

**WILLOUGHBY-EASTLAKE PUBLIC LIBRARY, Regular Meeting of the Board of Trustees
Monday, July 17, 2023 Willowick Public Library, 6:00 p.m.**

CALL TO ORDER

The meeting was called to order by President Petruccio at 6:00 p.m.

Present:

Mr. Buttari, Mrs. El-Khoury, Mr. Mackey, Mr. Monin, Mrs. Petruccio.

Absent: Mr. Foisel, Mrs. Roseum

Also present:

Director Rick Werner; Deputy Director Eric Linderman; Fiscal & Compliance Officer Vicki Simmons; Executive Assistant/Board Liaison Trisha Lastoria, and Willoughby Building Manager Deb Mullen.

Citizens present: *no citizens*

Additions to the agenda: Mr. Werner stated that a motion for the Library’s electricity rates has been added.

Citizen’s Comment: *no comments*

President Petruccio presented the following minutes:

- June 19, 2023 Finance and Planning Committee of the Board of Trustees
- June 19, 2023 Regular Meeting of the Board of Trustees
- June 23, 2003 Special Meeting of the Board of Trustees

MOTION 52-23

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

- June 19, 2023 Finance and Planning Committee of the Board of Trustees
- June 19, 2023 Regular Meeting of the Board of Trustees
- June 23, 2003 Special 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
July	\$ 239,301.09	\$ 237,273.21	-0.85%
YTD	\$1,512,955.45	\$1,494,649.13	-1.21%

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MOTION 53-23

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

JUNE LIST OF BILLS PAID:	\$994,749.54
JUNE FINANCIAL STATEMENT:	YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$4,230,418.43	\$3,131,538.72	\$2,361,214.35
Grants	\$0.00	\$0.00	\$0.00
Corona Virus Relief Fund Public Library	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$54,052.08	\$1,474,234.47	\$2,042,110.46
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	\$4,284,470.51	\$4,627,064.07	\$4,457,504.28
JUNE INVESTMENTS	\$3,968,798.48		

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

MOTION 54-23

Mr. Mackey moved and Mr. Monin seconded that the Board approve moving \$1,000.00 from the Program Presenters account to the Program Supplies account.

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

COMMITTEE REPORTS

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

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

MOTION 55-23

Mr. Mackey moved and Mr. Monin seconded that the Board authorizes the Library administration (1) to conclude the process of obtaining quotes for electrical service for WEPL's four buildings; (2) in consultation

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with the Library's utilities consultant, to select the supplier, rate, and term that is in the best interest of the Library; and (3) to enter into an agreement with an electricity supplier for a term of up to 48 months.

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

FINANCE AND PLANNING (**Foisel**, Mackey, Roseum) *did not meet*
Mr. Werner will schedule a committee meeting in August.

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

MOTION 56-23

Mr. Monin 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*

MOTION 57-23

Mr. Mackey moved and Mr. Buttari seconded that the Board approve the Little Free Pantry policy.

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

ADMINISTRATION REPORT

List of Gifts

MOTION 58-23

Mr. Mackey moved and Mr. Monin seconded that the Board accept the List of Gifts for January through June 2023.

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

MOTION 59-23

Mr. Monin moved and Mr. Buttari seconded that the Board accept the July 17, 2023 Surplus List.

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

Director’s Report/Rick Werner

Eastlake Library Renovation Project

The work continues on the western end of the Library with the end of the renovation in sight; Lakeland Management System is projecting that they should be substantially complete by mid-August and can work on the punch list items that Jason Nolde, his GPD colleagues, and Library staff identify.

The books and materials that have been stored offsite will be returned to the Library on Monday, July 17; we are closing to the public from Monday to Thursday of that week in order to get the materials back on the shelves and to get everything else (or most everything else) organized and orderly.

The Eastlake Library management team has begun to work with a group from administration to draft a plan for the official re-opening events to be held on Friday, September 29, and Saturday, September 30. We are recommending a Friday evening sneak-peek event to which we would invite (1) local, state, and county elected officials, (2) Eastlake community leaders, (3) WEPL Boosters, and (4) WEPL Board, staff, and families.

The Saturday Eastlake Library open house event would be held from 11:00 AM to 3:00 PM and would feature food trucks, tours in the Library, and other features for families. We are working on a budget for the events now and are hoping that we might get donations from Eastlake restaurants and vendors as well as support from the WEPL Boosters.

Willoughby Hills Update

I have communicated with Willoughby Hills Mayor Andy Gardner to let him know that WEPL will not be paying a portion of the installation costs of a digital sign. I did let him know that we would share in the operating costs of the sign, using the formula that is prescribed in WEPL’s lease with the City.

Tom Johnson and I met with two masonry contractors to get estimates for the removal of the old pick-up box in the front wall of the Community Center. With the City’s approval, we will work with one of the contractors to complete the work this summer.

Facilities Updates

- Working with an energy consultant, we entered into a 12-month agreement with Constellation Energy to supply natural gas to the four buildings WEPL owns. We opted for the 12-month contract on the recommendation of the consultant. Our current electricity supply agreement ends in April of 2024; we will work with the consultant to get quotes from suppliers and get an agreement in place before that date.

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- Working with Jason Nolde, we will start the space planning process for the new administration building this month; we want to have the plan in place by the late fall so that we can budget for the renovation work to commence in 2024.
- I will be attending the Ohio Library Council 2023 Facilities Conference in Columbus on July 19, 2023.
- Kathleen Jozwiak regularly follows up with the Willowick Police Department to see if they have gotten a report of the contents of the vial that was left in the Willowick Library in June; as of her last contact, the WPD still did not have a report from the state or federal authorities that have custody of the vial. The WPD have not yet caught the person who – from the Library video we shared with the police – apparently left the vial in the Library.

Deputy Director's Report/Eric Linderman

Health Insurance

We are moving ahead with our introduction of the new health insurance plans with Cigna. Following the special meeting of the Board on June 23, we learned that we could start the new plans on August 1, and not September 1, as I had shared at the special meeting. This is a positive development because it reduces the amount of time we need to continue on the Aetna plan, but still gives us time to get the staff moved over to Cigna.

We have been pleased with the assistance provided by our Cigna representative during the three meetings we have had with staff who are on the plans. In addition to the three options discussed last month, Cigna's employee assistance resources are especially good. Furthermore, their options for online doctor visits seem better and more user friendly than others I have seen.

At this time, staff members are selecting the plans they want and enrolling through a site called Employee Navigator, which is linked directly to our HR/payroll platform. Vicki and I, as well as our account manager at OneDigital Health and Benefits, are assisting staff with this transition.

Willoughby ArtsFest

Planning for the 2023 ArtsFest is complete and we are ready for the event on Saturday, July 15. Deb Mullen has been especially helpful in coordinating the children's activities for the event, which are largely provided by WEPL.

Since I have a leadership role in the ArtsFest, I have been heavily involved in the event planning over the last few weeks. In addition to the children's activities, the festival includes artist sales, food vendors, juried awards, musicians, and an art raffle to provide scholarships for area college and trade school students.

Human Resources Update

Donna Rosciszewski began her new job as Human Resources Generalist in early July and has been learning fast. In addition to learning the details of the new health plans, I have been teaching Donna how to post and manage job ads and the job bidding notification for internal job applicants.

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Management of employee leaves of absence, especially FMLA, is an important part of Donna's job for which attention to detail, time management, and organization of confidential information are key parts. I have been walking Donna through the management of several current situations.

As I work with Donna, we will focus increasingly on improving our online information management. We currently maintain thorough and reliable practices for managing paper personnel records, which will always be necessary for some of our files, but there is also potential for better use of our digital resources. For instance, Donna and I are discussing how to use our HR platform, Paylocity, to track employment applications and to automatically trigger communication with applicants at different steps of the hiring process.

Marketing & Public Relations Report/Patrick Culliton

Our new blog feature, Who WE Are, kicked off. These posts spotlight our staff, who fill out a questionnaire that then becomes a blog post. These are doing very well on social media.

The inaugural issue of Willoughby Neighbors published, with our Summer Reading ad. WEPL will be the subject of a feature story in the coming months.

Patrick attended the Lake County League of Libraries meeting with Carol Tuttle on June 14. The Sept./Oct. Haunted Lake County programming is coming together nicely.

Patrick received training for Summer Lunches and shadowed Sarah Vargo to learn the ropes, should she need him as a backup.

Patrick and Michelle were a part of the team for United Way's Day of Caring on June 22 at Chagrin Falls Park, where they, along with other WEPL staff, helped kids from the Torchlight Alliance program to make tie-dyed shirts and tote bags. Thank you, Michelle, for organizing WEPL's participation!

On June 23, Patrick, Amanda, and Carol, had a check-in call with Blackbird Digital to discuss a few minor hiccups and adjustments to the website.

Collections & Digital Managers Report/Carol Tuttle

Digital Services

Carol worked as a member of the website team to comb through the new WEPL site and make edits/revisions/additions prior to the launch on June 1. The new site makes access to databases as well as our digital collection much cleaner and more organized. While ongoing updates will continue to be made, the digital collection, including databases and eMedia, is now presented for patron access in an organized and efficient layout.

The USA Today Collection has been added to our NewsBank database subscription. This is a digital image version of the daily paper. Our print version of USA Today is now being sent to the buildings by USPS mail.

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Ohio Web Library added CultureGrams to the database offerings available to Ohio library card holders. They dropped Gale in Context: Elementary and Transparent Languages (neither has been used by WEPL patrons in 2023).

[MAP/Collection Services](#)

At the request of Circulation, we have ended the floating of NHDVD item type. This means that the non-holdable DVDs will now return to the owning building when checked in at any location.

The new non-locking DVD/Blu-ray cases being used by Midwest were coming back from circulating with a high rate of breakage. Carol worked with the vendor to switch over to using the sturdier two-disc cases for single discs. We hope this eliminates the damage issues.

Donna Rosciszewski accepted the position of HR Generalist as of July 2, so we have posted the open position MAP Supervisor. Mitzi Horrigan-Bartolucci continues to coordinate and facilitate the monthly Next Chapter Book Club and Narcan trainings at Willoughby. She also took training for the Summer free lunch distribution at Willowick and coordinates with Sarah Vargo to assist and cover sessions.

[ILL/Clevnet](#)

The scripts are functioning again and being used by the building staff to pull holds. We are optimistic that our CLEVNET holds sent out will see a boost.

Eastlake Library Branch Report/Amy Winter

Tammy had a very successful zoom program about Oliver Hazard Perry and the Battle of Lake Erie (21 attendees) and has over 40 patrons signed up for her upcoming History of Eastlake Program. Tammy is working with the Eastlake Historical Society and the Mayor to conduct our first in person program in quite a while. She also has a very intriguing Diving into Disney virtual tour of the Disney Family Museum coming up which can be viewed from home or here at the library.

Cathy and the Teen Art Club have made some wonderful projects, patterned lanterns and shrinking art. Some results are up on our Facebook page.

Sam continues her virtual story times as we compete with the last of the construction projects. She also spent a day conducting 7 story times for the WE summer Learning Camp for Special needs students at Longfellow and spent another day at the Grant location Summer Learning camp.

July 17th we will joyfully be getting our collection out of storage and re-stocking the shelves. Fingers crossed we will also be able to use those days to move circ into their proper desk and settle into our long-term spaces and be able to have patrons enter the building through what will be the real front doors but are currently a temporary door while we await the delivery of the glass doors.

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We also received two very nice thank you letters from the ECDC committee for our participation in the first annual Eastlake Plant Swap (included in the Board packet).

Willoughby Library Branch Report/Deb Mullen

Willoughby Library kicked off our busy summer programming season with over 200 attendees at our first movie night featuring Encanto. We had a respectable 37 for the OG classic, Raiders of the Lost Ark in June. We hope that our final movie, Captain Marvel, showing on July 19 at 6pm, will be well attended, especially with the addition of crafts and games before the movie. Outback Ray, the annual SRC favorite, brought in 300 children and their parents and our new annual program, Summer Celebration brought in over 150 children and caregivers for tie dye, games, and messy play. A special thank you to Sarah Vargo and Sarah Silbaugh for helping us get that new program off the ground!

Our Children's and Teen literacy programs are doing incredibly well! The First Chapter Book Club, where participants can read along with the librarian or a volunteer student reader has been garnering 15 students and the first Teen Book Tasting and Craft program had 8 attendees, which is amazing for that age group! One parent expressed teary eyed gratitude to Cara Speros, who leads the First Chapter group, telling Cara that her son is a reluctant reader who certainly never volunteers to read, but this program has sparked enjoyment of reading and a willingness to read aloud.

Speaking of teens, Anthony Benedictis has done yeoman's work reaching out to teens with many creative programming ideas as well as teen home school programs. He brought in a very well attended CPR for babysitter's presenter and has been getting up to 15 homeschoolers at his monthly program.

Adult Services staff including Assistant Manager, Brian Campbell and Library Associate 2 Karen Ross teamed up with Children's Librarian, Julie Vickers to celebrate comic book day with two simultaneous programs, Superhero Suit Up and Create Your Own Comic Journal.

Willoughby staff in all departments continue to do wonderful work with our patrons, especially during those busy times that we are incredibly happy to see again. We take this opportunity to wish farewell to Julie Vickers, Children's Librarian, as she leaves us at the end of July. At the same time, we welcome our new Adult Services Librarian, Isabella Ziemak, most recently of the Burton Public Library. Isabella brings expertise in Adult Services, including work as an Adult Services Supervisor. We are also adding hours to our Circulation department to better accommodate walk-in passport seekers. The increase in those wishing to apply for passports is expected to continue for some time.

OLD BUSINESS *no old business*

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NEW BUSINESS

MOTION 60-23

Mr. Monin moved and Mr. Buttari seconded the recommendation of the reappointment of Jeff Mackey to serve another 7-year term on the WEPL Board of Trustees.

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

NEXT MEETING

MOTION 61-23

Mr. Mackey moved and Mr. Monin seconded that the Board will not hold an August meeting.

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

The next meeting will be Monday, September 18th, 2023, 6:00 p.m., WEPL Administrative Offices

ADJOURNMENT

MOTION 62-23

Mr. Monin moved and Mr. Mackey seconded that the Board adjourn at 6:58 p.m.

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

Respectfully submitted,

Board President

Board Secretary