

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees
Monday, May 15th, 2023, 6:00 p.m. Willoughby Public Library

CALL TO ORDER

The meeting was called to order by President Petruccio at 6:05 p.m.

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

Also present:

Director Rick Werner; Fiscal & Compliance Officer Vicki Simmons; Executive Assistant/Board Liaison Trisha Lastoria. WEPL staff Amy Winter, Deb Mullen, Bethany Vernon, Carol Tuttle, and Tom Johnson.

Absent: Mr. Buttari and Mr. Linderman

Citizens present: *no citizens present*

Additions to the agenda: Mr. Werner: revised agenda that included a surplus list and the EV charging stations.

Citizen's Comment: *no citizen comments*

President Petruccio presented the following minutes:

- o April 17, 2023, Regular Meeting of the Board of Trustees

MOTION 35-23

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

- o April 17, 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
May	\$ 293,333.46	\$ 237,885.34	-18.90%
YTD	\$1,050,722.79	\$1,017,708.97	-3.14%

MOTION 36-23

Mr. Monin moved and Mr. Mackey seconded that the Board approve the April 2023, Fiscal Officer's report:

APRIL LIST OF BILLS PAID:	\$533,076.69
APRIL FINANCIAL STATEMENT:	YTD

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	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$3,535,139.81	\$2,119,591.50	\$2,677,882.95
Grants	\$0.00	\$0.00	\$0.00
Corona Virus Relief Fund Public Library	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$32,687.42	\$741,898.73	\$2,753,081.54
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	\$360.42	\$13,586.32
TOTALS	\$3,567,827.23	\$2,882,781.11	\$5,485,143.96
APRIL INVESTMENTS	\$4,682,382.38		

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

MOTION 37-23

Mr. Mackey moved and Mrs. Roseum seconded that the Board approve the proposed 2024 tax budget.

On roll call the following vote was cast: Mr. Buttari, “Absent”; 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, Tyler-citizen) *did not meet*

BUILDINGS (Monin, Buttari, Foisel) *did not meet*

A tour of the new Administration Building was given prior to this meeting to the Board members.

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

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

MOTION 38-23

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 39-23

Mr. Monin moved and Mr. Mackey seconded that the Board approve the amended age in the Unattended Children Policy.

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

ADMINISTRATION REPORT

MOTION 40-23

Mr. Monin moved and Mrs. Roseum seconded that the Board approve the 3-year Collection HQ subscription.

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

RESOLUTION 41-23

Mr. Mackey moved and Mr. Foisel seconded that the Board approve the 2023 Staff Development Day funding.

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

MOTION 42-23

Mr. Monin moved and Mrs. Roseum seconded that the Board approve the May 15, 2023, Surplus List.

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

DISCUSSION OF CITY OF WILLOUGHBY PROPOSAL TO INSTALL ELECTRIC CHARGING STATIONS IN NEW ADMINISTRATION BUILDING PARKING LOT.

Mr. Werner presented a proposal from the City of Willoughby to install two charging stations for electric cars in the new Administration Building parking lot. The city will be applying through NOPEC for a grant for the stations and would like a letter of intent from WEPL that the charging stations can be placed in our parking lot. The City will maintain and operate the charging stations. After discussion, the Board would like more information before they make their decision. Mr. Werner will follow up with Rich Palmisano, the City Service Director and report back to the Board.

Director’s Report/Rick Werner

[Eastlake Library Renovation Update](#)

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Lakeland Management Systems and its subcontractors continue to make progress on Phase 2 of the Eastlake Library renovation project. The weekly construction meetings keep the WEPL team current on the issues of the previous week and what work LMS anticipates will be occurring over the next two weeks.

We continue to consider and approve, when necessary (with a recommendation from Jason Nolde), alternations in materials or work that crop up in the construction process. At this point in the project, we have approved \$88,000 in expenditures from the contingency account of \$142,000 that was part of the project budget that the Board approved.

Based on all that we have heard from LMS, we still believe that the project should be concluded by late June or early July. We are beginning the planning for an open house/community event in mid-to-late July.

New Administration Building Update

In order to begin to plan organizationally and financially for the necessary renovation at the new administration building to accommodate the administration staff and functions, I would like to proceed with the GPD Group proposal for space planning and interior design. This is the proposal that Jason Nolde and I summarized for the Board at the Buildings Committee meeting in March.

The goal would be to have a layout and a budget estimate that the Board can begin to consider this fall so that we can incorporate as much of the necessary funding as the Library can afford in the 2024 Capital Projects budget. Given the various components of the project and its overall monetary scope, WEPL might be best off by seeking a general contractor to oversee the work. The work product produced by GPD would form the basis for a general contractor bidding document. I will include this topic in the Administration Report on the May 15th Board agenda.

On another new administration building issue, we are continuing discussions with the City of Willoughby about the installation of two electric vehicle charging stations in the parking lot. The City would like to obtain an easement from the Library for the use of four spots; the City is proposing to handle the installation, operation, and management of the charging stations. Vicki Simmons and I have talked through some of the issues that we will vet ahead of asking for the Board to consider a recommendation to move forward. As part of the due diligence, we will consult with the Lake County Prosecutor's office.

OLC/State Budget

Thanks to those Board members who were able to represent WEPL at the Ohio Library Council's Northeast Ohio Trustees dinner along with Vicki Simmons, Eric Linderman, and me. As in the past, the focus of the presentation was the state of the State's biennial operating budget process which includes the Public Library Fund. As the process has progressed to the Ohio Senate, OLC staff continues to advocate for the PLF to be at least 1.7% of the State General Revenue Fund.

As part of the state budget lobbying process, I attended the OLC Library Legislative Day in Columbus on April 26th. Along with representatives from the Mentor Public Library, the Wickliffe Public Library, and the Kirtland

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Public Library, we had the chance to meet with Representative Dan Troy at lunch and with Senator Jerry Cirino's aide at his office to make the case for the PLF. Legislative leaders from both parties from the House and the Senate made presentations at the event. As well, First Lady Fran DeWine and Governor Mike DeWine spoke to the 300+ library folks in attendance.

In Brief

- As we continue to discuss the Library's interest of working with the City of Willoughby Hills as they plan to install a digital sign in front of the Willoughby Hills Community Center, Mayor Gardener and I talked through the design and cost estimates for the sign that the City has received. We will work on a recommendation for the Board after further discussions with Holly Ferkol and Chris Gumal as well as Vicki Simmons.
- Michelle Hudson and I will be meeting with the leadership of the WEPL Boosters soon to discuss the planning for the fall book sale as well as other items of interest to both the Library and the Boosters.
- Along with Carol Tuttle and Amanda Schoen, I attended the CLEVNET Directors meeting that was held at the Elyria Public Library on April 28th. The transition of top leadership at CLEVNET continues; despite the management state of flux, WEPL's work with CLEVNET staff has gone well, primarily in issues arising during the Eastlake Library renovation.

Deputy Director's Report/Eric Linderman

Human Resources Update

Human Resources Generalist

The posting for the Human Resources Generalist position closed on May 8, and we have received several applications to consider. I will begin the interview process soon.

Selecting the right candidate for this position will involve weighing numerous factors, including knowledge of HR practices, communication skills, supervisory abilities, and knowledge of current technology. An immediate priority for this position will be to streamline HR recordkeeping in several areas and recommend updates to our retention policies to include digital information. Doug Friedt began some of this work when he was here by utilizing modules in our Paylocity digital platform. This person will also need to update our personnel policy manual for non-bargaining employees.

Further down the line, I plan to transition to supervision of substitutes and floater staff to this position. Depending on the demonstrated skills of the selected candidate, that process may involve several months of collaboration between me and the HR Generalist.

Willoughby Hills Circulation

We are on track with changes that are being made to the circulation department at the Willoughby Hills Library since appointing Tammie Carabotta to the supervisor position in March. Since that time, we have awarded four

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additional hours to Brooke Palermo, and posted a 12-hour/week circulation support opening, which closed on May 8. We received numerous applications for that job and will start interviews soon.

Youth Safety Policy

I sent a recommendation to the Board Policy Committee for changes to the Library's policy on unattended children in the library buildings. The current policy allows for children aged six and older to be left unattended with the recommendation that parents and caregivers be present.

During the pandemic, we made a temporary change to this, which required that children aged ten and under be accompanied by a parent or caregiver. It was understood that prevention against virus spread would be aided by keeping children under tighter control in public places.

Our children's services management has recommended to me that we adopt the new guideline as a regular policy, more as a matter of general safety than virus transmission in particular. While we try to leave it up to parents to make decisions for their children in the library, I support the expertise of our children's librarians on matters of age appropriateness. I agree that requiring the presence of a parent or caregiver for ages approaching pre-teen would be a wise safety measure.

Marketing & Public Relations Report/Patrick Culliton

Marketing & Outreach Department

The new Summer Program Catalog is out and looks great!

The website is near completion with a final target date of May 22.

Through social media posts, we were able to get volunteers to fill and maintain all of our Little Free Libraries.

Anna Materazzi, a Senior at Andrews Osborne Academy, from Italy (!), will begin her Solo Flight, a required shadow experience for graduation, with our Department from May 15 - 26. She will be working 25 hours each week. We are excited to have her!

Michelle submitted WEPL's application to be a STAR Library for the April 2024 solar eclipse. We hope to hear back soon. We requested 2,000 pairs of eclipse glasses. Thank you, Carol Tuttle, for helping us get this together.

Patrick attended Tools + Strategies to Create Vibrant Downtowns & Neighborhoods and to Restore Historic Properties at Morley Library on April 28, where he gathered useful info on possible funding opportunities for historic restoration projects at the new Admin building. This was put on by Preservation Ohio.

Michelle collaborated with the Nonprofit and Public Service Center at Lakeland Community College, Mentor Public Library, Lakeland Community College, and Lake County Volunteer Network/RSVP to host the

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Community Volunteer Fair at LCC on May 19 from 2 – 6 pm. Michelle attended the NEO-RLS day-long event, Dynamic Dialogue: Push Back Against Book Challenges, in Twinsburg.

Boosters Update:

The WE-Boosters have purchased the following items:

500 pairs of eclipse glasses (to bolster our hopefully 2,000 from STAR Embroidery Machine for Eastlake's new makerspace A button maker for Eastlake's new makerspace Two sign boards for Willowick Library \$500 for the Summer Celebration at Willoughby. These items will be shared among the WEPL system for future programming. \$1,000 in brand-new books from Amazon to give away as Summer Reading Challenge prizes

Thank you, Boosters!!

Collections & Digital Managers Report/Carol Tuttle

Digital Services

Emedia usage continues to be strong. Patrick has been marketing the WEPL digital collection on social media and in eblasts. News-Herald and Plain Dealer online usage through NewsBank has risen every month so far in 2023.

MAP/Collection Services Carol set up with PCs for People nonprofit to pick up our discarded electronics (obsolete hotspots that had been upgraded by Mobile Beacon, broken hotspots, and Playaway Launchpads/Views that were no longer functional). They picked up our box of 141 old hotspots that will be either recycled or refurbished/repurposed and distributed to income eligible people or nonprofits.

Mitz Horrigan-Bartolucci started as WEPL Collection Services Librarian on April 9. She has been doing a great job learning all the aspects of her new position. She has been placing orders for books, movies, audiobooks, and music. She has placed orders directly with Centerpoint and Gale/Thorndike for large print books. Mitz has started managing the expanding collection of booksets, coordinating with building discussion group needs. In addition, she coordinated delivery of the Neighborhood Forest program trees to the buildings.

MAP returned to full staffing levels for the first time in several months and it's great having the whole team together again. It was a great exercise in cross-training and teamwork but sharing the load amongst a complete crew is appreciated.

ILL/Clevnet

Karen and Teresa continue to keep materials moving into and out of WEPL quickly and efficiently.

Eastlake Library Branch Report/Amy Winter

Eastlake Library continues to chug along with the renovation. Patrons keep commenting how nice the side they can see looks and are looking forward to seeing the other side as well.

Tammy had 20 people attend her Battle of Guadalcanal Online History program. And is getting lots of registration for her upcoming Oliver Hazard Perry program on June 4th. MaryAnn co-hosted a successful Microsoft Word Class at Willowick Computer Lab with Doug Hart.

Teen art club has been meeting in the Teen Lounge Area and while Cathy is managing, the Club is looking forward to the tech upgrade in the meeting room. And the staff is looking forward to corralling the noise behind a door. Cathy has also created a beautiful paper summer reading record for teens to compliment the online summer reading logging with BeanStack.

Sam and Khin have taken the show on the road and attend multiple Kids First Night (Kindergarten Readiness night). Sam visited Longfellow Elementary with Sarah Vargo to Promote Summer Reading. Sam also created and sent a video over to Jefferson Elementary to promote Summer Reading.

Willoughby Library Branch Report/Deb Mullen

Willoughby Library wishes a hearty congratulations and fond farewell to Mitz Horrigan-Bartolucci as she accepts her promotion to Collection Services Librarian! We are currently interviewing candidates for the open Adult Services Librarian position and hope to have one selected soon.

We also welcome Jenny Paoloni as our new 20-hour Circulation Support staff member! Jenny is learning the Wepl ways very quickly and we are happy to have her on the team!

Some upcoming programs of interest are a visit from award winning director, David Manocchio, to discuss independent filmmaking on May 24 (thank you Boosters!), our first outdoor movie of the summer, in partnership with the City of Willoughby, on May 31, the new family favorite, Encanto, and Outback Ray makes his annual visit on June 6. Hope to see you there!

OLD BUSINESS

Mrs. Roseum asked on the status of the Willoughby Hills Community Center digital sign. Mr. Werner stated that WEPL should not have to pay for the costs of installing the sign, but we will pay for library's advertising.

Regarding the potential expansion of the Willoughby Hills Library-the proper documents have been located and will be given to GPD Architects to draw up plans, once that is complete, a proposal will be brought to the Board.

Eastlake Library update-completion date is still set for mid-late June. The sail may have to be withdrawn due to lack of materials. The grand opening will be set for July or September.

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NEW BUSINESS

Mr. Mackey stated that he received an email regarding the June 17th event at Willowick Library for a pop-up shop where eligible customers receive a free or low-cost computer and/or internet through @ PCsforPeople. Have agencies/social services been contacted to pass this on to low-income residents that they serve.

Mr. Werner will look into this to make sure the proper people have been notified.

NEXT MEETING, Monday, June 19, 2023, 6:00 p.m., WEPL Administrative Offices

There will be a Finance & Planning meeting at 5:00 or 5:30 to discuss the strategic planning prior to the Board meeting.

ADJOURNMENT

MOTION 43-23

Mr. Monin moved and Mrs. Roseum seconded that the Board adjourn at 7:00 p.m.

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

Respectfully submitted,

Board President

Board Secretary