

## **CALL TO ORDER**

The meeting was called to order by President Petruccio at 6:17 p.m.

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

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

Additions to the agenda: *no additions*

Citizen's Comment: *no comments*

President Petruccio presented the following minutes:

- Regular Meeting of the Board of Trustees, November 20, 2023

## **MOTION 98-23**

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

- Regular Meeting of the Board of Trustees, November 20, 2023

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

## **MOTION 99-23**

Mr. Mackey moved and Mrs. Roseum seconded that the Board accept the bonds for the Fiscal Officer at \$75,000 and the Administrative Assistant at \$25,000 for 2024.

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.

Ms. Lastoria administered the oath of office for Fiscal Officer to Ms. Simmons.

## **FISCAL OFFICER'S REPORT**

### Public Library Fund Distribution

<b>PLF</b>	<b>2022</b>	<b>2023</b>	<b>% Increase</b>
<b>December</b>	\$ 218,155.05	\$ 219,196.06	0.48%
<b>YTD</b>	\$2,532,495.08	\$2,531,368.81	-0.04%

**MOTION 100-23**

Mr. Monin moved and Mrs. Roseum seconded that the Board approve the November 2023 Fiscal Officer’s report:

NOVEMBER LIST OF BILLS PAID:	<b>\$557,936.43</b>
NOVEMBER FINANCIAL STATEMENT:	YTD

	<b>RECEIPTS</b>	<b>EXPENDITURES</b>	<b>BALANCES</b>
General Fund	\$7,836,094.08	\$5,715,412.95	\$3,383,015.77
Grants	\$1,000.00	\$0.00	\$1,000.00
Corona Virus Relief Fund Public Library	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$92,106.00	\$2,029,157.01	\$1,525,241.84
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	\$1.49	\$834.76	\$13,113.47
<b>TOTALS</b>	<b>\$7,929,201.57</b>	<b>\$7,798,968.64</b>	<b>\$4,930,330.77</b>
<b>NOVEMBER INVESTMENTS</b>	<b>\$4,531,830.52</b>		

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 101-23**

Mr. Mackey moved and Mr. Foisel seconded that the Board approve the request for the Advance of Taxes collected.

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 102-23**

Mr. Monin moved and Mrs. Roseum seconded that the Board approve the 2024 IRS mileage rate at .67 per mile.

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.

## **AUTHORIZATION MOTIONS**

### **MOTION 103-23**

Mrs. Roseum moved and Mr. Foisel seconded that the Fiscal Officer be authorized to transfer funds on the Library's books from one account to another during 2024 as needed.

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 104-23**

Mr. Mackey moved and Mr. Monin seconded that the Board authorize the Fiscal Officer to invest Library funds in 2024 in accordance with the current Library Investment Policy.

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 105-23**

Mr. Monin moved and Mrs. Roseum seconded that the Board approve the following authorization motions:

- The President or Vice-President of the Board, along with either the Fiscal Officer or Assistant Fiscal Officer is authorized to sign checks written against the General Fund.

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 106-23**

Mr. Mackey moved and Mr. Foisel seconded that the Board approve the 2024 Property, Liability, Auto and Directors & Officers and Employment Practices insurance with Selective Insurance Group in the amount of \$27,286.00.

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 107-23**

Mr. Monin moved and Mr. Mackey seconded that the Board approve the upgrade of the KVS accounting software system to the Springbrook Cloud per the attached quote including the yearly software license, subscription, maintenance, and hosting fee.

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)** *did not meet*

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

**FINANCE AND PLANNING (Foisel, Mackey, Roseum)**

Mr. Foisel stated that the Committee met prior to this meeting and discussed the 2024 Temporary Budget and the space planning for the new Administration Building.

### **MOTION 108-23**

Mr. Monin moved and Mr. Buttari seconded that the Board authorize the transfer of \$1,500,000.00 from the unencumbered General Fund balance to the Capital Projects Fund.

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 109-23**

Mr. Mackey moved and Mr. Buttari seconded that the Board authorize the transfer of \$60,000.00 from the unencumbered General Fund balance to the Computer Information Fund.

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 110-23**

Mrs. Roseum moved and Mr. Monin seconded that the Board approve the 2024 Temporary Budget as presented.

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.

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

### **MOTION 111-23**

Mr. Mackey moved and Mr. Foisel seconded that the Board approve the Personnel Actions report as presented.

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

**RESOLUTION 112-23**

Mr. Monin moved and Mr. Foisel seconded that the Board adopt the resolution to approve the 2024 Non-Bargaining Personnel salaries effective the first full pay period of January 2024, as presented.

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.

**APPROVAL OF SLATE OF OFFICERS AND COMMITTEE MEMBERS FOR 2024**

President Petruccio presented the slate of officers for 2024.

**MOTION 113-23**

Mrs. Roseum moved and Mr. Buttari seconded that the Board approve the nominating report as presented:

President	Mrs. Petruccio
Vice-President	Mr. Mackey
Secretary	Mrs. El-Khoury

**2024 Committee members:**

Audit Committee: Mrs. Roseum-**Chair**, Mr. Buttari, Mrs. El-Khoury, Paul Tyler (citizen)

Buildings Committee: Mr. Monin-**Chair**, Mr. Buttari, Mr. Foisel

Finance and Planning: Mr. Foisel-**Chair**, Mr. Mackey, Mrs. Roseum

Personnel Committee: Mrs. El-Khoury-**Chair**, Mr. Mackey, Mrs. Roseum

Policy Committee: Mr. Buttari-**Chair**, Mr. Monin, Mrs. El-Khoury

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

**DISCUSSION OF ADMINISTRATION RECOMMENDATION OF CREATION OF TECHNOLOGY TRAINING LIBRARIAN POSITION**

Mr. Linderman gave the Board a brief description of the job including duties and requirements. The position will be posted as a new bargaining unit position.

**POLICY (Buttari, Monin, El-Khoury)**

*did not meet*

## **ADMINISTRATION REPORT**

### **RESOLUTION 114-23**

Mr. Mackey moved and Mr. Monin seconded that the Board adopt the resolution to approve the 2024 CLEVNET membership contract at a cost of \$181,984.22.

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.

### **RESOLUTION 115-23**

Mr. Mackey moved and Mr. Foisel seconded that the Board approve the resolution for the 2024 Board Meeting Dates and Locations.

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

### **MOTION 116-23**

Mr. Monin moved and Mr. Mackey seconded that the Board approve the 2024 WEPL Organizational Chart.

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

### **RESOLUTION 117-23**

Mr. Monin moved and Mrs. Roseum seconded that the Board approve the resolution honoring the service of the Library Boosters.

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

## **ADMINISTRATION REPORT**

### **Director’s Report/Rick Werner**

#### [Facilities Updates](#)

##### *Eastlake Library:*

We continue to work with Lakeland Management Systems and the GPD Group on the final close-out of the Eastlake Library renovation project. There are a few more items on the punch list to be completed. LMS is also waiting on supplies for the exterior soffit replacement project that the Board approved adding to the overall project in October. Based on a recent conversation with Jason Nolde, I believe that we will be receiving the final LMS payment application for the interior renovations in January.

On a melancholy note, we learned that Mary Beth Norton of LMS will be retiring at the end of the year. MB, as we all know her, was the LMS Project Manager for the renovations at the Willowick Library, the Willoughby Library, and the Eastlake Library. MB and her colleague Ken Skilton and the whole LMS team have been great to work with on all of the projects. Her skills, experience, organization, and Zen calmness have made the construction processes go as smoothly as possible. We wish her well and we are grateful for having had the chance to work with her.

#### *New Administration Building*

Tom Johnson and I will complete the bid documents for the flat-roof project at the new administration building in time for the Board to consider them at its January meeting. We will target starting the project as soon as the weather permits in the spring of 2024. We want to have the roof done before any substantial work commences inside the building.

I am on the new administration building planning team that is being coordinated and led by Eric Linderman. As Eric shared in his administration report, the space planning work with the GPD Group has started and we will have two concepts to share with the Board at the Finance & Planning Committee on December 18. We plan to ask for a Buildings Committee meeting in January or February as soon as we have finalized concepts for the Committee and the Board to consider. It is exciting to (finally!) be turning our attention to the new administration renovation work.

#### *Willowick Library Parking Lot*

During the 2024 Facilities budget planning discussions, we decided to include in the capital project planning for 2024 the reengineering and reconstruction of the Willowick Library parking lot. Over the years, we have done repairs and other work to try to improve the lot; we believe that it is time to engage a site engineer in order to overhaul the parking lot to make it more convenient for patrons and staff. We will be seeking input from consulting engineering firms to identify a firm to work with on the project. Depending on the total estimated cost of the project, we will make a recommendation to the Board to undertake it in 2024.

#### [Willoughby Hills Library](#)

With the upcoming transition in Willoughby Hills from Mayor Andy Gardner to incoming Mayor-elect Chris Hallum, we intend to renew our discussions with City leadership on the logistics for the Library's use of meeting rooms for programs and the potential for the future expansion of the Library's footprint in the Community Center. With the City's approval, we intend to remove the old book pick-up box in the front wall of the Community Center.

### **Deputy Director's Report/Eric Linderman**

#### [New Admin Facility Planning](#)

Rick and I met with Jason Nolde and Jennifer Snyder from the GPD Group to review preliminary layouts for the new Admin in downtown Willoughby. They offered two options based on a series of meetings in late October in which we reviewed the needs of our different departments currently located at Eastlake City Hall.

The proposed layouts reflected thoughtful responses to the input from our managers. As we move forward, we are placing much emphasis on providing a large public meeting space at that location. At this point our discussions are leaning toward using the large space that had previously been the location of bank tellers for customers.

We will share more details about this planning in upcoming meetings of the Board.

## Human Resources Update

### *Technology Training Librarian*

We are planning to implement the new position of Technology Training Librarian in 2024. This position, which will report to our Library Systems Manager, Amanda Schoen, will accomplish several goals, including the development of a systemwide technology training program.

Our response to public demand for technology training has evolved along with several staffing configurations over the past decade. Our former Collections & Digital Services Manager, Melanie Wilson, was originally hired to provide training, along with emedia collection development and work on our website. Parts of her initial job were shared with others as she was promoted into senior management. When Melanie left WEPL, the responsibility for technology training was moved to our adult services staff at each of the libraries.

As we moved out of the pandemic, which fully interrupted our public training program, we took another look at these services and the need for a dedicated professional to provide these services with necessary consistency and ongoing attention to new changes in technologies used in the library. The new Technology Training Librarian position will allow us to offer one-on-one and group training for patrons and staff on a regular basis, as well as written guides on the library's website.

The professional in this position will also be responsible for the development of much of our eBooks collection, which is currently managed by our Collection Services Manager. With the continuing growth of this collection, it will be helpful to add a new selector for this resource. Furthermore, the Technology Training Librarian will have weekly assignments at the reference desks at each of the four libraries.

### *Willowick Staff*

Two new staff members started work at the Willowick Library on December 11. Patrick Antenucci is our new part-time Library Associate 2, who will be working in reference. Patrick has a bachelor's degree in English from Youngstown State University and worked previously at the Carnegie Library of Pittsburgh and the Amazing Books and Records bookstore in Pittsburgh. He also has much experience with tutoring programs for elementary age students.

Jennifer DiBiase will be working part-time in our circulation department. She has degrees in psychology and mental health counseling from Notre Dame College and Walden University and has professional work experience in that field. Additionally, she has an impressive record of volunteer experience, including work at the Cleveland Food Bank and a rehabilitation and nursing center in Erie, PA.



## NEO-RLS Subscription

Every year at this time, we receive a request for a letter of intent from the Northeastern Ohio Regional Library System (NEO-RLS) for our membership plan in the following year. Their fiscal year runs from July to June, so we are asked to select our membership plan six months in advance.

The main reason for participation in the NEO-RLS is to provide continuing education opportunities for the staff since they offer workshops for all levels of library staff. In recent years, our participation in NEO-RLS has been greatly used for online webinars.

NEO-RLS offers three membership tiers: Gold, Silver and Bronze, and we continually review our expenses to determine the most cost-effective option for us. In recent years, we have found the Silver level to be best for us, since it provides unlimited online webinars as part of the subscription fee, with a reduced rate for in-person continuing education. We plan to continue with the Silver membership for the 2024-2025 period.

## Marketing & Public Relations Report/Patrick Culliton

Michelle started the Program Catalog on Nov. 15. It looks amazing!! It will go out to the buildings the week of Dec. 18.

Michelle/Patrick attended the following webinars/programs in November:

LibCal: Events, Spaces, Tickets, & More, Clevnet NEO Outreach Networking Meeting NEO Advanced Canva Training Facing the Challenge: Censorship and Book Ban Update Webina, OLC Canva and Design for Libraries: Learn Page Layout and Social Media Design, Niche Academy

Michelle attended United Way's Winterfest Fundraiser. Michelle facilitated her book discussion groups: 2 at Breckenridge and 1 at Willoughby Senior Center.

Patrick attended Leadership Lake County, Education Day on Nov. 8.

## Children's Service Manager Report/Sarah Vargo

The Library Boosters have approved funding to purchase a permanent StoryWalk display for Manry Park in Willowick after we received approval from Willowick Parks and Recreation. The display will be purchased early next spring. To help us celebrate, we will be offering a new StoryWalk poetry contest. Sarah Vargo will use the children's submissions for the storywalks in April to celebrate National Poetry month.

The children's librarians are hard at work choosing toys to go into the new Toy Libraries at Willoughby Hills and Eastlake in early 2024. Some toys that are currently available at Willowick and Willoughby will be moved to the other libraries so that each library has fresh toys to circulate. We will focus on offering STEM toys and toys for older children to broaden the reach of the collection.

## **Library Systems Manager Report/Amanda Schoen**

The technology department has been working hard to provide continuous improvements to WEPL this fall. The budget for 2024 is set. Highlights include new public PCs which will be leased for three years.

The PCs just arrived the week of December 11<sup>th</sup> and Amanda and Gabe have already begun the process of deploying these PCs onto the floor. All new public PCs are Windows 11. We also budgeted for staff PCs to include 2 years' worth of PCs. We used to replace staff PCs on a 5–6-year cycle. However, the industry standard is 3-4 years before replacing PCs. We are moving WEPL to a 4-year cycle for staff PCs to ensure top-end performance. Other plans for 2024 include tablets for children's programming, replacing iPads for Children's staff, updating security cameras and Willowick and Willoughby, and potentially replacing Cassie with TBS for Public PC management and wireless printing.

The Technology team has completed the security camera installation at Eastlake in contract with Gillmore security. Amy Winter and the Eastlake team are happy with the new security camera software, and we are planning to replace our current security camera software at Willoughby and Willowick with the software through Gillmore Security in 2024.

We are working with Clevnet the week of Dec 11<sup>th</sup> to move to our new Microsoft Tenant. Microsoft has changed the way it does non-profit pricing which has required us to create our own "unique" WEPL Microsoft environment independent of Clevnet. This will require us to buy a few more licenses for Microsoft products but will give the technology team a lot more freedom to bring innovative changes to WEPL in terms of acquiring more unique Microsoft products in the future.

In November, we deployed a new MeeScan self-checkout station to the Willoughby Senior Center. We are continuing to support Deb Mullen and the Willoughby team in the creation of this satellite branch which also included ensuring that the Willoughby member who works there has access to SIRSI to assist patrons.

Also, in November, we hosted a PCs for People pop-up shop in collaboration with Eastlake Library. PCs for People provides laptops and hotspots at low prices for those who qualify for government assistance. Although the event had low attendance, we plan to run the event again next year in hopes of reaching more people within the Willoughby-Eastlake community.

Lastly, the Technology department plans to post a job for a new position, Technology Training Librarian, in mid-January 2024. This position will be BU 11. This will allow us to provide regular technology training for patrons in the form of group classes, individual one-on-one tutoring with patrons, and helping Eastlake Library with Makerspace programming. This librarian will also provide reference support at all branches and some collection development responsibilities.

## **Willoughby Hills Library Branch Report/Holly Ferkol**

Willoughby Hills Public Library had many programs in November. Meet Crime Author Rick Porrello was a two-part series that had 15 in attendance for the first session and 8 patrons attending the second session. Our movie night featured Barbie and had 15 patrons attending the program. Willoughby Hills Gardening Club had 10 people

in attendance. Other programs we had included Willoughby Hills Storytime, Willoughby Hills Playgroup, Murder at the Hills, Willoughby Hills Cookbook Club, and Numerology in November. There was a Homeschool CPR program on December 1st with two sessions. There was a total of 87 kids/teens in attendance to learn CPR.

We have weeded many books and DVDs in our collection. We have weeded materials on a cart at the entrance of the library and patrons love to browse the selection and purchase our weeded items. We received a new desk which is next to the large Reference desk and 5 new chairs for staff members. Chris Hallum was elected to be our new mayor of Willoughby Hills in 2024.

### **Willowick Library Branch Report/Kathleen Jozwiak**

- We had a passport audit with an agent from the Department of State. The auditor was very detailed and thorough. We passed. She wants us to have a cash register and credit card machine in the downstairs passport office. Thanks to Eric and Vicki these are in the works. For their fiscal year Oct. 1 - Sep. 30, she provided the following stats:
  - In 2021, we accepted 106 passports.
  - In 2022, we accepted 310 passports.
  - In 2023, we accepted 463 passports.
- I submitted our annual passport certification. They approved us as an acceptance agency again for 2024.
- Thanks to Mitz we have an opioid emergency kit by the AED. Hopefully, it is something we will never have to use. Any member of the public is also able to use it now.
- We are so excited to be getting a cooking cart to offer children's and adult cooking classes. It takes ten weeks to arrive but Sarah S. and I are already planning our 2024 menu. Thanks to the Boosters we were able to get some cooking supplies, such as a hand mixer. The children's sugar cookie class for Dec. 14 is full with 42 children on the waiting list. They have been so popular. I don't think I have ever seen so many on a program waiting list!
- Thanks to the Boosters we will soon have colorful stools in the children's department. They have been so generous with us; we are very appreciative.
- Children's storytimes and programs are going off the charts. Last night's baby storytime had 35 people (including parents). We have a dynamite children's staff who couldn't be more welcoming and fun with kids and parents. Often children don't want to leave so Sarah helps the parents out by blowing bubbles as the kids try to catch them going toward the door. She's our Pied Piper of Willowick!
- Our Gems and Jewels series this year has gone very well. Thanks to Doug, Lora and Gale we've had a nice selection of northeast Ohio attractions. Representatives presented on their organizations throughout the year. In 2024, our series will be "How To". January kicks off with crocheting with Lora and me instructing.
- Bryn continues to connect with the teens well and recently took two classes with some useful tips for dealing with challenging behaviors.
- Peggie and Sharon have been exceptionally busy accepting passports since Bethany, Dennis and Kris moved to other buildings this year. They are so skilled at this that I think they could do them with their

eyes closed. Doug, Lori and I are accepting them as well but we are much slower as we don't do them as often. Peggie and Sharon are very patient with us. Melissa will be starting her training soon.

- We are happy to be welcoming some new staff this December. Patrick Antenucci will start in reference. Jennifer DiBiase and Erin Lagace will start in circulation. A big thanks to Melissa for working many extra hours for coverage of the circulation desk in the interim.
- The assistant managers are working on a collaborative program at the old bank building hopefully in the fall of 2024 but depending on renovations, it may be 2025. They have a long list of ideas.
- Since it's the holiday season, I'd also like to thank those not mentioned above. Jean and Eileen do our shelving daily. Our maintenance crew (Tom, Mark, Greg, Charlie) are responsive and helpful and go the extra mile for us. Amanda and Gabe have a technology problem fixed almost before the ticket is submitted. They are amazing. Amanda anticipates and addresses future needs; she's always a step ahead. It is so refreshing. Happy Holidays!

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**OLD BUSINESS**     *no old business*

**NEW BUSINESS**

Mrs. Petruccio asked if the Board's iPad's can be replaced in the 2025 budget.

Mr. Monin would like to see a policy created on not reading emails while driving on library time.

**NEXT MEETING**, Monday, January 22, 2024 (**4<sup>th</sup> Monday**), 6:00 p.m., WEPL Administrative Offices

**MOTION 118-23**

Mr. Mackey moved and Mr. Monin seconded that the Board adjourn into executive session to discuss the evaluations of the Director and Fiscal Officer at 6:56 p.m.

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.

The Board returned from executive session at 7:15 p.m.

**MOTION 119-23 - TABLED UNTIL THE JANUARY MEETING**

\_\_\_\_\_ moved and \_\_\_\_\_ seconded that the Board approve the proposed \_\_\_\_\_% salary adjustments to the Director's position effective the first full pay period of January 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.

**MOTION 120-23 - TABLED UNTIL THE JANUARY MEETING**

\_\_\_\_\_ moved and \_\_\_\_\_ seconded that the Board approve the proposed \_\_\_\_\_% salary adjustments to the Fiscal Officer’s position effective the first full pay of January 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.

**ADJOURNMENT**

**MOTION 121-23**

Mrs. Roseum moved and Mr. Buttari seconded that the Board adjourn at 7:15 p.m.

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

Respectfully submitted,

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Secretary