

**CALL TO ORDER**

The meeting was called to order by President Petruccio at 6:15 p.m.

Present:

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. WEPL staff Deb Mullen.

Absent: *no absences*

Additions to the agenda: *no additions*

Citizen’s Comment: *no comments*

President Petruccio presented the following minutes:

- ◇ December 18, 2023, Finance and Planning Committee Meeting
- ◇ December 18, 2023, Organizational Meeting of the Board of Trustees

**MOTION 1-24**

Mr. Mackey moved and Mr. Monin seconded that the following minutes:

- ◇ December 18, 2023, Finance and Planning Committee Meeting
- ◇ December 18, 2023, Organizational Meeting of the Board of Trustees

be approved as presented.

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

**FISCAL OFFICER’S REPORT**

<b>PLF</b>	<b>2023</b>	<b>2024</b>	<b>% Increase</b>
<b>January</b>	\$202,735.75	\$175,284.72	-13.54%
<b>YTD</b>	\$202,735.75	\$175,284.72	-13.54%

**MOTION 2-24**

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

DECEMBER LIST OF BILLS PAID:	<b>\$557,099.12</b>
DECEMBER FINANCIAL STATEMENT:	YTD

	<b>RECEIPTS</b>	<b>EXPENDITURES</b>	<b>BALANCES</b>
General Fund	\$8,071,643.72	\$7,813,716.31	\$1,520,262.05
Grants	\$1000.00	\$0.00	\$1000.00
Corona Virus Relief Fund Public Library	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$1,599,767.37	\$2,030,640.36	\$3,031,419.86
Building Construction	\$0.00	\$0.00	\$0.00
Computer Information	\$60,000	\$60,242.37	\$61,281.24
Eastlake Coal Plant	\$0.00	\$0.00	\$0.00
Worrallo Fund	\$1.49	\$834.76	\$13,113.47
<b>TOTALS</b>	<b>\$9,732,412.58</b>	<b>\$9,905,433.80</b>	<b>\$4,627,076.62</b>
DECEMBER INVESTMENTS	<b>\$4,301,146.68</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.

**COMMITTEE REPORTS**

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

**BUILDINGS (Monin, Buttari, Foisel)**

Mr. Monin stated that the Committee met prior to this meeting to discuss the planning for the new administration building.

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

Mr. Foisel stated that the Committee met prior to this meeting to discuss the 2024 permanent budget and is recommending approval to the Board.

**MOTION 3-24**

Mr. Monin moved and Mr. Mackey seconded that the Board approve the 2024 Permanent 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.

**RESOLUTION 4-24**

Mr. Monin moved and Mr. Buttari seconded that the Board approve the use of 2024 Library funding to pay for staff recognition activities, events, and awards.

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 5-24**

Mr. Foisel moved and Mrs. Roseum seconded that the Board approve the Personnel Actions Report as presented.

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

**MOTION 6-24**

Mr. Monin moved and Mr. Mackey seconded that the Board approves to change the minimum rate of the 2024 salary range for Page positions from \$10.41 to \$10.45 to comply with the State of Ohio 2024 minimum wage.

Mr. Buttari “Yes”, Mrs. El-Khoury “Yes”, Mr. Foisel “Yes”, Mr. Mackey “Yes”, Mr. Monin “Yes”, Mrs. Petruccio “Yes”, Mrs. Roseum “Yes”. Motion carried.

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

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**ADMINISTRATION REPORT**

**MOTION 7-24**

Mr. Mackey moved and Mr. Monin seconded that the Board accept the list of gifts from July through December 2023.

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

**Director’s Report/Rick Werner**

[New Year, New City Partners](#)

With the unexpected and sad loss of Eastlake Mayor Morley, we are getting prepared to work with Mayor David Spotton who was sworn in as Mayor after Mayor Morley’s death. Mayor Spotton was previously the

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President of the Eastlake City Council. I have had the chance to have a short introductory discussion with him and emphasized the strength of WEPL's partnership with the City of Eastlake both at the Eastlake Library and at Eastlake City Hall. I hope that Vicki Simmons, Eric Linderman, and I can have a longer discussion with Mayor Spotton after he has a chance to settle in in his new role.

I have also reached out to Willoughby Hills Mayor Chris Hallum who was sworn in in early January. I am hoping that Holly Ferkol, Chris Gumal, Eric Linderman, and I can meet with Mayor Hallum soon to begin our partnership with his Administration. I do hope that we can re-start a discussion with the City about the possible expansion of the Willoughby Hills Library's space in the WH Community Center in the next few years. We were not able to advance that conversation with former Mayor Andy Gardner over the last couple of years.

### [Board Policy Manual](#)

Trisha Lastoria, Eric, and I have had some discussions about the current WEPL Board Policy Manual which combines WEPL history, the Board bylaws, and the Board policies. We believe that it would be a good idea to create three separate documents: an updated WEPL history and timeline, WEPL Board Bylaws, and WEPL Board Policies.

If the Board agrees to this project, we will work to create the three documents under the direction of the Policy Committee. We will also seek review of the bylaws by the Lake County Prosecutor's Office to ensure compliance with Ohio law.

### [2024 Capital Projects](#)

At the January 22nd Buildings Committee meeting, we will review with the Board the facilities projects that we hope to complete this year; the principal one is to start the New Administration Building renovation process. Under Eric's leadership, we have advanced the discussion with GPD Group's Jason Nolde and Jennifer Snyder about the space plan that we presented to the Board at the December 2023 meeting.

### [Future Levy Planning](#)

Using everyone's personal email addresses, I will be inviting Board members to join Eric, Vicki, Patrick Culliton, and me at a levy committee meeting on Thursday, January 25, 2024, at 5:00 PM at Fiona's Coffee Bar & Bakery in Willoughby.

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

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

Rick and I have been working with the GPD architectural firm on preliminary drafts of possible layouts for the new administrative facility in downtown Willoughby. At the December Board meeting, we shared options that have been narrowed down to a plan that utilizes the second level of that building.

Since then, we have looked more closely at options for providing meeting space on the lower level, similar to the conference rooms that we use at our current location at Eastlake City Hall. One way to accomplish that would be to add office space on the upper level, where a prior boardroom was located, to free up meeting space on the first level.

We will share details of these updates at the Buildings Committee planned prior to the January Board meeting. Following that, we will continue to share updates as we approach a stage at which cost estimates will be acquired for proposed work.

### Human Resources Update

#### *Willoughby Library*

Cara Speros has been promoted to the position of Children's Librarian at the Willoughby Library. Cara has worked for us since August, 2021 as a Children's Associate. Since she is within the last semester of earning her MLIS, we have the ability, according to our collective bargaining agreement, to move her into the position which has been vacant since July of last year. Cara has provided effective children's programs, and as a librarian, will become more involved in developing collections and supervising associate-level staff.

Jackie Allen has been promoted from the circulation department at the Willoughby Library to the full-time Children's Associate position, replacing Cara Speros in that job. Jackie has worked for WEPL since August 2019, as a page and then in circulation. She has a bachelor's degree in social work.

Related to the above-noted changes, Glenn Eveland has been awarded Jackie Allen's former full-time Circulation Support position, which increases his hours from 28 per week. The 28-hour vacancy is currently posted. Glenn has been at the Willoughby Library since May 2022.

#### *Collection Services*

Carol Tuttle has announced her upcoming retirement at the end of March 2024, so an ad for the Collections & Digital Services Manager position has been posted. To prepare for the transition, I have been working to familiarize myself with details of the job, so that I can provide training for the replacement and interim management of the department if that is needed.

### Public Library Association Conference

I and nine other WEPL staff members will be attending the PLA annual conference in Columbus in April. PLA is the division of the American Library Association that is dedicated to public library work.

I cannot remember the last time a national library conference was held in Ohio, so this is a unique opportunity for many of our professional staff to participate in an event like this.

## Willoughby ArtsFest

Planning has already begun for Willoughby ArtsFest 2024, which will be Saturday, July 20, 2024. ArtsFest is coordinated by the Willoughby Western Lake County Chamber of Commerce (WWLCC), with the Willoughby Library being a strategic partner. As a member of the Chamber Board, chair of the ArtsFest planning committee, and part of WEPL's leadership, I view the event as a proven way for the library to capture a large audience. Families with children, especially, are drawn to the Kids' Studio that includes children's programs provided by the Willoughby Library on the green space in front of the new library administration location.

To begin the year, I have organized a lunchtime committee meeting on January 22. The committee will review the 2023 program and begin to focus on priorities for this year. Last year, we introduced online registration, which helped us to recruit many new artists for the event. So, our first meeting will look at how to concentrate our efforts on using technology to attract new artists and sponsors.

## Marketing & Public Relations Report/Patrick Culliton

Michelle attended and took pictures at Willoughby during Miracle on Erie Street, December 2.

Patrick attended Leadership Lake County, Environment Day, on December 13.

The January – April 2024 Program Catalog looks great and went out the week of December 18.

Patrick had a call with Michelle Smith from Lit CLE on Dec. 22 to discuss the possibility of doing writing workshops and programming. We will discuss this internally and decide if it is a good fit.

## Press:

We appeared in the News-Herald for the following programs:

12.28.2023: Willowick Library hosting 'Dream Town' author Laura Meckler

12.28.2023: Willoughby Public Library hosting full-day health and wellness event

## WEPL Blog:

The following blog posts went live in December:

Who WE Are, Sarah Vargo, 12.7.2023

2023 Staff Favorites: Books, 12.12.2023

Children's Book Reviews: Holiday Titles, Children's Staff, 12.14.2023

2023 Staff Favorites: Movies and Music, 12.15.2023

Who WE Are, Sarah Silbaugh, 12.15.2023

Children's Book Reviews, Vol. 6, Children's Staff, 12.20.2023

Anime Update, Vol. 3, Bryn Wolanski, 12.22.2023

## **Collections & Digital Manager Report/Carol Tuttle**

### [Digital Services](#)

Hotspot deactivation/reactivation and troubleshooting has been handed off to IT with Gabe responsible. Replacement ordering and data plan renewal will remain a MAP responsibility.

Digital material circulation increased 28% in 2023 over the previous year. WEPL Total circulation surpassed one million for the first time since the pandemic (2019 data), mostly due to continued rise in ebooks/audiobooks/streaming video. There was a slight drop (1.4%) in physical material circulation.

### [MAP/Collection Services](#)

MAP staff have been using the downtime until the new fiscal year ordering resumes in 2024 to process the books donated by the WY SR Center and then add them to the WEPL catalog for the new WY SR Center collection. These items will not be visible in the public catalog but will show in Sirsi with the call number WR SR CENTER and location of WE-WY. So far over 1700 books have been cataloged and processed.

Carol and Mitz met with building managers during November and December to discuss selection practices and collection needs. Beginning January 2024, all adult audiobooks will be selected centrally by Mitz. Managers have been given access to a spreadsheet for submitting special requests.

Mitz arranged an author appearance by Washington Post reporter Laura Meckler, who spoke about her bestselling nonfiction book Dream Town: Shaker Heights and the Quest for Racial Equality (pub. 2023). The evening was in the single digits outside but 15 people attended (held at Willowick Library).

The Warm-Up Reading Challenge is live, and there are over 80 people participating so far. Each month (Jan-Mar) there are two categories for patrons to read a book fitting each category to complete the monthly challenge. Patrons who complete all 6 categories are entered into a drawing for a gift card.

### [ILL/Clevnet](#)

Total Items circulated through Clevnet increased 4% last year over 2022.

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

The Willoughby Library started off the new year with our annual signature program New Year New You! We had a wide variety of speakers including Dr. BJ Sidari, DO who spoke to 18 attendees about medical marijuana, Pat Dennison who spoke to 13 attendees about the benefits and history of green tea, Maggie Kimble who led 20 participants through making their own aromatherapy and finally Michelle Lutz, from Sew 4 Service who led 20 participants on a journey of sewing for mindfulness.

In addition, 60 children and caregivers participated in wellness crafts and activities and 7 teens participated in a vision board activity.

We also had many patrons stop by for blood pressure, glucose and cholesterol screenings offered free from UH Lake West, smoking cessation information from the Lake County Department of Health and information from the Lake County Council on Aging.

Our after-school homework help program in partnership with Edison Elementary is in full swing and we've had a good attendance in most sessions. Our Senior Center library collaboration continues and a huge shout out to Izzy Ziemak for taking the lead on cleaning up the collection, sending items to MAP for processing and reshelving when the items return!

We hosted 21 homeschooled teens for our animal diversity program with Lake Metroparks and we continue to have solid attendance for First Chapter Book Club and Young and the Restless.

Some upcoming programs of note are: ASL Storytime on Sat, Jan 20, local children's book author Garrett Leinweber and illustrator Brittany Allen will present a special storytime where they will read their book *The Kitty Who Stole the Sky* on Jan 29, Credit: What is it and how do I build it? on Feb 6, Make your own skin care product with Blue Lake Botanicals on Feb 7.

Finally, congratulations to the following Willoughby staff on their new positions: Cara Speros to 40-hour Children's Librarian, Jackie Allen to 40-hour Children's Associate and Glenn Eveland to 40-hour Circulation Support!

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### **OLD BUSINESS**

Discussion on the new administration/Willoughby Library parking lot and the involvement of the city. Strategic Planning status-a Finance and Planning meeting will be held before the February Board meeting. Mrs. Petruccio reminded everyone that the nominees for the Board award runs to the end of January.

**NEW BUSINESS**     *no new business*

**NEXT MEETING:** Monday, February 19th, 2024, 6:00 p.m., **Willoughby Hills Library**

### **MOTION 8-24**

Mr. Monin moved and Mrs. Roseum seconded that the Board adjourn into executive session to discuss the evaluations of the Director and Fiscal Officer at 6:44 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 7:34 p.m.

**MOTION 9-24**

Mr. Mackey moved and Mr. Foisel seconded that the Board approve the proposed 3% salary adjustment to the Director’s position effective the first full pay period of January 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.

**MOTION 10-24**

Mr. Mackey moved and Mrs. Roseum seconded that the Board approve the proposed 3% salary adjustment to the Fiscal Officer’s position effective the first full pay of January 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.

**ADJOURNMENT**

**MOTION 11-24**

Mr. Mackey moved and Mrs. Roseum seconded that the Board adjourn at 7:34 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