

CALL TO ORDER

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

Roll Call:

Present: Mr. Buttari, 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; Administrative Assistant Trisha Lastoria. Jason Nolde from GPD Group and WEPL staff.

Absent: *no absences*

Additions to the agenda: *no additions*

Citizen’s Comment: *no comments*

Mrs. Petruccio presented the following minutes for approval:

- o February 21, 2022, Building Committee Meeting
- o February 21, 2022, Regular Meeting of the Board of Trustees

MOTION 16-22

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

- o February 21, 2022, Building Committee Meeting
- o February 21, 2022, Regular Meeting of the Board of Trustees

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

FISCAL OFFICER’S REPORT

PLF	2021	2022	% Increase
March	\$165,524.04	\$167,624.54	1.27%
YTD	\$539,737.36	\$594,011.78	10.06%

MOTION 17-22

Mrs. Roseum moved and Mr. Mackey seconded that the Board approve the February 2022 Fiscal Officer’s report:

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees
 Monday, March 21st, 2022, 6:00 p.m.
 Held virtually via Zoom pursuant to House Bill 51, passed by the Ohio General Assembly on February 17, 2022

FEBRUARY LIST OF BILLS PAID:	\$554,420.53
FEBRUARY FINANCIAL STATEMENT:	YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$1,239,490.87	\$972,758.49	\$1,355,854.97
Grants	\$0.00	\$0.00	\$0.00
Corona Virus Relief Fund Public Library	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$103.84	\$92,299.47	\$2,425,966.48
Building Construction	\$0.00	\$0.00	\$0.00
Computer Information	\$0.00	\$0.00	\$52,454.07
Eastlake Coal Plant	\$0.00	\$0.00	\$0.00
Worrallo Fund	\$0.00	\$0.00	\$14,414.94
TOTALS	\$1,239,594.71	\$1,065,057.96	\$3,848,690.46
FEBRUARY INVESTMENTS	\$2,875,492.86		

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 “Yes”. Motion carried.

COMMITTEE REPORTS

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

BUILDINGS (Monin, Buttari, Foisel)

Mr. Monin stated that the Committee met prior to this meeting. Jason Nolde went over the timeline schedule and updates to the floor plan and exterior of the building. He will provide additional information on the cables and sail by the end of the week. A Special Board meeting will be held within a couple weeks for approval on the design and cost, the next step is that the project will be put out for bidding.

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

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

MOTION 18-22

Mr. Monin 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

MOTION 19-22

Mr. Monin moved and Mr. Buttari seconded that the Board approve the change in policy of the timeline between library card renewals, from two years to three years.

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

MOTION 20-22

Mr. Mackey moved and Mr. Monin seconded that the Board approve the change in policy for electronic items to be returned in book drops.

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

ADMINISTRATION REPORT

MOTION 21-22

Mr. Monin moved and Mrs. Roseum seconded that the Board approve the two-year agreement with TextMyGov:

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 “Yes”. Motion carried.

Director’s Report/Rick Werner

Eastlake Library Renovation

We continue to work closely with Jason Nolde and Michelle Tomei from GPD on the finalization of the Eastlake Library renovation plans. In particular, Amy Winter, Tom Johnson, and Biagio DiCioccio have been engaged in on-going discussions with Jason and Michelle to review and make decisions on a variety of issues that GPD will include in the finalized plans.

Jason and Michelle will make a presentation to the Buildings Committee on March 21st that will bring the Committee up to date on the state of the plans. This presentation will include the most recent design plans for the entrance to the Library.

We anticipate that GPD will have the finalized design and bidding documents prepared by the end of March or the beginning of April. We hope to schedule a Special Board meeting at that time so that the Board can consider and approve the release of the public bidding documents. That timeline should make it possible for GPD and Library staff to have a general contractor recommendation for the Board by the end of May.

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New Administration Building Update

Deb Mullen, Tom Johnson, Eric Linderman, and I met on February 28, 2022, with Mayor Fiala, Service Director Rich Palmisano, and Economic Development Director Tom Thielman to continue our planning with the City about the use of the former Citizens Building property.

Mayor Fiala suggested – and we have started work on – a memorandum of understanding between the City and the Library that will spell out what services and support the City can provide during the period leading up to the Library’s move into the building in 2023. These services will focus especially on the maintenance and use of the parking lot. This could likely start with the City’s assistance in patching, sealcoating, and striping the lot in the summer of 2022. In the meantime, we will be seeking quotes for the removal of the ATM island in the middle of the parking lot.

The WEPL Boosters have agreed to hold their first post-pandemic book sale in the former bank lobby in May. We are pleased that we can make use of the building for the sale. Under Deb Mullen’s lead, we are also working with the Willoughby Historical Society to begin the planning for the relocation of their collection to the new administration building.

Tom, Deb, and I will be meeting soon with Bernie Giannetti, the Library’s landscaping contractor, to talk through the clean-up of the property’s “front yard.”

Administration Hiring Update

Eric, Carol Tuttle, Vicki Simmons, Doug Friedt, and I interviewed two qualified candidates for the Marketing & Public Relations Manager position on March 9 and 10. We will be making our final decision on that position soon.

With Biagio DiCioccio’s departure on March 11th, we have revised the job description and posted a Library Systems Manager position. We hope that this new position will allow us to take more advantage of the technical services that CLEVNET can provide us while bringing on a library professional who can oversee our technology services and needs.

Like Biagio did in his position, this new manager will supervise Heather Siracki, WEPL’s Network Technician, who is doing an excellent job of supporting the Library’s needs in the area of hardware and software support. We anticipate revising Heather’s job description (and compensation) to better reflect the work that she is currently doing as well as an expansion of her responsibilities.

COVID Response Update

The Library ended its face mask requirement for staff on February 28th. Our paper signage and website information still recommend the use of face masks inside the libraries. Thus far, we have not experienced any issues resulting from the transition from a mask requirement to a mask recommendation for staff.

We have an order into the State for 2,500 additional COVID tests for distribution from the four libraries. We were recently notified that we will be receiving 180 tests. We will divide those tests among the libraries as soon as we receive them. Given the small amount, we likely won’t do any publicity about their availability.

Deputy Director's Report/Eric Linderman

Circulation Policy

As I indicated in February, we are planning to move forward with a plan to begin transferring fines on juvenile cards to parents' accounts when the child turns 18. We are still working through details on this plan, which should be ready for approval at the April Board meeting.

For this month's meeting, I am requesting two policy changes. In February, we discussed the idea of adding more time between library card renewals, to reduce the number of times our patrons need to renew their cards. Our current policy is two years between renewals. Other area libraries vary greatly on this policy, but three years is common, and our managers are in agreement that increasing our renewal period to three years will be helpful.

Texting Service

I have talked in recent months about a plan to increase our ability to work with patrons via text messaging. I am hoping to move forward on this plan as soon as we have hired our new Marketing & Public Relations Manager, which is going to happen very soon. I also would like to be ready to move forward with this plan before the April Board meeting, so I am requesting approval to proceed with an agreement with TextMyGov.

This company's most recent and best offer so far is for a two-year contract at \$6,500 per year. They are offering to waive the \$3,200 setup fee that was included on their previous proposals.

Labor-Management-Safety Committee

The Committee met in early March to discuss technology training for staff, which had been an important topic during the recent negotiation of the current collective bargaining agreement. In particular, staff members have expressed interest in training on Libby, which is the most current platform for Overdrive e-media.

As we discussed in the meeting, Libby is not new; in fact, it has been around for years, but an older Overdrive app is still supported on certain devices. We have already provided recent in-person training on this. I also agreed that we will continue a plan to provide training on this through the digital Niche Academy platform. Furthermore, we are discussing the possibility of providing a refresher training segment at quarterly staff meetings, and Libby could be a topic for that too.

Communications & Development Report/Michelle Hudson

A complete list of monthly programs and events was submitted to Lake Community News (Eastlake Gazette, Willoughby Times, Willowick Courier), Today's Family, County Kids, Northeast Ohio Parent and Northeast Ohio Boomers for inclusion in their upcoming issues.

Individual press releases were sent/appeared in The News-Herald promoting March events.

- ❖ Full slate of Willoughby-Eastlake Library programs during the month of Month
- ❖ Button Collecting at Willowick Library
- ❖ Read Across America Day-March 2
- ❖ Women in Jazz with musician Galen Abdur-Razzaq

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- ❖ Lake County Soil and Water Conservation District-Rain Barrel program
- ❖ Eastlake Public Library Refresh-Interview with Rick Werner & Amy Winter

Monthly book discussion groups were scheduled in March at Willoughby Senior Center and Breckenridge Village. Jennifer Boresz Engelking, author of *Hidden History of Lake County*, will be discussing her book at the next Willoughby Senior Center discussion on March 28.

The W-E Library Boosters have approved funding for Weather Forecasting in the Zombie Apocalypse scheduled for October 2022. The Boosters will also be having their first book sale in more than two years. Sale is scheduled for May 20 & 21 and will be held at the new bank building property in downtown Willoughby.

WEPL will be sponsoring the Lake County Small Business Expo on April 8 at Lakeland Community College.

Collections & Digital Services Report/Carol Tuttle

Digital Services

PressReader reported a cyberattack on 3/5/2022 and pulled down the site. No patron data was compromised, and the site was partially functional the following day and fully functional two days later. Their position as an access provider of international journalism makes them a target for this type of attack.

The NewsBank subscription is seeing robust usage in 2022 as patrons can now access the digital version of The News-Herald and The Plain Dealer. Each publication was viewed well over 1000 times in the month of February and March is proving to have similar high usage.

MAP/Collection Services

Replacement hotspots ordered in November finally arrived and were processed and put into circulation.

Updated the procedure for circulating PlayAways to include making sure there is a battery in the case when the devices are checked out to a patron. The batteries are ordered and supplied by MAP.

The annual Launchpad and Wonderbook orders have been placed and items are starting to arrive for processing. Amanda resumed ordering bestsellers with B&T processing and is monitoring the receipt times to be sure we will still have them in time to fill our patron holds.

ILL/Clevnet

The State Library announced that the contract for service with STAT delivery service ends on April 15 and Priority Dispatch resumes statewide service on April 18. For the month of March WEPL has been capped at 14 bins picked up per day, which means we are accruing about 5 bins per day that we must store here. When our stockpile reached about 70 bins, Maintenance staff delivered bins we had set aside for Lake County. In addition, the number of materials sorted for delivery to us dropped due to a staffing shortage at the STAT warehouse. We

are hopeful that our current driver remains with us as a Priority driver, and that previous levels of material handling can resume following the April 18 switch.

Willoughby Library Branch Report/Deb Mullen

Willoughby Library continues to navigate an extended season of change. We bid a fond farewell to Willoughby Assistant Manager Travis Fortney who decided to venture into the world of entrepreneurship, purchasing a Zeppe's franchise in Geneva-on-the-Lake. He's promised to come back and do a program on how he did it! Travis brought so much to Willoughby and WEPL programming, including spearheading our fledging hybrid programming model and he was very diligent to pass on that knowledge to the remaining staff. We will miss him, but we also wish him great success!

Kathryn Tipton, 32-hour Circ clerk retired and Emily Bartley, 40-hour Library Associate 2, moved to a part-time position in Eastlake in order to pursue additional studies. Both staff members brought a tremendous amount of experience and commitment to their positions, and we wish them well as they look forward to what's next!

Congratulations to Brian Campbell who is our interim Assistant Manager/Circulation Supervisor! Brian has consistently gone above and beyond since he began at Willoughby Library 2017 and has made himself indispensable! He has participated in many of our recent circulation initiatives including our current move to give new adults a fresh start on their billed or blocked library cards by moving bills to the care/of listed when the cards were opened for these folks as juveniles. Brian brings a wealth of management experience to his position as well as an interest in authors and programming.

We also welcome Anthony Benedictis as our new Teen Librarian. Anthony began at WEPL as a floater, then moved to the Willoughby Children's department as a part-time Associate. He has an interest in graphic novels which is key to the teen audience. We're very happy to see Anthony grow his career here at Willoughby Library!

In other news, the Willoughby Historical Society has signed over their materials collection, excluding artifacts, to the Willoughby-Eastlake Public Library. Library ownership of these materials will enable the library to digitize them for in-library use—especially the popular yearbook collection, without concern that any materials will be damaged by handling. As you might imagine, as the leadership of the WHS ages and some have passed on, knowing that materials they have collected over the years will be preserved for future generations is most appreciated.

Patrons will also benefit from this change prior to digitization as library staff are now free to allow patrons into the WHS room with supervision if they wish to look at materials when no WHS members are available.

As always, a full slate of summer in-person programming is being planned as it looks like we can finally return to some semblance of normalcy! That said, with the ability to stream programs on Facebook we can offer an alternative to patrons who are still more comfortable online!

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OLD BUSINESS

Mr. Mackey: is concerned with the new variant and would like everyone to be more vigilant and careful.

Mr. Monin: there has been no surge in Lake County and the Board did pass the resolution recently giving Administration the authority to make any necessary changes in procedures regarding the virus.

NEW BUSINESS

no new business

NEXT MEETING, Monday, April 18, 2022, 6:00 p.m., WEPL Administrative Offices

ADJOURNMENT

MOTION 22-22

Mr. Mackey moved and Mr. Monin seconded that the Board adjourn at 6:40 p.m.

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

Respectfully submitted,

Board President

Board Secretary