

CALL TO ORDER

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

ROLL CALL:

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

Absent: *no absences*

Also present:

Director Rick Werner; Deputy Director Eric Linderman; Fiscal & Compliance Officer Vicki Simmons; Executive Assistant/Board Liaison Trisha Lastoria, and Collections & Digital Services Manager Carol Tuttle.

Additions to the agenda: *no additions*

Citizen Comment: *no comments*

Ms. Lastoria administered the Oath of Office to Mr. Mackey, renewing his term to August 31, 2030.

President Petruccio presented the following minutes (sent)*

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

MOTION 63-23

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

- o July 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
August	\$ 177,496.29	\$ 180,629.65	1.77 %
YTD	\$ 1,690,451.74	\$1,675,278.78	-0.90 %

MOTION 64-23

Mr. Monin moved and Mr. Foisel seconded that the Board approve the July and August 2023 Fiscal Officer’s report:

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees
 Monday, September 18, 2023, WEPL Administrative Offices

JULY LIST OF BILLS PAID:	\$672,411.30
JULY FINANCIAL STATEMENT:	YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$5,280,466.72	\$3,608,906.82	\$2,933,894.54
Grants	\$0.00	\$0.00	\$0.00
Corona Virus Relief Fund Public Library	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$61,464.74	\$1,680,054.03	\$1,843,703.56
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	\$5,341,931.46	\$5,310,251.73	\$4,831,777.57
JULY INVESTMENTS	\$3,483,898.13		

PLF	2022	2023	% Increase
September	\$ 219,172.47	\$ 228,371.87	4.20 %
YTD	\$ 1,909,624.21	\$ 1,903,650.65	-0.31 %

AUGUST LIST OF BILLS PAID:	\$507,600.89
AUGUST FINANCIAL STATEMENT:	YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$6,949,902.80	\$4,097,832.12	\$4,114,405.32
Grants	\$0.00	\$0.00	\$0.00
Corona Virus Relief Fund Public Library	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$69,921.53	\$1,681,574.58	\$1,850,639.80
Building Construction	\$0.00	\$0.00	\$0.00
Computer Information	\$0.00	\$46,885.46	\$14,638.15
Eastlake Coal Plant	\$0.00	\$0.00	\$0.00
Worrallo Fund	\$0.00	\$360.42	\$13,586.32
TOTALS	\$7,019,824.33	\$5,826,652.58	\$5,993,269.59
AUGUST INVESTMENTS	\$3,499,977.98		

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.

MOTION 65-23

Mr. Buttari moved and Mr. Monin seconded that the Board approve a motion accepting the amounts and rates.

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.

MOTION 66-23

Mr. Monin moved and Mr. Mackey seconded to approve a move within the Computer Information Fund \$675.00 from Professional Services to Equipment for the purchase of additional cameras at Eastlake Library.

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, 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 67-23

Mrs. Roseum moved and Mr. Buttari seconded that the Board approve the September Personnel Actions report as presented.

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

POLICY (**Buttari**, Petruccio, El-Khoury) *did not meet*

MOTION 68-23

Mr. Monin moved and Mr. Foisel seconded that the Board approve the changes to the loan periods and limits policy.

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

ADMINISTRATION REPORT

MOTION 69-23

Mr. Mackey moved and Mr. Monin seconded that the Board approve the large format printer for the PR Department for a five-year contract with Lake Business Products commencing October 2023 for a total lease cost of \$4,140.00

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.

MOTION 70-23

Mr. Monin moved and Mr. Mackey seconded to approve a reclassification of the MAP Support staff to include two new job classifications at Grade 4 and Grade 5, effective September 24, 2023.

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.

WEPL Staff Development Day-Mr. Werner briefed the Board it will be held on Monday, October 16 at Willoughby Hills Community Center and Mrs. Petruccio will hand out the staff awards. **Eastlake Library Events** will be held on Friday, September 29 for a VIP list and staff and on Saturday, September 30 for the public. The landscaping is complete and the punch list is currently being worked on.

Director’s Report/Rick Werner

Eastlake Library

With the renovation work at the Eastlake Library 99.5% completed, we are getting ready to show off the renovation to our patrons, community leaders, and the community itself on September 29 and 30.

We are continuing to work with Lakeland Management and GPD Group on the final punch list issues; none of the open items will affect our ability to showcase the “new” Eastlake Library at the end of September. I am happy to report that Giannetti Landscaping has been working on the grounds this week so that the outside matches the inside in terms of attractiveness and order.

We are in the process of sending out invitations this week to the VIP reception that will be held on Friday, September 29, from 5:30 to 7:00 PM. The invitation list includes all WEPL staff; local, county, and state elected officials; City of Eastlake administrative leadership; WEPL Boosters; Eastlake business leaders; and WEPL alums. We will be serving pizza and small desserts along with bottled water. We are working on a short program that will feature remarks from Diane Petruccio, Ashley El-Khoury, Amy Winter, and Mayor Dennis Morley.

The Eastlake Library staff – with help from Patrick Culliton and Michelle Hudson – have been planning for the community open house that will be held on Saturday, September 30, from 11:00 AM to 3:00 PM. There will be activities for kids and families, Library tours, and a pizza food truck and a snow cone food truck in the eastern parking lot from noon to 2:00 PM.

As we conclude the hard work and dislocation caused by the renovation, we want to thank the Board for making the re-creation of the Eastlake Library possible. We are confident that the “new” Library will serve its patrons well for the next generation . . . or longer.

Facilities Update

We currently have a bidding process underway to solicit proposals for roofing work at the Willowick Library and the new administration building. Bids are due on September 28 and we anticipate having a contractor recommendation for the Board to consider at its October meeting. We are aiming for the work to be completed in 2023.

The Willowick Library Air Handler Unit replacement project under the leadership of S.A. Comunale will be starting in later September or early October. The work will be completed this year.

Tom Johnson and I have begun the process of planning for the facilities projects that we want to undertake in 2024 so that we can establish projected budgets for consideration by Vicki Simmons and the Board for the 2024 budget. We will be entering into a contract soon with GPD Group for the new administration space planning so that we can establish a budget for the work that we want to get done in that building in 2024.

We have proposals from two masonry contractors for the removal of the long-defunct materials pick-up box in the front wall of the Willoughby Hills Community Center. Both proposals are in the \$7,500 to \$8,000 range. We will work with the City of Willoughby Hills to choose one of the proposals and work to get that project done this fall.

Auditor of State Levy Guidance

As you may have read in the Ohio Library Council newsletter, the Ohio Auditor of State has released new guidance on how Ohio political subdivisions may – and may not – conduct operating and bond levy campaigns. We will post the document from the Auditor of State on the Board’s OneDrive site.

Eric, Vicki, Patrick Culliton, and I will be reviewing the document soon and will be available to respond to any comments and/or questions from the Board at the October meeting. The earliest that the Board can schedule the next levy ballot issue is the November election in 2025 for the operating levy that expires at the end of 2026.

My Fall To-Do’s:

1. Working under the direction of Diane Petruccio and Eric Foisel, commence the re-examination of the 2018-2019 WEPL Strategic Plan.

2. Working with Eric Linderman and Donna Rosciszewski, brainstorm and prepare a draft WEPL succession plan for consideration by the Personnel Committee and the full Board.

Deputy Director's Report/Eric Linderman

Willoughby Senior Center Library

In early September, I met with Deb Mullen and Willoughby Senior Center staff to plan an upgrade to the library there. Up to this point, the Senior Center has provided a lending library to residents stocked with donations and older books that had been weeded from our library collections. This upgrade, led by Deb, will extend the Willoughby Library's current circulating collection to this location.

To accomplish this, we will barcode all items in the existing collection and introduce a MeeScan self-check system that will incorporate WEPL patron cards as the vehicle for managing item loans. As part of the conversion process, our librarians will do library card sign ups, and train Senior Center staff and residents on using the check-out system.

At this time, Amanda Schoen is working on the MeeScan configuration for the Senior Center, and our Collection Services staff is selecting materials for the collection. Our 2024 materials budget will include a line for the Willoughby Senior Center. Furthermore, we are considering options for an outdoor book drop at this location.

This project is exciting because it will achieve a goal that in the past has been difficult to achieve. In my experience, outreach collections are often introduced as good ideas, but then struggle or fail due to their disconnection from the established libraries. They are typically left alone to manage pencil-and-paper circulation of outdated books.

By implementing MeeScan and WEPL cards at the Senior Center, we will add newer books, and we will be able to provide the kind of collection analysis that we do on our larger collections. Our librarians will review book circulation remotely and build a collection that responds to the borrowing trends that are unique to the Willoughby Senior Center.

Job Reclassification

The collective bargaining agreement between the library and SEIU allows for an annual reclassification process for jobs within the bargaining unit. This process, which may be initiated by either management or the bargaining unit, involves a joint committee of four staff members who review requests and make recommendations to library administration. If changes are recommended, approval by the Board of Trustees is required.

This year, the management of the library's Materials & Processing department requested the creation of two new job classifications to replace the single Materials & Processing Support Staff position. This request was made to address the differences in types of work that are currently done by staff in that department.

Out of the four staff members in Materials & Processing, there are two full-time staff members who work with bibliographic records on our catalog system and create purchase orders for materials in our fiscal software. These tasks require technological skills and increased levels of responsibility that are not required from the other part-time staff who are currently under the same job classification.

Our library administration has reviewed the work of the Job Reclassification Committee and recommends approval of the creation of new job classifications in the Materials & Processing Department. This will result in the appropriate pay grading for different work duties within that department. A one-step upgrade will go to the two full-time staff members and the two part-time staff will remain in their current pay grade.

[Circulation Policy Update](#)

I am recommending changes to the circulation policy in the Board Policy Manual for consideration at the September regular meeting. These changes have been reviewed by the Board Policy Committee.

Our managers routinely review our circulation policies compared to current circulation trends and advise modifications when demand decreases and circulation drops of a type of item. Prior to removing items from the collection, it is sometimes recommended that we add more time to loan periods and that we allow more items to go outside WEPL through interlibrary loan.

The policy changes requested at the September meeting include extended loan periods for Launchpads (children's tablets) and video games. Also, we would like to add Launchpads as well as some tablets and video games to the types of items that may circulate through interlibrary loan.

Marketing & Public Relations Report/Patrick Culliton

Patrick is a part of the 2023-24 Leadership Lake County class. Orientation was a blast and the retreat takes place Sept. 20 – 22. He is looking forward to the opportunity to gain a deeper understanding of Lake County, making connections and friends along the way.

The Lake County League of Libraries collaborative program, Haunted Lake County, is off and running! Check out the LOL Facebook page for updates.

New library cards with our new logo arrived from Printing Concepts. They look great! We will send them out as the current cards run out.

WEPL book clubs will be the focus of a News-Herald special feature to go out Sept. 21. Thank you to Carol Tuttle and Mitz Horrigan for fielding the journalist's questions for this!

Collections & Digital Managers Report/Carol Tuttle

[Digital Services](#)

Mango Languages has now been added as a member database by Clevnet.

Carol Tuttle and Mitzi Horrigan-Bartolucci attended the Digipalooza conference in Cleveland in August. This two-day conference is presented biannually by OverDrive. There were multiple panel discussions about best practices, marketing, and ordering ebooks and digital audiobooks. Libraries of all sizes and from across the country were represented. Librarian roundtables where we could discuss our own library challenges and practices managing our digital collections were interesting and helpful. Sneak previews of new features including improvements to the Marketplace ordering platform were demonstrated. The name of every library who registered was printed on the back of the t-shirt for the event, so it was great to see the long name “Willoughby-Eastlake Public Library”!

[MAP/Collection Services](#)

Dawn Adams started working in her new role as MAP Supervisor on July 30. We are currently interviewing candidates for the open MAP Support Staff position. MAP staff has been working as a team to process all formats and reading level materials to cover for the open positions we have had the last few months. We look forward to having a fully staffed department as we go into the last quarter of the year.

The bi-weekly #WEReaders post on the WEPL Facebook page continues to be popular with patrons who comment on the books they are reading and recommending. #WEReaders was started by Carol over 3 years ago as a way to interact with patrons during the COVID shutdown period, and now both Carol and Mitzi alternate weeks moderating the discussion.

[ILL/Clevnet](#)

The number of items transited through the WEPL ILL department in August was nearly 32,000. This is the highest amount since early 2021 when we were still getting backlogs and delivery issues from the pandemic shutdown and switch of delivery companies. The number of items sent out to Clevnet in August was over 20,000, the highest in two years.

Willoughby Library Branch Report/Deb Mullen

Willoughby Library wrapped up another fun and busy summer season with our presence at Last Stop Willoughby and our upcoming October visit to the Heart of Willoughby Outdoor Market. Although it was an usually rainy day for Last Stop, we had a great turnout for crafts and games as well as our staple continuous showing of the classic Twilight Episode, “A Stop in Willoughby.”

We have a nice line up of fall programming including Reiki sessions, two writing workshops, one to cope with trauma and one to learn all about freelance writing and an independent filmmaking program. Our children and teens have an excellent selection of programs both for homeschoolers and those in school. We have begun offering programs on days we know the students do not have school, which has increased our attendance. We are especially happy to welcome back Jeannie Flemming-Gifford who will present her SymFunny program on October 13.

Our Little Free Food Pantry is almost ready for prime time! The Willoughby Arts Collaborative are putting on the finishing touches and our contact from the Cleveland Food Bank has sent us guidance on what donations to accept and for how long to keep them. We are a little behind schedule, but we hope to hit the starting block by mid-October.

OLD BUSINESS *no old business*

NEW BUSINESS *no new business*

NEXT MEETINGS

Monday, October 16th, 2023, 6:00 p.m., **WEPL Administrative Offices**

Monday, November 20th, 2023, 6:00 p.m., **Eastlake Library** (*switched locations due to Staff Development Day*)

ADJOURNMENT

MOTION 71-23

Mrs. Roseum moved and Mr. Monin seconded that the Board adjourn at 6:36 p.m.

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

Respectfully submitted,

Board President

Board Secretary