 33-23

Mr. Monin moved and Mrs. Roseum seconded that the Board approve the revised United Way Day of Caring resolution:

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

PRESENTATION BY AMANDA SCHOEN ON THE FUTURE OF PRINTERS AND COPIERS FOR WEPL

A PowerPoint presentation was given on the options of self-serve faxing through TBS and PaperCut vendors. Transferring from traditional faxing to self-serve faxing would reduce staff intervention, be easy to use for patrons and are HIPPA compliant. Both options are being evaluated with the intention of being implemented by Q1 2024 to align with the lease of the new public computers.

Director’s Report/Rick Werner

Eastlake Library Renovation

The construction work is well underway on Phase 2 in the western half of the Library. The weekly construction meetings continue to keep us informed of the progress that Lakeland Management Systems is making and to deal with any questions or issues that have come up from Library staff or the LMS staff.

One challenge that LMS has encountered is identifying a supplier of the material for the sail on the roof of the building. They have secured a vendor of the mast. We may need to ask the Board to revisit the signature element of the design if the sail design cannot be implemented.

Patrick Culliton and Michelle Hudson have begun the planning for the ribbon-cutting event in the summer when the project construction is complete. We will identify a date as soon as we can and will share it with the Board.

WEPL Boosters Book Sale

The WEPL Boosters held a successful book sale at the new administration building in late March. The sale raised \$3,563 and the Boosters signed up 40 new members, garnering an additional \$500.

Under Karen Fraley's leadership, the Boosters have emerged from the COVID hiatus even stronger. Michelle Hudson, who serves as the liaison to the Boosters, and I are meeting with the Boosters soon to talk with them about ways to increase their funding of Library programming and services after their series of successful sales.

COVID Response Update

With the federal COVID public health emergency status ending on May 11, 2023, it is time for the Library to consider what COVID response measures, if any, should remain in effect in WEPL's facilities.

A number of neighboring public libraries (including Kirtland, Mentor, and Madison) have ended or will soon be ending the use of plastic barriers or shields at their public service stations (circulation and reference desks).

After discussion, Eric and I believe that WEPL should remove the barriers that WEPL has at its circulation and reference desks.

At the April WEPL staff Zoom meeting held on April 14, we raised the issue to get feedback and comments. Through Holly Ferkol, a number of Willoughby Hills Library staff voiced their opinion that the barriers should stay. There was little other response either way from the staff who attended the meeting. We would welcome Board input on this issue at the April Board meeting.

Even if we remove the barriers, staff who wish to will still be able to wear face masks and observe social distancing in their work with patrons and other staff.

Strategic Plan

With thanks to Trish for pulling together the relevant documents, Trish, Eric, and I recently met to talk about dusting off the 2019 strategic plan in order to work with the Board to refresh the Library's use of it.

We will work with Diane and Eric Foisel in his role as Chair of the Finance & Planning Committee to schedule a meeting of the Committee to review the existing plan and to discuss how to use it moving forward.

May Board Meeting

The May Board meeting is scheduled to be held at the Willoughby Library on May 15; we will provide a walk-through of the new administration building at 5:30 PM ahead of the meeting for interested Board members.

Deputy Director's Report/Eric Linderman

Copier/Printer Contract

I signed the upcoming five-year agreement for the copiers and printers with Lake Business Products. I am working with Amanda on the planning for wireless printing and public faxing to be integrated with our system to pay for copies and prints that exceed the amount offered for free.

A proposal was made, and then tabled at the March Board meeting to enter into a 5-year lease agreement for payment stations in the amount of \$568 per month. Since that time, Amanda has discovered another option, which may be better, so I have left that motion off the agenda for another month.

The question was raised at the March meeting about how the cost of such resources relates to the money taken in, and whether that justifies the investment. I checked our records since the last meeting, and we do take in over \$1,000 each month for prints and copies, so the amount received has been greater than the amount spent.

I should point out that dollar investment and return is only part of the discussion about the technologies we are considering. One reason we are considering these options is to offer a better solution for public faxing, which is being offered at no cost already. Also, we want to offer secure and user-friendly wireless printing, which means we need machines that will communicate with phones and laptops, whether we charge for the prints or not.

Looking specifically at print cost, we do want to offer some free printing as an incentive for being a cardholder, so we provide the first dollars' worth of prints at no charge. However, we also recognize that public printing costs money per copy, and that cost increases as the amount of printing increases. We buy paper, of course, and the maintenance cost for printers and copiers including toner is also billed to us on a per copy basis.

I believe we would see substantial increases in the cost of these resources if we were to offer unlimited free printing. Like everything else we offer, it is responsible to offer a resource at no cost, to a certain extent, because the public has already committed funds for it. But when taken to an extreme, we may find ourselves dedicating too much of a specific resource to a small segment of the community that takes advantage of it. I believe that we should continue to control this cost by balancing limited free prints with modest charges for prints that exceed the allotment.

Human Resources Update

I posted an ad for a Human Resources Generalist. "Generalist" is the common job title used in the human resources field for the job that covers the ongoing management of personnel policy, compliance with employment laws, compensation analysis, and benefits management.

Over the years, much of this work has been handled by me and Vicki, but it has become increasingly apparent that we should have more of a dedicated department for this work, given the need for consistency and continual updating of our procedures. It is also clear to me that hiring a qualified manager and expecting that person to quickly take over the management of many decentralized work practices is going to create more of a challenge than just continuing the present course.

I believe that the best next step will be to appoint an HR Generalist who will be tasked with learning our inside work while also researching practices that exist outside our organization. The plan will be to develop our HR program along with the person selected for this role.

Willoughby ArtsFest

As chair of the annual event, I have been working closely with Dana Wolfe from the Willoughby Western Lake County Chamber of Commerce on planning this year's festival. At this time, our jury has gone through a round of artist selection, and we have a healthy lineup of sponsors and vendors.

In March, Dana and I met with a group from the city of Willoughby to go over some of the logistical planning.

I was pleased to discuss ways that the Willoughby Library will be an active participant in the program. In particular, we have agreed to utilize a section of the Willoughby Library parking lot for handicap parking for the event, which in prior years, was designated farther away at the Willoughby-Eastlake Schools Credit Union.

Book Arts

I set a goal for myself this year to find some way to get back in touch with Librarian work while, of course, staying focused on the main responsibilities of my job. I decided to develop a small book arts collection (books about making books). It is going to be located at the Eastlake Public Library, as part of the makerspace resource. I once did a series of book making programs when I worked at the Euclid Public Library and may eventually do that at Eastlake as well.

Marketing & Public Relations Report/Patrick Culliton

Website

The new website is very close to completion. Meetings are now brief as Blackbird is deep in the development phase. The look and functionality to this point are great. We are so excited for this long, full team effort to come to completion.

New Shirts

The new t-shirts and polos arrived and have been distributed. They look great! Big thanks for Michelle and Karen for organizing the orders, as well as Sarah Vargo for helping us to sort and send them in delivery.

RiseVision

Patrick and Michelle received training from Amanda on RiseVision, the software that we use for the displays in all of our buildings. They are now back up and running, thanks to Amanda and Gabe's efforts.

Annual Report

The 2022 Annual Report is complete. Thank you to Carol Tuttle for all of her hard work gathering us important stats, as well as Vicki for providing the financial numbers. And a big thank you to Michelle for laying it out.

Professional Development

Patrick and Michelle attended Social Media Success is Possible!, offered by NEO-RLS and presented by Angela Hursh Patrick attended the NEO - RLS Marketing/PR Advisory Group Mtg

Children's Service Managers Report/Sarah Vargo

The children's staff have turned our attention to Summer Reading. We're all busy planning summer events and modifying the overall Summer Reading Challenge to encourage more sign ups and participation. Cara Speros from Willoughby had the idea to have a big event on the lawn at new admin that will include activities and staff from all the libraries. We're bringing back popular programs from last year including the 14-foot-long dinosaur at Willoughby Hills and Outback Ray at Willoughby. Plus, we've added new performers and lots of other great family events.

Sam Nicholson from Eastlake once again created us a great reading log for families to use in conjunction with Beanstack and she also updated her popular Outdoor Adventure Scavenger Hunt. We also think the kids will be very excited about the toys they can earn this year. The order already came in and the products are really fun, we can't wait to share those at our school visits. It's going to be a great summer!

Library Systems Managers Report/Amanda Schoen

- We have signed a new lease with Lake Business Products for new printers to be delivered in June. We have explored other vendors for faxing, wireless printing, and printing to pair up with the new printers.
We are currently in the process of evaluating all our options moving forward.
- Phase 2 of the Eastlake Renovation has begun. We have moved all technology equipment to the east side of the building and continue to respond promptly to any issues that arise.
- Amanda attended the Computers in Libraries conference the week of March 27th. It was very productive, and Amanda gained many ideas she hopes to implement at WEPL.
- We have acquired a portable speaker and wireless microphones for public programming. It has already been used successfully and we hope to have it available for mobile programming needs.

Willowick Library Branch Report/Kathleen Jozwiak

Our Signature Event is May 20. We continue with the Fantasy Folklore Fiction theme. This year we are focusing on Alice in Wonderland. We will have an Alice princess present plus a Magic in Wonderland

storytime for the children. For the adults, we have a Mad Hatters Tea, costume contest, foraging program, essential oils program, a magician with card tricks and stories of the Vikings. See the program guide for the fun description tying it all to the Wonderland theme.

We are in the process of restructuring the old downstairs circulation desk into a charging area and laptop workstation.

I participated in the Lions food drive April 1.

Sarah was invited and participated in the school carnival.

Our own carnival on March 29 was a big hit with about 75 people in attendance. Families had a great time.

Willoughby Hills Library Branch Report/Holly Ferkol

We had many successful programs such as Meet Crime Author Rick Porrello which had 121 people in attendance. People were able to buy his book and get his signature after the program. They also had the opportunity to get their picture taken with Rick. Getting Started with Medicare was a success with 23 people attending the program. Our Teen Coding program had 11 teens in attendance and the Learn to Crochet program had 8 people attending the program. We will have this program again since the response was overwhelming with over 20 people on a wait list for this program. Our library now has a Willoughby Hills Play Group for kids to attend when storytime programs are not in session. Our Homeschool CPR & First Aid was very popular with 28 in attendance for the 1st session of the day and 29 in attendance for the 2nd session of the day. There was also a Homeschool Trivia program that had 15 kids attending the program. We will look into getting some blinds or covering for the lower section of the windows behind the Reference desk to help with the heat and glare. We received our new loveseat for the Children's area and 2 book display units and a mobile book organizer.

OLD BUSINESS

Mr. Foisel asked what the status was on the digital sign at Willoughby Hills Library. Mr. Werner responded that he just received an email from Mayor Gardner asking for a meeting to go over the quote that he received. Mr. Werner will let the Board know when a meeting date has been scheduled.

NEW BUSINESS

OLC Library Trustee Dinner, May 4th at Embassy Suites in Independence.

NEXT MEETING, Monday, May 15th, 2023, 6:00 p.m., at Willoughby Library. Mr. Werner would like to give the Board a tour of the new Administration building at 5:30.

ADJOURNMENT

MOTION 34-23

Mrs. Roseum moved and Mr. Monin seconded that the Board adjourn at 6:51 p.m.

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

Respectfully submitted,

Board President

Board Secretary