

CALL TO ORDER

The meeting was called to order by President Petruccio at 6:01 p.m.

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

Absent: Mr. Buttari, Mr. Monin

Also present:

Director Rick Werner; Deputy Director Eric Linderman; Fiscal & Compliance Officer Vicki Simmons;
Executive Assistant/Board Liaison Trisha Lastoria.

Citizens present: *no citizens present*

Additions to the agenda: Mr. Werner stated that motion 46-23 for health insurance will be tabled.

Citizen’s Comment: *no comments*

Presentation on the revised WEPL website by Patrick Culliton

Mr. Culliton explained the process of redesigning the website with Blackbird Digital and staff and went over the different screens of the website. Included were slides of the outline for each category with the timeframe and a site map. Follow up calls with Blackbird will continue to address any issues as well as support and maintenance will be available.

President Petruccio presented the following minutes:

- May 15, 2023, Regular Meeting of the Board of Trustees

MOTION 44-23

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

- May 15, 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
June	\$ 222,931.57	\$ 239,666.46	7.51%
YTD	\$ 1,273,654.36	\$ 1,257,375.42	-1.28 %

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees
 Monday, June 19th, 2023, 6:00 p.m. WEPL Administrative Offices

MOTION 45-23

Mr. Mackey moved and Mr. Foisel seconded that the Board approve the May 2023 Fiscal Officer’s report:

MAY LIST OF BILLS PAID:	\$ 747,947.11
MAY FINANCIAL STATEMENT:	YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$3,978,455.04	\$2,628,846.88	\$2,611,942.80
Grants	\$0.00	\$0.00	\$0.00
Corona Virus Relief Fund Public Library	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$45,091.47	\$982,134.47	\$2,525,249.85
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
Fiduciary Fund-Worrallo	\$0.00	\$360.42	\$13,586.32
TOTALS	\$4,023,546.51	\$3,632,272.23	\$5,191,372.12
MAY INVESTMENTS	\$4,701,653.33		

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

MOTION 46-23 (TABLED)

_____ moved and _____ seconded that the Board approve the medical insurance for 7-1-2023 through 6-30-2024.

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

COMMITTEE REPORTS

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

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

Willowick HVAC update: Mr. Werner stated that a contract is in place with S.A. Comunale for the HVAC unit for work to begin in early fall. There are two condensers and cooling units that have failed in the northwest corner. The recommendation is to repair the unit that is partially working to get through the summer, the cost will be \$2500.00.

FINANCE AND PLANNING (Foisel, Mackey, Roseum)

Mr. Foisel stated that the committee did meet prior to this meeting to discuss the future planning of the strategic plan and to discuss it further at the July or August Board meeting. The health insurance options were discussed and the motion will be tabled until the Special Board meeting on Friday.

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

MOTION 47-23

Mrs. Roseum moved and Mr. Mackey 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

Director’s Report/Rick Werner

[Eastlake Library Renovation Update](#)

Based on the most recent construction meetings, we are approaching the homestretch of the Eastlake Library renovation. The work continues on the west side of the building, including the new patron entrance on the northwest corner.

The temporary wall that separated the east and west sides of the building has been removed in order to allow for the carpeting to be installed on the west side. More and more of the fixtures and furniture have been delivered and installed on the completed east side of the building.

We have encountered a few supply chain issues, including a delay in the scheduled delivery of the sliding exterior door for the new entrance and some of the HVAC equipment for the west side of the building. Based on these schedules, we anticipate that LMS will still be conducting some work through the early to mid-part of August.

Based on the schedule, we have revised our planned date for the community open house/ribbon-cutting event to a Saturday in mid to late-September. This will give staff time to ensure that the building is completely organized for the event. We will determine a date and update the Board as soon as we can.

New Administration Building Parking Lot

Based on the discussion at the May Board meeting, I spoke with Rich Palmisano, the City of Willoughby's Service Director, to let him know that the Library does not want to proceed – at least for now – on the City's request for an easement to install electric vehicle charging stations in the parking lot of the new administration building.

I asked him to keep us informed if the City proceeds with the installation of EV charging stations on other City-owned property.

Willoughby Hills Community Center Digital Sign

I have had a follow-up discussion with Willoughby Hills Mayor Andy Gardner about the City's proposal that the Library share in the cost of the installation of a digital sign along Chardon Road outside of the WH Community Center.

Based on staff discussions and with input from the Board, I told Mayor Gardner that the Library would prefer to pay for a portion of the operating costs of the sign (as we do in our lease with the City) as opposed to sharing in the cost of purchasing and installing the sign itself. The Mayor reiterated the City's preference that the Library share in both the installation of the sign and its ongoing operating costs.

Based on the inability of the Library and the City to agree on how to fund the installation of the sign, I am intending to let the Mayor know that the Library will not be a partner in the digital sign. I will remind him that the City/Library lease does require that the City maintain "signs identifying [the Library's] occupancy of the Building, which signs shall be located both inside the Building and outside the Building"

I hope that we are able to come to an agreement for WEPL to share in the operating costs of the signs using the same "space maintenance" formula that the lease requires for the Library's footprint inside the Community Center.

Boosters Update

Michelle Hudson, Eric Linderman, and I met in late May with the WEPL Boosters Board (which now includes Dawn Roche) to discuss their plans for the balance of 2023 and 2024.

The Boosters will hold their fall book sale at the new administration building at the end of September. As we hope to begin work inside the new administration building in 2024, we asked the Boosters to plan to hold their 2024 book sales in the Willowick Library meeting room. They agreed to that proposal.

The Boosters continue to brainstorm for other fundraising opportunities. They will inform us of their plans as they are developed. The Boosters continue to provide significant funding for programs at all four libraries.

Deputy Director's Report/Eric Linderman

Little Free Food Pantry

Mitz Horrigan-Bartolucci and Deb Mullen at the Willoughby Library have been working on the upcoming installation of a Little Free Pantry at the Willoughby Library. Based on the idea of Little Free Libraries, many public libraries across the country have started offering a version aimed at helping to provide food and materials for basic needs. Recognizing a heavy use of local food pantries, such as the one operated by the Eastlake Area Kiwanis club, the library can play a part in supplementing these efforts.

The Little Free Pantry at the Willoughby Library will be located in an attractive, yet inconspicuous, space at the library in a hallway behind our AV collection. The pantry will be stocked entirely by volunteer donations and will be screened for quality by library staff. Only canned and sealed items, compliant with shelf date recommendations established by the Cleveland Food Bank, will be considered for use.

As part of this year's ArtsFest event, children at the Kid's Studio will be painting tiles that will decorate the pantry when it is installed. The Willoughby Arts Collaborative is partnering with the library on this part of the event on July 15.

We are hoping for a July 31 launch of the Little Free Pantry. I will approach the Board Policy Committee between now and the July regular meeting to request approval of a policy containing the guidelines noted above.

Health Insurance

Vicki and I, and recently, health committee members from the WEPL bargaining unit have been engaged in numerous meetings about our options for our next health insurance agreements to begin in July. I was encouraged by the improved number of options this year, as well as better flexibility on the part of Aetna, our current insurance carrier.

I will discuss our options and be ready to take any questions at this month's meeting. To summarize, our healthcare committee agrees to offer three options to our employees in the 2023-2024 insurance year: 1. a traditional plan with low deductibles at a substantial cost, 2. continuation of the current plan, which reduces cost by combining a higher-deductible plan with a secondary plan that covers much of the deductible, and 3. Health Savings Account (HSA) plan, which will provide the lowest premiums, but with some required limitations on account funding that employees should consider carefully. We propose an employer contribution of 50% to employee HSA accounts, which will make the total cost of this option roughly similar to the current plan.

We negotiated an overall cost that will be the same as last year but will involve a combination of monthly increases over eleven months and one month without a bill to us or the employee. While we would prefer to have a straight zero increase over twelve months, I think it is good that we were able to lock in a third year with Aetna, rather than continuing a pattern of jumping from carrier to carrier as discounts one year are followed by double-digit increases the next. Again, I was encouraged by Aetna's willingness to negotiate this year, which we did not see last year.

Willoughby ArtsFest

Planning for the Willoughby ArtsFest on July 15 is going very well, and I believe the event this year will be very successful with the Willoughby Library's children's department playing a significant part. I have participated in numerous meetings in May and June with Dana Wolfe, Executive Director of the Willoughby Western Lake County Chamber of Commerce, as well as art jurors, city of Willoughby staff and members of the ArtsFest planning committee.

Among these recent discussions was the "mapping" meeting, in which we go through the entire list of artists, sponsors, and food vendors, and designate their places along Erie Street, River Street, Wes Point Park and the Library's green space. Since Dana has done a great job recruiting new artists and expanding our food options, I think visitors will be pleased with a better variety this year, as well as an improved integration of artist tents and food vendors along the streets.

Marketing & Public Relations Report/Patrick Culliton

Website

As of May 31, the new website is live! This was a HUGE project and it feels great to see it complete. This was a large team effort Much gratitude to Amanda Schoen, Carol Tuttle, Gabe Fiorello, Heather Siracki, Michelle Hudson, and Sarah Vargo.

Staff offered vital feedback once the site was live. This allowed us to make edits that we may have missed. Onward!

Press:

Coverage of the following events in News-Herald Gems & Jewels: Kevin P Clinton Wildlife Center Program (Wick), May 10th League Park Program (Wick), May 15th Summer Reading, May 16th Fantasy, Fiction, Folklore Festival (Wick), May 17th PCs for People Program (Wick), May 26th Summer Lunches (Wick), May 26th Summer Reading ad in County Kids: <https://jrc-pa.pageflip.site/editions/NHSS89476>

Outreach - Michelle

Hosted author Jennifer Boresz Engelking at the Willoughby Senior Center book club.

Sponsored the Lake-Geagua Volunteer Fair on May 19 at Lakeland Community College.

Andrews-Osborne Solo Flight

We had the pleasure of having Andrews-Osborne student Anna Materazzi with us from May 15 – 26. Anna is a bright, diligent student and worker. She completed the following tasks for us during her Solo Flight. We wish her all the best!

Print Materials

League of Libraries – Passport

Anna created a wonderful tri-fold passport for the LOL “Haunted Lake County” initiative. Here is some the feedback that she received:

"Wow, amazing work and so quickly put together! I love it!" - Robin Bartley, Director, Wickliffe Public Library

"I love the footprints and handprints! It looks great." - Emily Skunda, Librarian, Perry Public Library

“Looks great!” - Kera Cervelli, Director, Fairport Harbor Public Library

"I love the bloody themed prints! Thanks for putting this together!" - Lisa Krok, Adult & Teen Services Manager, Morley Public Library

Flyers for Programs:

Magic Show: Experience Wonder, Mystery, & Surprise, Wed., June 14, 6:30 pm, Willoughby Hills Library
Gems & Jewels of Northeast Ohio: Lakeview Cemetery, Wed., July 19, 6:30 pm, Willowick Library Outback
Ray Teen Game Night Maintain Your Vision

Bookmarks/rack cards:

Rack card for Passports Rack card for Notary WE Recommend Bookmark

Press Releases

ACP Pop-up Shop with PCs for People Free Summer Lunch Program at Willowick

Graphics

Slides for retrievers Library quotes Memorial Day, July 4, and Labor Day Libby/Hoopla - Pride Month Sunday
Hours Outback Ray Pride Month (Hoopla and Overdrive)

Facebook Ads General, Audiobook Month, Streaming movies, Events Social Media Scheduled all June and July
Teen and Children programming to Twitter

Professional Development

Email marketing with LibraryAware (Patrick)

Library Journal's Day of Dialog (Michelle)

Children's Service Manager's Report/Sarah Vargo

After months of work, Sarah Vargo was able to secure the Greater Cleveland Food Bank as a sponsor for the Summer Meals Program. Every weekday through August 11, we provide lunch at the Willowick Library from 1-2pm. We had more shares through Facebook about this service than we've ever had before. Sarah has been receiving and serving meals every day and Mitz Horrigan also received the training and will be covering on days that Sarah can't be there. Staff from admin and Willowick will also receive the training in case they are needed.

The number that we serve has fluctuated a lot, anywhere from 7-28! We have several families that come nearly every day. Some of them have never been to the library before. The kids are also participating in Summer Reading for the first time. A big thank you to the Willowick staff for handling the increase in patrons with grace.

Library Systems Manager's Report/Amanda Schoen

- Lake Business Products has delivered new copiers to every building. In upgrading the copiers, we hope to continue to provide the best equipment for patrons and staff. Gabe and Amanda have provided training on the new copiers to staff.
- The new website has launched and the technology team has provided technical support to the PR team with this transition. Gabe has coded many of the forms for the new website. We worked with Blackbird to provide support on launch day to move the we247.org URL from the old website to the new website.
- Amanda and the leadership team at Eastlake visited Westlake Porter Public Library and Madison Library to tour their makerspaces. We gained valuable insight on future purchases for the makerspace at Eastlake and hope to expand the space with new technology in 2024.
- Clevnet upgraded network equipment at both Willoughby Hills and Willowick.
- We are looking at a late June, early July delivery date for our new fax and scanning system through TBS. Staff will be trained on this system before this goes live for patrons.
- Amanda is working on her Google IT Support Specialist certification. We hope to have the entire department certified before the end of the year.
- A new book scanner has been installed at Willoughby. We were able to purchase this equipment thanks to the Library Boosters. We hope to have staff trained on this system by the end of June so patrons can take advantage of this new service.
- We've moved two PCs at Willowick to the YA section to accommodate the influx of teens at the library this summer.
- We have a new projector at Willoughby Hills thanks to the Library Boosters. This should increase the quality of programming at Hills.
- We continue to evaluate new security camera options at Eastlake for when renovation is completed. We have two vendors we are currently evaluating.
- Amanda is co-chairing the return of the WEPL training committee. Deb Mullen is the other co-chair. We are currently getting suggestions from managers on committee members and brainstorming ideas for the committee.

- The Technology team is planning public technology programming for the fall. Two programs that are planned include “Prevention of Digital Fraud” at Eastlake in September and a Tween Coding program in collaboration with the Willowick Children’s department.

Willoughby Hills Library Branch Report/Holly Ferkol

Tracey Fowler has been hired for our 12-hour Circulation support staff position. Brooke Palermo’s hours increased from 28 hours to 32 hours in the Circulation department. We received a new projector to use for our programs given to us by the Library Boosters. There have been many great programs for adults at our library. We had a Line Dancing for Adults Ages 50+program which had 2 sessions with 23 people attending the first session and 20 people attending the second session. Chris Gumal started the Willoughby Hills Cookbook Club which met for the first time in May and had 8 people in attendance. The club will meet every other month. Our movie night had 8 people in attendance and our LGBTQ+ Allies Lake County program had 7 people in attendance. Our Storytimes for children has started for summer and we had 15 kids in attendance at our first program for the week which is at 11:30 am on Mondays and 6 kids in attendance at our second program for the week which is at 6:30 pm on Tuesday evenings. The Summer Reading Challenge was kicked off last week and we are very excited to share this information with our patrons.

Willowick Library Branch Report/Kathleen Jozwiak

The new railings look wonderful. The painter was meticulous and did a great job.

Amy Winter's child Vin shadowed Bryn one week in May and learned more about teen and public librarianship. This was a program through the WE schools.

Our new charging/laptop workstation station in the lower level (at the old circulation desk area) is set up and ready to be used.

Doug has some new DVD display holders to showcase the DVD collection.

Our signature event this year went well. Our Fantasy, Fiction, Folklore Fest focused on Alice in Wonderland this year. The Mad Hatter's Tea was full. It was so much fun to wear a hat, sample tea and have cucumber sandwiches and sweets. The Lake History Center talk on Milliner Makings was fascinating and featured a wide array of older hats. The foraging speaker Jeremy Urbansky also drew a large crowd. The other programs did well with less attendance, and everyone seemed pleased.

A huge thanks to Rachael Chicone, Sharon Juchnowski, Donna Roscieszski (and her granddaughter Adrianna), Amanda Schoen (and her daughter Scarlet), Jean Soucek, and Bethany Vernon (and her son Jaxon and nieces Haley and Melani) for participating in the City Parade June 4 and showing their Willowick Library spirit. An extra thanks to Tom Johnson for driving the library van and transporting candy.

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees
Monday, June 19th, 2023, 6:00 p.m. WEPL Administrative Offices

I will be installed again June 8 as secretary of the North Coast Lions Club. If you have old glasses, please drop them off at one of the libraries. That is just one of the small things we do to help with vision. If you would like more information on the Lions, please let me know. We are always ready to serve.

Finally, it is so exciting to see so many children and families in the building to register and participate in the summer reading challenge. Sarah Silbaugh's recent Sensory Messy Story Time drew a large crowd of toddlers outside. So much fun!

OLD BUSINESS *no old business*

NEW BUSINESS *no new business*

NEXT MEETING, Monday, July 17, 2023, 6:00 p.m., **Willowick Public Library**

ADJOURNMENT

MOTION 48-23

Mr. Mackey moved and Mrs. Roseum seconded that the Board adjourn at 7:01 p.m.

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

Respectfully submitted,

Board President

Board Secretary