

**CALL TO ORDER**

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

Present: Mrs. El-Khoury, Mr. Mackey, Mr. Monin, Mrs. Petruccio, Mrs. Roseum (*arrived at 6:04 pm*).

Absent: Mr. Buttari, Mr. Foisel, Mr. Werner

Also present: Deputy Director Eric Linderman; Fiscal and Compliance Officer Vicki Simmons; Executive Assistant/Board Liaison Trisha Lastoria. WEPL staff Amy Winter and Tammy Beuck.

Additions to the agenda: *no additions*

Citizen’s Comment: *no comments*

President Petruccio presented the following minutes:

- October 16, 2023 Building Committee Meeting
- October 16, 2023 Annual Meeting of the Records Commission
- October 16, 2023 Regular Meeting of the Board of Trustees

**MOTION 87-23**

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

- October 16, 2023 Building Committee Meeting
- October 16, 2023 Annual Meeting of the Records Commission
- October 16, 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 Fund Distribution

<b>PLF</b>	<b>2022</b>	<b>2023</b>	<b>% Increase</b>
<b>November</b>	\$ 200,546.21	\$ 208,461.14	3.95%
<b>YTD</b>	\$ 2,314,340.03	\$2,312,172.77	-0.09%

**MOTION 88-23**

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

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY REGULAR MEETING OF THE BOARD OF TRUSTEES  
 MONDAY, NOVEMBER 20th, 2023, 6:00 P.M., EASTLAKE PUBLIC LIBRARY

OCTOBER LIST OF BILLS PAID:	<b>\$829,154.75</b>
OCTOBER FINANCIAL STATEMENT:	YTD

	<b>RECEIPTS</b>	<b>EXPENDITURES</b>	<b>BALANCES</b>
General Fund	\$7,612,640.17	\$5,202,556.88	\$3,672,417.93
Grants	\$0.00	\$0.00	\$0.00
Corona Virus Relief Fund Public Library	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$84,730.74	\$1,986,870.67	\$1,560,152.92
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
<b>TOTALS</b>	<b>\$7,697,370.91</b>	<b>\$7,243,351.89</b>	<b>\$5,254,116.86</b>
OCTOBER INVESTMENTS	<b>\$4,538,374.28</b>		

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

**MOTION 89-23**

Mr. Monin moved and Mrs. Roseum seconded accepting to renew the dental and life insurance coverage with Guardian Life for the period of 1/1/2024-12/31/2025 at 0% increase.

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

**MOTION 90-23**

Mrs. Roseum moved and Mr. Mackey seconded accepting to renew the vision insurance coverage with Vision Service Plan (VSP) for the period of 1/1/2024-12/31/2025 at 0% increase.

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

**MOTION 91-23**

Mr. Monin moved and Mrs. Roseum seconded to establish a second cash drawer at Willowick Public Library in the amount of \$75.00 for the Passport office.

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

Amy Winter and Tammy Beuck gave a presentation to the Board beginning with the process in applying for and being awarded the Solar Eclipse Grant through the Great Lakes Science Center. Both Amy and Tammy received training for being the Solar Eclipse Ambassadors at the Science Center and also received t-shirts and patches. They were also given an Eclipse Kit that included 1,000 eclipse glasses, a telescope with carrying case, filter and cleaning kit, a sun-earth-moon orbital model with light, colanders for viewing the partial phases of the eclipse, a group solar viewing panel, signage, pinhole viewer postcards, stickers, a power point presentation for programs for the public and \$1,000 stipend to the Library.

**MOTION 92-23**

Mr. Monin moved and Mr. Mackey seconded to approve the receipt of the Eclipse Ambassador Grant in the amount of \$1,000.00 from the Great Lakes Science Center.

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

Ms. Simmons stated that a meeting will be held before the December Organizational meeting to present the temporary budget for 2024.

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

**MOTION 93-23**

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

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

DISCUSSION ON SLATE OF OFFICERS FOR 2024

The Board agreed that this will be discussed at the December Organizational meeting.

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

**MOTION 94-23**

Mr. Mackey moved and Mr. Monin seconded that the Board approve the Library Rules/Customer Guidelines Policy.

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

**MOTION 95-23**

Mr. Mackey moved and Mrs. Roseum seconded that the Board approve the Materials Selection Policy.

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

**ADMINISTRATION REPORT**

**MOTION 96-23**

Mr. Monin moved and Mrs. Roseum seconded that the Board approve the November 20, 2023 Surplus List.

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

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**Deputy Director’s Report/Eric Linderman**

[2024 Budgets](#)

In October, I met with managers for our annual budget meeting, in which we went through the 2023 budgets and made plans for next year. Most of our discussion focused on the programming and materials budgets, for which input from our library managers is mostly needed.

With the funds available, we are in a good position to make increases to several areas of the programming budget that funds presenters and supplies for our programs. Program attendance is on the rise compared to last year, so we have added funds to these lines for all age groups, as well as specific events including WeplCon, Willoughby ArtsFest, Miracle on Erie Street and a line dancing program at the Willoughby Hills Library.

[New Admin Facility Planning](#)

In October, Rick and I worked with Jason Nolde and Jennifer Snyder from the GPD architectural firm to begin planning the new space for offices and materials processing in the new building. To launch this planning, we organized meetings at Eastlake City Hall with the architects and managers of each of the departments.

Jason, Jennifer and I toured each section of the current location to note space needs, workflow patterns and desired improvements. In particular, we looked carefully at the ideal arrangement of our Materials & Processing

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department, which would benefit from a larger centralized worktable and a better arrangement for unloading trucks.

### Human Resources Update

We have hired Miranda Richmond as our new Public Services Support staff member to work reference and circulation at all four locations. Miranda worked previously at Loganberry books in Shaker Heights, and as an area resident, she is very familiar with our libraries.

Prior to the pandemic, we staffed two floater positions but currently work with one in addition to two substitutes who were previously regular WEPL staff members. This position is especially helpful for weekend staffing.

### Policy Changes

We are recommending changes to two sections of the Board Policy Manual, which I recently shared with the Board Policy Committee. These include the addition of new content in the Library Rules/Customer Guidelines policy and several updates to the Materials Selection Policy. A motion for approval of these changes will appear on the agenda for the November regular meeting.

Related to our recent discussions about materials challenges and the possibility of a “First Amendment audit,” which we have not experienced, but typically involves someone videorecording people in the library, we think it is appropriate to have a policy that prohibits library visitors from taking photographs or video recordings of staff or patrons in the library without their permission. In practice, we would want to cite this policy as part of our response to the person with the camera. A bullet point is being added to a list of topics in the existing policy indicating the requirement to have permission before photographing patrons and staff.

Also, we are updating the Materials Selection Policy. These changes largely include the deletion of outdated material and the addition of current practices for digital resources. We are deleting a section about graphic novels that was apparently added when those items were new. That is because there is no other section of the book collection that is described in similar depth in the policy, so the graphic novels description seems out of place.

Additionally, we are recommending the deletion of outdated material throughout the Materials Selection Policy that refers to items no longer circulated by the library. These include audiocassettes, videocassettes, and CD-ROMs. There is also deleted content about defunct regional library consortia including CAMLS and NOLA, and a former newsletter called “Library Lowdown” that we sent out in the mail.

Furthermore, our proposed changes include edits to the Procedure for Dealing with Challenged Materials, which is occasionally referenced when someone questions the appropriateness of a title found in our collections. We are adding a reference to the Request for Reconsideration form, which was not directly cited in the policy, and removing the requirement that we will send a response within 14 days.

The use of the formal materials challenge procedure is not common, and our response would typically happen sooner than 14 days after receiving it. However, if there would ever be a flood of such challenges at one time, we would not want to be tied to a definite timeframe for responding to each patron.

### **Marketing & Public Relations Report/Patrick Culliton**

We had a great time at Staff Day! Great conversations, fellowship, and fun. Thanks to all who made it happen!

The Willoughby Hills Anniversary celebration was a blast! The antique appraisal program was well-attended, and the house was packed for the Tiny Art Show reception and magic show with Michael Mage. Great work, and congratulations, Hills staff!

### [Library Speakers Consortium](#)

We are very excited to report that we will be subscribing to the Library Speaker's Consortium for 2024 and hopefully beyond! LSC offers libraries live streaming author talks with well-known authors across all genres. A few of the talks coming in early 2024 include:

Embrace Love in the New Year: A Heartfelt Conversation with Rebecca Serle

The Lure and the Lies of Processed Food, Nutrition, and Modern Medicine: An Author Talk with Dr. Robert Lustig

Spice, Spirit, and Swoon—A Guaranteed Happily Ever After with Rom-Com Author Tessa Bailey

Be a Kick-Ass Boss Without Losing Your Humanity: An Author Talk with Kim Scott

Sadly, we missed John Stamos' talk. BUT, the even better news is that this subscription allows access to an archive of every author event they have ever put on! We can't wait to Market this in 2024!

### [Stories in News-Herald from our press releases during the month of October:](#)

Edison School-Volunteers Needed, Willoughby Hills Anniversary, Willoughby Library Food Pantry, PCs for People, and Pop-Up Shop Nutrition for Teens

### [Professional Development](#)

Michelle attended Library Journal's Day of Dialogue on Oct. 26.

Patrick attended Leadership Lake County's History Day on Oct. 11. Additionally, his Community Impact Project group are making great progress on getting the Painesville Arts & Culture Council off the ground.

## **Collections & Digital Service Manager's Report/Carol Tuttle**

### **Digital Services**

A new database subscription was started: Book Connections/ReadtheBooks This is a rich resource for children's and teen books, including book trailers, discussion questions, author interviews, read-a-long, games and more. A dedicated Homeschool Resource section includes lesson plans. Readthebooks is the complementary teacher site that includes PreK-12 lesson plans and teacher tools. Sarah Vargo will be alerting the schools to this new resource.

Kanopy has moved from "play credits" to a ticketing method. WEPL patrons now start each month with 30 tickets to use for film viewing. Each video "costs" a patron a certain number of tickets to view. When browsing for titles, patrons will see the number of tickets required to watch each and how long they have access to watch it.

### **MAP/Collection Services**

In September MAP staff (along with Eric, Carol, and Mitz) toured the Midwest Tape headquarters in Holland, OH and met with a variety of their team. On the warehouse tour we were able to see the workflow for A/V orders and processing. We even got to meet the worker who puts the hubs on WEPL movies and packs our orders! We saw the studio where they record the audiobook narrators and got to give narration a try ourselves. MAP has some great voices.

On September 27 local author James Renner spoke at Willoughby Hills library about his new true crime book, Little, Crazy Children. Carol Tuttle arranged for his appearance. Nearly 50 true crime aficionados attended. They had many questions about local unsolved murders to which Mr. Renner graciously responded. His book sales went well.

On Oct. 2 Dennis Campbell started as a new MAP Support Staff II person. He has been training with Dawn to learn how to process the full variety of materials WEPL acquires (books, movies, music, video games, Wonderbooks, etc.) and to do the ordering of children's and teen books. We are happy to have Dennis here and to be fully staffed again.

Mitzi Horigan-Bartolucci created a Banned Books Reading Challenge for the month of October. This reading challenge launched during the ALA Banned Book Week and had 159 people register. There were 33 people who completed the challenge. One Willoughby patron and one Willowick patron won gift cards.

On WEPL Staff Day, Carol participated with Patrick Culliton, Eric Linderman and Rick Werner on a panel discussion of how staff can respond to patron materials challenges and to First Amendment audits.

Dawn Adams is participating in the 2023/2024 Leadership Academy course offered by NEO-RLS. Holly Ludwig accepted the WEPL Employee of the Year award at Staff Day.

## ILL/Clevnet

The numbers are rising for ILL in 2023. Since August the number of items transferred in and out of WEPL has remained above the 2022 level. In fact, the 32.5 K items in October is approaching the highest since prior to the pandemic shutdown. In 2019 WEPL averaged 46.5 K items per month but since then the monthly average has been around 30K. The reinstatement of running scripts in July has likely been a factor for the increase since August.

## Eastlake Library Branch Report/Amy Winter

Tammy and Amy are official Solar Eclipse Ambassadors after our training at the Great Lakes Science Center. Tammy had applied for and was awarded training, an Eclipse Kit, and a Thousand Dollar Grant to host safety sessions and an Eclipse watching party.

Teen Librarian Cathy Ellers had two more very exciting teen art clubs. Pancake art (thanks to all the staff that lent their electric pans) and melted Crayon Canvases.

Cathy also teamed up with the rest of the teen librarians for the Teen Signature Event WEPLcon! With special guest Knight Mage. The day was successful but exhausting.

At the End of September Eastlake Library threw two parties to celebrate the end of the renovation and the start of a refreshed and rejuvenated building moving forward. Both parties went very well and attendees had a good time, but we have had many requests to “get the pizza truck back”. (Fuoco Wood Fired Pizza in case you want to hire them. Highly recommend.) Staff offered narrative about the new features, advertisements for upcoming programs and series, craft your own buttons in the teen lounge, and the children’s department offered fun aisleway games and a play zone in the new story time room. The staff is very grateful to both the Board and Administration for all their support and patience though out the project.

Tammy had a wonderful hybrid program Diving into Disney. Well attended both in person and viewed from home, participants took a virtual tour of the Disney Family Museum to celebrate 100 years of Disney.

MaryAnn hosted an antiques program with Bill Smiley of Valentine Auctions Here at the library with 23 patrons attending.

The whole staff worked their magic one more time to present the Candlelight players for our annual signature Myster After Dark. This third year featured a casino theme with games and prizes as well as the traditional murder. Patron feedback was wonderful. They enjoyed everything from the food to the room decorations. Many commented that they would love to come back again next year.

We were very grateful to receive an email about one patron’s experience. (please see below)



*Hello,*

*I just wanted to let you know that my mom and her friend attended the program on Saturday and she could not say enough good things about it. Her exact words were, "If you talk to anyone from the Eastlake library, tell them they did a great job with the program. This particular mystery took place in the Eastlake Casino, so tables were set with cute card decorations, each person got a bag with rules for games, a deck of cards, lucky chip keychain etc. They had a light dinner of mini sandwiches, charcuterie platter, cookies, punch and water. The actors did an excellent job playing the various characters from the casino. They even had drawings for library and game related gifts. Very well done. It was certainly much more than I ever expected. If word gets around and they do it again, they're gonna need a larger space.*

*So, it sounds like it was just fabulous! I just wanted to let you know and congratulate you all on a successful event.*

### **Willoughby Library Branch Report/Deb Mullen**

#### [Willoughby Library has some exciting things happening!](#)

We are partnering with WE Schools to begin an after-school homework help program. Our initial meeting brought in 8 interested volunteers who met with Edison Family Liaison, Kenzie Hanlon and Edison Assistant Principal, Bailey Mackey. We plan to have our helpers and students meet on Tuesday evenings here at Willoughby Library.

Our partnership with the David E. Anderson Willoughby Senior Center is in full swing. We are in the process of integrating their existing collection as a browsing collection in Workflows to monitor circulation for weeding purposes. We have also begun ordering new releases in regular and large print for the collection. We hope to install a book return that can be utilized by both seniors visiting the center as well as patrons of all ages visiting the YMCA or the schools on the same campus.

Our Little Free Food Pantry, aka Page Turner Pantry, is now open for business.

We have two large programs coming up: Miracle on Erie St. (MOES) and New Year New You.

MOES will be held on Saturday, December 2 from 10am-2pm and will feature a visit from and opportunity for a picture with the Jolly Old Elf himself. We will also have a multicultural element again this year with programs on Advent, Hanukkah, and Kwanzaa. A gift-wrapping station will be available until December 22 in case anyone wants to wrap that special gift before they take it home. The second annual Heart of Willoughby Winter Market will run 10-4 at the new admin building.

New Year New You will be held on Saturday, January 13, 2024 from 10am-4pm. This year we plan to feature programs on medical marijuana, green tea, aromatherapy and sewing as a mindfulness practice. For children demo programs of Young and the Restless and Yoga for Children as well as games will be available. Teens will have the opportunity to work on vision boards to start off their new year with focus.

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY REGULAR MEETING OF THE BOARD OF TRUSTEES  
MONDAY, NOVEMBER 20th, 2023, 6:00 P.M., EASTLAKE PUBLIC LIBRARY

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Some previous programs of note: SymFUNNY with Jeannie Fleming-Gifford had 28 attendees, Willoboo saw 227 visitors receiving candy and crafts, 9 teens learned Babysitting Basics, and 12 online participants learned about World Mythology online. Our regular programs continue to draw very respectable attendance including our homeschool programs for both children and teens, Chess Club, 1st Chapter Reading Club and Mindful Kids, as well as our book discussion groups, Ladies Tuesday Night Out and Delicious Discussions.

One of the most interesting events was the last Willoughby Historical Society meeting at which we heard from Garrett Morgan's grandson. It was so interesting to hear from his grandson who loved him and remembers him as a family man who could also be very driven and did not like to take no for an answer. His descendants are incredibly proud of his esteemed legacy and all that he passed down to them via example and DNA.

**OLD BUSINESS**

Personal evaluations from the Director and Fiscal & Compliance Officer are due by December 1<sup>st</sup>.

**NEW BUSINESS**

**NEXT MEETING**, Organizational Meeting, Monday, December 18th, 2023, 6:00 p.m.  
WEPL Administrative Offices

**ADJOURNMENT**

**MOTION 97-23**

Mr. Mackey moved and Mr. Monin seconded that the Board adjourn at 6:53 p.m.

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

Respectfully submitted,

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Board President

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Board Secretary