

CALL TO ORDER

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

Present:

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

Absent: Mr. Mackey

Also present: Director Rick Werner; Deputy Director Eric Linderman; Fiscal and Compliance Officer Vicki Simmons; Executive Assistant/Board Liaison Trisha Lastoria. WEPL staff Patrick Culliton, Deb Mullen, Carol Tuttle, Amanda Schoen, and Tom Johnson.

Additions to the agenda: *no additions*

Citizen’s Comment: *no comments*

President Petruccio presented the following minutes:

- Regular Meeting of the Board of Trustees, September 18, 2023

MOTION 74-23

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

- Regular Meeting of the Board of Trustees, September 18, 2023

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

FISCAL OFFICER’S REPORT

PLF Fund Distribution

PLF	2022	2023	% Increase
October	\$ 204,169.61	\$ 200,060.97	-2.01%
YTD	\$ 2,113,793.82	\$2,103,711.62	-0.48%

MOTION 75-23

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

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY REGULAR MEETING OF THE BOARD OF TRUSTEES
 MONDAY, OCTOBER 16th, 2023, 6:00 P.M., WILLOUGHBY HILLS PUBLIC LIBRARY

SEPTEMBER LIST OF BILLS PAID:	\$582,200.49
SEPTEMBER FINANCIAL STATEMENT:	YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$7,389,897.60	\$4,676,415.05	\$3,975,817.19
Grants	\$0.00	\$0.00	\$0.00
Corona Virus Relief Fund Public Library	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$77,167.16	\$1,682,711.67	\$1,856,748.34
Building Construction	\$0.00	\$0.00	\$0.00
Computer Information	\$0.00	\$53,563.92	\$7,959.69
Eastlake Coal Plant	\$0.00	\$0.00	\$0.00
Worrallo Fund	\$0.00	\$360.42	\$13,586.32
TOTALS	\$7,467,064.76	\$6,413,051.06	\$5,854,111.54
SEPTEMBER INVESTMENTS	\$4,517,996.59		

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

MOTION 76-23

Mr. Monin moved and Mrs. Roseum seconded that the Board approves the renewal of a 2-year contract with World Pay for credit card transactions, no rate increase.

On roll call the following vote was cast: Mr. Buttari “Yes”, Mrs. El-Khoury “Yes”, Mr. Foisel “Yes”, Mr. Mackey “Absent”, 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)

Mr. Monin stated that the Committee met prior to this meeting and is recommending the following motions for approval:

RESOLUTION 77-23

Mr. Monin moved and Mr. Foisel seconded that the Board approves the resolution for the addition of an exterior soffit replacement to the Eastlake Library renovation project.

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

MOTION 78-23

Mr. Foisel moved and Mr. Monin seconded that the Board approves the Giannetti Landscaping snow removal services for the winter of 2023-2024.

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

MOTION 79-23

Mr. Monin moved and Mr. Buttari seconded that the Board approves the three-year Gillmore security camera software contract at Eastlake Library.

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

MOTION 80-23

Mr. Foisel moved and Mr. Monin seconded that the Board approves the Otis elevator maintenance contract for Willowick Library.

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

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

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

MOTION 81-23

Mrs. Roseum moved and Mr. Monin 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 82-23

Mr. Monin moved and Mr. Foisel seconded that the Board approve the HB 33 policy change to the Competitive Bidding, effective 10-3-2023 from \$50,000 to \$75,000 (Operations Policy 2.7 and 2.8).

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

ADMINISTRATION REPORT

RESOLUTION 83-23

Mr. Monin moved and Mrs. Roseum seconded that the Board approves the 2024 Holiday Closure Schedule.

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

MOTION 84-23

Mr. Buttari moved and Mr. Foisel seconded that the Board approve the October 16, 2023 Surplus List.

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

MOTION 85-23

Mr. Monin moved and Mrs. Roseum seconded that the Board approves the 3-year lease agreement with Government Connection for 94 public computers effective upon signing of the lease.

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

Director’s Report/Rick Werner

[Eastlake Library Renovation Update](#)

The two “relaunch” events at the Eastlake Library on Friday, September 29, and Saturday, September 30, went well.

The Friday evening open house was attended by over 40 Eastlake community leaders, WEPL staff, and other dignitaries. Diane Petruccio, Ashley El-Khoury, Amy Winter, and Mayor Morley (with a cameo from State Representative Dan Troy) offered remarks and thanks to Library staff, GPD Group and Lakeland Management representatives, and Eastlake patrons for their work on and patience with the renovation process.

The Saturday events, engineered and carried out by Eastlake Library staff, attracted a steady stream of families and individuals to check out all the renovated spaces and to enjoy pizza and snow cones in the east parking lot. Thanks to the entire Eastlake Library staff, the Facilities staff, various administration folks, and the parties-planning committee for all the work to get ready for the two events that showcased the complete transformation

of the Library for the past twelve months. Thanks to the Board for their support of the project that will benefit the Eastlake community for years to come.

Banned Book Reading Challenge

We continue to pay attention to the response to the WEPL Banned Book Reading Challenge that we are holding in October in conjunction with the American Library Association's Banned Book Week that ran from October 1 to October 7.

Since we briefed the Board via email on October 3, I have the following update:

1. The negative comments have been limited to the three initial emails and one voicemail we received shortly after we first publicized the Reading Challenge. 141 patrons have signed up to participate in the Challenge.
2. We were made aware of an email that the Willoughby-Eastlake Public School Treasurer, Nick Ciarniello, sent to a statewide school treasurer email list inquiring about the public library board appointment process because of negative feedback that Mr. Ciarniello had gotten about WEPL. I followed up with Superintendent Patrick Ward (who attended the Eastlake Library open house on September 29) to gauge the pushback that WEPS got about the Library. It turned out to be a single email from a Willoughby resident who periodically contacts me about WEPL board meetings and minutes. I will forward the emails to the Board for your review. Eric and I kept Diane briefed on the situation.
3. We developed and distributed two sets of talking points for Library staff: the first for front-line staff and the second for management. We will post those talking points on the Board's OneDrive site.
4. At the WEPL Staff Development Day on Monday, October 16, we will be having a panel discussion about current issues in the public library world (including so-called "First Amendment audits" and book/materials challenges). The panel will consist of Carol Tuttle, Eric Linderman, Patrick Culliton, and me.

2023 Roofing Project Update

I am disappointed to report that we did not receive any bids on the Willowick Library/New Administration Building roofing project. Three potential contractors attended the pre-bid meetings.

We did get some helpful feedback at the pre-bid meeting. First, we underestimated the current pricing environment for roofing projects; our estimate of the total cost for both roofs were \$300,000. Based on the information that the contractors shared with us, that amount would be a reasonable estimate for one of the two roofs.

Second, and more positive, based on the examination by the contractors of the Willowick Library roof, the consensus is that the roof is still in adequate shape and does not need to be replaced at this time. All the contractors agreed that the new administration building flat roof definitely needs replacing now. As you may recall, we replaced the pitched roof at the new administration building in 2022.

Based on this feedback, Tom and I will work on a new bidding process for the replacement of the new administration building flat roof for consideration by the Board at the November meeting. We will time the process to hopefully yield bids and a recommended contractor by the January 2024 Board meeting so that the project can commence as soon as weather permits in the spring of 2024. We want to make sure that the roof is replaced before we start significant work inside the building.

[Eastlake Library Soffit Replacement](#)

We need to replace the exterior soffits at the Eastlake Library. In hindsight, we should have included that item in the original Lakeland Management Systems scope of work. As we are still working with LMS on the final aspects of the Eastlake Library renovation punch list, we would like to add the soffit replacement as an additional item in our final work with LMS.

We will have a resolution to add that item to the Eastlake project for the consideration of the Buildings Committee and the full Board on the October 16 agendas.

[Short Takes](#)

1. Donna Rosciszewski, Eric Linderman, and I have started work on a WEPL succession planning outline that will address how we can prepare existing staff for opportunities to compete for future management and leadership opportunities. We anticipate having a document for the Personnel Committee and the full Board to consider in early 2024,
2. We will be scheduling a Finance & Planning Committee meeting before the November Board meeting to review the existing strategic plan and the progress that WEPL has made on it. Staff will have a 2024 strategic plan document for the Board to consider at its January 2024 meeting.
3. Under Vicki Simmons' leadership, we have commenced the 2024 budget planning process. Eric and I have been working with Amanda Schoen on the technical services budget and Tom Johnson and I have been working on the 2024 facilities budget.
4. We have a few multi-year agreements that we will be asking the Board to consider at the October meeting: the public computer lease; security cameras at Eastlake Library; the maintenance contract for the Willowick Library elevator; and the snow removal arrangement for the 2023-2024 winter season.
5. We have an agreement in place with the GPD Group to undertake the space planning process for the new administration building. We hope to have the work completed this fall so that we can incorporate the cost projections into the 2024 budget process.

Deputy Director's Report/Eric Linderman

[Midwest Tape Visit](#)

In September, I went along on a field trip with our Materials & Processing crew to visit Midwest Tape in

Toledo, and I am glad I went. Libraries in the area have been using Midwest since the VHS era to buy movies. Being aware that Midwest is growing and diversifying, I decided I should learn more about the company and what they do for us.

As we have seen in our statistics, Emedia continues to grow as a core segment of our collection. Hoopla, which has an increasing share of our Emedia circulation, is part of Midwest. In fact, I was surprised to learn that they record the audiobooks in their studio in Toledo. They even let me read a paragraph to learn how they produce the recordings.

Like WEPL, Midwest continues to provide DVDs, recognizing that business in that area is still strong even though the future of these materials seems uncertain. Indeed, the creation and processing of DVDs remains a very large operation at Midwest, including hundreds of jobs dedicated to the on-demand production and packaging of DVDs for libraries.

Salary Study

I have shared recommendations for salary adjustments with the Board Personnel Committee, with the intention of implementing these increases during the pay period beginning on October 22. Since we will be looking at bargaining unit pay in preparation for collective bargaining later in 2024, this group of recommendations is for management job classifications. The pay adjustments described here include eight positions with suggested increases ranging from 2% to 5%.

The methodology used for this study consisted of job comparisons using the most recent (2022) NEO-RLS salary survey. I looked at our salaries in relation to those of other libraries in the NEO-RLS region, which includes the greater Cleveland and Akron areas. Given our relative size and suburban location, I viewed the area between the median and 75th percentile as a general target for our compensation.

2024 Budgets

I have had discussions with Carol Tuttle as well as Amanda Schoen, Sarah Vargo, Rick and Vicki about materials and technology budgets. I am also planning our annual budget meeting for the managers on October 18.

Given the post-pandemic rebound of program attendance, and the relative stability of book and e-media circulation compared to disc formats, we are looking especially to build on the strength of our children's collections and services. Technology for children's programming will also be an important part of the 2024 budget.

We continue to invest in continuing education with a focus on internal career development and succession planning. So, we will be budgeting for attendance at workshops for supervisor training and other relevant job skills. Since the Public Library Association conference will be in Columbus this year, we are encouraging staff to take advantage of that opportunity as well.

E-Rate

I have been working with Trisha on annual paperwork for E-Rate technology discounts. The federal E-Rate program involves many forms that do not make immediate sense to someone who is not used to working with the program.

One reason the program is difficult to understand is because it requires the management of forms in multiple funding years at the same time. Trisha is doing a good job of learning how to navigate the process by working with me and by taking free workshops that are offered by the State Library of Ohio.

We recently received confirmation that we will receive a \$5,594.39 E-Rate refund, which is 60% of the money we spent on data lines between July 2022 and June 2023.

Marketing & Public Relations Report/Patrick Culliton

Congrats to the Eastlake team for coordinating an amazing relaunch!

We should be receiving our new large format printer on 10.10.2023. We are very excited to learn how to use it!

Patrick attended the Leadership Lake County retreat at Punderson Sept. 20 – 22. He is excited to be part of such a dynamic class and has already forged connections and friendships that should last well beyond graduation. History day takes place on 10.11.2023.

We can't wait for Staff Development Day!

Children's Service Manager Report/Sarah Vargo

We served over 800 meals to children at Willowick Library this summer. It was a rewarding experience that we plan to repeat and possibly expand next year.

October is one of the busiest months for the children's department. Storytimes are in full swing, Halloween parties are provided and outreach ramps up. Program registration numbers are high with many events full or nearly full.

The Circulation staff are busy creating over 700 new library cards in our partnership with the WE Schools. This is the 4th list of new cardholders we've received over the last year. Around 9000 children have had cards created or updated since the project began.

As always, kudos to all the amazing staff that make these programs and projects happen!

Library Systems Manager Report/Amanda Schoen

- Lake Business Products has delivered the new poster printer to PR. The technology team has configured this printer and taught the PR team how to use it.

- The technology team worked hard to bring Eastlake back up to speed during the renovation. This includes reinstalling the remaining public PCs that were removed during the renovation, making sure all the AV equipment in the meeting room works, reinstalling phones that were removed during the renovation, and reinstalling catalog PCs throughout the library. Clevnet has also upgraded our wireless internet equipment to provide better coverage throughout the building.
- The technology team was proud to implement the TBS ScanEZ for faxing and scanning at all branches. The product has been a tremendous success. Both patrons and staff find it easy to use and many reluctant technology users have raved about the product.
- The technology team is looking to finalize a contract with Gillmore Security and start installation of security camera systems at Eastlake in late October.
- The Technology team is ready to finalize a new contract with GovConnection for a three-year lease of new public PCs beginning in January 2024.
- The WEPL training committee has relaunched, and we have already started three big projects. The first project has been creating a curriculum to standardize the way we train circulation and reference staff throughout the branches. Deb Mullen and Brian Campbell have done an excellent job leading this project. The second project includes creating a “bot” which will answer questions on Libchat when reference is not online to answer patron questions live. Mitz Horrigan-Bartolucci has been leading this project with remarkable success. The third project includes providing video tutorials on basic circulation and reference skills online via Niche Academy. Tammy Beuck has done an amazing job thinking of ideas and teaching the committee how to use Niche Academy.
- Amanda Schoen ran a program in collaboration with Sarah Silbaugh on Oct 12th to teach tweens coding skills using BBC’s MicroBit. This program was full without advertising and was a hit with kids and parents alike.
- Gabe and Amanda worked hard in late August after the huge storm to restore public PC service at Willoughby due to equipment errors after the storm.
- Looking ahead, TBS is coming to demo more of their services in late October. These services include a public PC management system, a print management system, and a wireless printing service. TBS has done a fantastic job with ScanEZ and we are exploring options with them on how to upgrade the technology services we provide to patrons.

Willoughby Hills Library Branch Report/Holly Ferkol

Many children participated in our Summer Reading Challenge and attended our summer programs. We had storytime programs this summer and an Interactive Movie which was Finding Nemo with 56 people in attendance. Our Homeschool Trivia had 29 kids in attendance. We also had a Mario Kart Tournament with 20 children in attendance in September.

We had several sewing classes including Make a Braided Wreath, Sew a Decorative Pillow, and Teens Make an Easy to sew Tote Bag. Car Tips for Teens was a popular program in August. Our Dream Interpretation program had 16 people in attendance. We had our Herb Day which is our Signature Event in September. Overwintering

Herbs in Ohio had 15 people in attendance, the Composting program had 16 people in attendance, and To Tea or Not to Tea had 17 people who attended the program.

Chris Gumal started the Willoughby Hills Gardening Club which meets every month and had 24 people in attendance the first month. The Willoughby Hills Cookbook Club has been successful with 14 people attending the program. We had Line Dancing for Adults Ages 50+ again with more sessions and the attendance started with 16 for the first week and had 25 in attendance by the third week in this series. Murder at the Hills has been a success and we had some new people join our book club.

There will be another Tiny Art Show in the fall. We distributed 60 art kits that will be displayed during our 20th Anniversary Celebration on October 25, 2023. We had outreach events which included the Willoughby Hills Music Fest in August and the Touch a Truck program in September. The City of Willoughby Hills replaced the several benches and a smoker's receptacle in front of the Willoughby Hills Community Center.

Willowick Library Branch Report/Kathleen Jozwiak

[Staffing Updates](#)

We send Dennis off to MAP with fond well wishes. It's a good move for him and he will do well. Peggie and Melissa have temporarily picked up additional hours to help us cover the desk. We should have a new 40-hour circ person soon. We also send good wishes to Nikki, who has resigned. This gives us an opportunity to reassess the circ schedule. We have posted a for a 20-hour adult reference associate so we have more coverage of the teen desk.

[Passport recertification](#)

Everyone has completed recertification training. We will apply for another year as soon as they open it.

[Lions](#)

I am the new scholarship chair for our Lions club. I am looking forward to this and have already made contact with a school counselor at North High School.

[Jammin for Jesus](#)

Sarah S. did library outreach at this event for Shoregate United Methodist Church. Sarah came back with a cold red nose but was happy to participate. We are glad they invited us.

[Teens](#)

Bryn is doing a great job with the teens. So many of them seek her out and told us how much they missed her on her week off. We have had several challenges with teens but staff, and in particular Bryn, has done a great job handling situations. Anime Awesome is going strong with about ten kids attending each session. Videogaming use is up in both teens and childrens.

Engelking Book Signing

Gale is hosting an event for Jennifer Engelking, Willowick resident and local author, on her new book Lost Lake Erie. She will be here October 9. Gale was able to set this up after the program guide was printed.

Coffee with a Cop

I also set this program up after the program guide was printed. We are happy to host a Willowick officer Saturday morning November 4.

Summer Reading

We saw many children, teens, and families in the library. It was a huge success.

Assistant Managers collaboration

The assistant managers are collaborating on a phone help afternoon in Willowick's computer lab in April. They are also working on short quizzes to make sure reference staff are aware of all the databases available. They are working on a collaborative program at the old bank building for 2024 or 2025 as well.

OLD BUSINESS

Mrs. Roseum asked if there was an update on the Willoughby Hills Library digital sign; Mr. Werner replied that he is holding off on meeting with the Mayor until after the election and a new Mayor would be in office.

NEW BUSINESS

Mrs. Roseum stated that she brought in a box of reading glasses from the Kiwana's Club to be passed out to patrons.

ASSIGN DATE FOR PERFORMANCE EVALUATIONS FOR FISCAL & COMPLIANCE OFFICER AND DIRECTOR

Mrs. Petruccio stated that the personal evaluations should be submitted by December 1st with an executive session on December 18th following the Organizational Board meeting.

NEXT MEETING, Monday, November 20, 2023, 6:00 p.m., **Eastlake Public Library**

ADJOURNMENT

MOTION 86-23

Mr. Foisel moved and Mrs. Roseum seconded that the Board adjourn at 6:31 p.m.

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

Respectfully submitted,

Board President

Board Secretary