

CALL TO ORDER

The meeting was called to order by President Petruccio at 6:07 p.m.

Present:

Mrs. El-Khoury, 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 Brian Campbell, Patrick Culliton, Amanda Schoen.

Absent: Mr. Buttari, Mr. Foisel

Additions to the agenda: The motion for Gillmore Security is for five years, not three years.

Citizen’s Comment: *no comments*

President Petruccio presented the following minutes:

- January 22, 2024, Building Committee Meeting
- January 22, 2024, Finance and Planning Committee Meeting
- January 22, 2024, Regular Meeting of the Board of Trustees

MOTION 12-24

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

- January 22, 2024, Building Committee Meeting
- January 22, 2024, Finance and Planning Committee Meeting
- January 22, 2024, Regular Meeting of the Board of Trustees

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

FISCAL OFFICER’S REPORT

PLF	2023	2024	% Increase
February	\$236,711.97	\$221,039.23	-6.62%
YTD	\$439,447.72	\$396,323.95	-9.81%

MOTION 13-24

Mr. Mackey moved and Mrs. Roseum seconded that the Board approve the January 2024 Fiscal Officer’s report:

JANUARY LIST OF BILLS PAID:	\$553,555.25
JANUARY FINANCIAL STATEMENT:	YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$193,249.64	\$508,790.60	\$1,204,721.09
Grants	\$0.00	\$0.00	\$1,000.00
Corona Virus Relief Fund Public Library	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$7,645.93	\$1,541.72	\$3,037,524.07
Building Construction	\$0.00	\$0.00	\$0.00
Computer Information	\$0.00	\$30,719.45	\$30,561.79
Eastlake Coal Plant	\$0.00	\$0.00	\$0.00
Worrallo Fund	\$0.00	\$0.00	\$13,113.47
TOTALS	\$200,895.57	\$541,051.77	\$4,286,920.42
JANUARY INVESTMENTS	\$3,822,222.81		

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 14-24

Mr. Mackey moved and Mr. Monin seconded that the Board approve the 2024 Compensation Report as presented.

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, Paul Tyler citizen)

did not meet

BUILDINGS (Monin, Buttari, Foisel)

Mr. Monin stated that the Committee met prior to this meeting to discuss the revised floor plan for the new Admin building.

FINANCE AND PLANNING (Foisel, Mackey, Roseum)

Mr. Mackey stated that the Committee met prior to this meeting to discuss the annual report and the strategic planning process.

PERSONNEL (El-Khoury, Mackey, Roseum)

did not meet

MOTION 15-24

Mr. Monin 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.

POLICY (Buttari, Monin, El-Khoury)

did not meet

ADMINISTRATION REPORT

MOTION 16-24

Mrs. Roseum moved and Mr. Monin seconded that the Board approve the five-year Gillmore Security Camera software contract at Willoughby and Willowick Libraries.

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 17-24

Mr. Monin moved and Mr. Mackey seconded that the Board approve the February 19, 2024, Surplus List.

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

MOTION 18-24

Mr. Mackey moved and Mr. Monin seconded to approve the agreement with “Ease at Work” for an employee assistance program for the period of 4/1/2024 through 3/31/2026 in the amount of \$2,600.00 each year.

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.

Director's Report/Rick Werner

WEPL Library Boosters Update

Michelle Hudson, Eric Linderman, and I attended the WEPL Boosters Annual Meeting at the Willowick Library on February 13, 2024.

The meeting included about 20 Boosters members, including Karen Fraley, the Boosters Board President, and Board members Dawn Roche, Gloria Siebold, Todd Fatica, and Bruce Fraley. I gave a short (for me!) State of WEPL presentation using the 2023 WEPL Annual Report (which is in draft form and should be completed soon) to highlight the accomplishments of the Library in 2023.

The Annual Report includes a slide that singles out the work of the Boosters in 2023 including the fact that the two 2023 book sales raised over \$7,000. Over the course of 2023, the Boosters funded 16 WEPL programs for a total of \$3,152. The Boosters also approved funding items on the “wish list” of the four libraries to the tune of \$2,810.

Karen walked through the Booster's 2024 plans which include two book sales and potential other fundraising projects. The spring book sale will be held in the New Administration Building in mid-March and the fall book sale will likely be held at the Willowick Library because – hopefully – construction work will have commenced at the New Administration Building.

The Booster members in attendance approved some minor changes to the Boosters bylaws and reelected the existing Board officers and members.

In a discussion with Karen before the meeting started, I updated her on the fact that the Citizens for Today's Libraries committee is starting to plan to raise funds for the upcoming levy campaign in either 2025 or 2026. I let her know that the levy committee leadership hopes to meet with Karen and the Boosters Board soon to talk about ways in which the Boosters can support the levy campaign efforts.

Meeting with Willoughby Hills Mayor Chris Hallum

Diane Petruccio, Holly Ferkol, Chris Gumal, Eric Linderman, and I met with Willoughby Hills Mayor Chris Hallum on February 13. Mayor Hallum took office in January.

We walked Mayor Hallum through the provisions of the City/WEPL Community Center lease that most affect the daily operation of the Willoughby Hills Library. In particular, we emphasized the importance of the Library staff being able to schedule the use of meeting rooms in the Community Center months in advance in order to plan for both children's and adult programs. We also talked about meeting room set-up, which has occasionally been an issue.

Mayor Hallum understood our issues and informed us that the City is close to hiring a new Recreation Manager who will be the day-to-day liaison between the Library and the City on the use of meeting rooms in the Community Center. Mayor Hallum has retained Service Director Mark Grubiss who has been a productive partner with us in resolving issues that arise at the Community Center, especially HVAC issues.

We also called Mayor Hallum's attention to the provisions of the lease that call for the Library to contribute to capital improvements that the City makes at the Community Center. We indicated that, like the City, WEPL tries to project some years in advance projects which will require substantial amounts of funding. I asked the Mayor to include the Library in discussions – when appropriate – as the City starts any plans to make capital improvements to the Community Center. He agreed to do that.

We shared with Mayor Hallum that the WEPL Board has invested over \$100,000 in improvements at the Willoughby Library since 2018. We also briefed him that we had started discussions with former Mayor Andy Gardner about the possibility of expanding the Library's footprint in the Community Center to better serve patrons and the community. While we did not have a substantive discussion on this item, the Mayor seemed open to having more discussions about this down the line.

On more short-term issues, we indicated to Mayor Hallum that, after getting City sign-off, we will contract with a masonry firm to remove the non-operational materials after-hours box that is built into the front of the Community Center. We have two 2023 quotes from masonry firms for that project that we will share with the City after reconfirming them with the contractors.

Mayor Hallum told us that the City has purchased the digital sign for the Community Center and it will be installed this year. We reaffirmed our interest in "advertising" on the sign and that we are prepared to entertain a sharing of the sign's operational costs using the space maintenance formula contained in the City/WEPL lease.

In summary, it was a productive first discussion with Mayor Hallum. Based on his remarks, it is clear that he has great respect and affection for the work of the Willoughby Hills Library staff. He told us that his teenage daughter makes great use of the after-hours book lockers to get materials from the Library.

[In Brief](#)

- After too long a delay, the Willowick Library elevator went back into service the week of February 5th after a repair by Otis Elevator. In part, the delay was caused by my failure to get an elevator maintenance agreement into place. The Board gave us authority to execute the maintenance agreement at the October Board meeting. We are currently finishing the negotiations with Otis. I anticipate that the agreement will be in place shortly.
- I continue to support Eric Linderman in his coordination of the planning for the renovation of the New Administration Building. I believe that the space plan that Eric will be presenting to the Buildings Committee on February 19 offers the best configuration of the available space and will allow all the WEPL administrative work to be conducted in the new space effectively and efficiently. I am excited that WEPL is on the precipice of starting the renovation project.

· We continue to get questions on when the CLEVNET app will be fixed/replaced. Based on the update that we got from CLEVNET staff at the quarterly meeting at the end of January, we understand that a replacement app is in the works. When we have a clearer sense of the timing of the release of the new app, we will start to update the WEPL patron community.

· Thanks to the work of the Marketing & Public Relations team, we are close to finalizing a 2023 annual report that can be shared with staff, patrons, and our communities and stakeholders. We will preview the report at the February 19th Finance & Planning Committee meeting in order to get Board input.

Deputy Director's Report/Eric Linderman

[New Admin Facility Planning](#)

We have received the most recent revision of the preliminary space plans for the new administration facility and are sharing those with the Board Buildings Committee. At this point, it appears that the plan has addressed all concerns that have been raised, and we expect to move into budgetary discussions soon.

This new revision succeeds in getting the director/assistant, deputy director/HR, and fiscal officer/assistant all located on the first floor. It also provides an improved traffic pattern for our MAP/ILL departments to manage ongoing delivery of materials. Furthermore, the revised layout provides direct benefit to the public by including a large community room and space for the Willoughby Historical Society.

[Labor Management Safety Committee](#)

The Labor Management Safety Committee (LMSC) brought in a trainer from the Federal Mediation and Conciliation Service (FMCS) to provide a refresher course for the group. This trainer was Taureen Johnson, who also gave a presentation at our most recent staff development day.

The session included two segments: 1) introductory material for our staff members who are new to the committee, and 2) a discussion about current issues in the group. This second part was helpful for those of us who have been on the committee for a while, since we were able to get the presenter's thoughts on some recurring conflicts that have been happening, particularly with how the committee responds to staff members who submit topics for discussion. At the conclusion of the meeting, we agreed to revisit the committee charter in March and clarify points about the committee's role in addressing different types of concerns from library staff.

[Human Resources Update](#)

Library Intern

We posted an ad for a summer intern job, with the hopes of attracting a high school or college student to gain work experience in the library. Brian Campbell created this program last year and had partial success with a Lakeland Community College student who needed to leave the program early for personal reasons.

For this year, we are focused on trying to recruit a high school student for the program. Both Brian and I have attended recent networking events organized by the Willoughby Western Lake County Chamber of Commerce to share information with the local school superintendent about the library internship program.

We recognize that librarianship tends to be a career option that is not explored until college or later. We think there is value in attracting high school students to library work both for their own benefit, and also as a way to attract good workers early and possibly build their careers at WEPL.

We have an extended posting for this job until April 29, and have already received several applications.

Collections & Digital Services Manager

We have many qualified applications for the Collections & Digital Services Manager position. With Carol Tuttle's retirement approaching at the end of March, we are trying to fill the job and avoid a lengthy vacancy; although, it seems unlikely that we will have someone in the job soon enough to work with Carol. For that reason, I am closely studying the processes in that department so I will be in a better position to provide orientation and training.

Since a few of the better-qualified applicants are out of state, we are starting with a series of screening interviews via Zoom. After that, we will bring in finalists to meet with us in person.

Marketing & Public Relations Report/Patrick Culliton

The January – May Program Catalog went out to Buildings and Community outlets. It looks great!

We started our contract with Library Speakers Consortium, which brings live author talks (and a full archive of all past talks) with best-selling authors and thought leaders. So far, so great!

In the News:

We were featured on Angela Hursh's Super Library Marketing blog! "An Up and Down Experience: How One Library Used a Challenge To Educate Their Community About the Freedom To Read". Big thanks to Mitz Horrigan for coming up with the Challenge and answering questions for the post.

<https://superlibrarymarketing.com/2024/01/15/willoughbyeastlakereadingchallenge/>

News-Herald:

Willoughby-Eastlake Public Library putting on winter reading challenge, 1.9.24
Eastlake Public Library LEGO Club offers building blocks for weekend fun, 1.14.24

We were the featured digital banner ad on Macaroni Kid's website for one week.

WEPL Blog: Get Enthusiastic about this year's SRP theme with the Warm-Up Challenge, Mitzi Horrigan, 1.2.24 Gaming Update, Bryn Wolanski, Vol. 3, 1.12.24 Anime Update, Bryn Wolanski, Vol. 4, 1.31.24 Professional Development:

Patrick attended Leadership Lake, Midyear Retreat 1.24.24

Patrick attended the following webinars:

Why Your Annual Report Should Be a Marketing Tool and Not a Snooze Fest, 1.9.2024 Storytelling for Impact, 1.30.24

Children's Service Manager Report/Sarah Vargo

It's summer reading planning time! Sarah Vargo has been working with all three departments to come up with a more cohesive approach. All age groups will track the same thing (days) and earn tickets and prizes in the same increments (7 days). We think this will help simplify the message and get more families to all participate together. Thanks to the teen and adult staff for being willing to change!

Tonies have been ordered! Carol and Sarah are working together to get this new collection ready for the public before Carol retires! It's been an interesting project to work on. It's amazing how much work and thought have to go into creating a new collection like this, but we are super excited to offer them to the public.

If you haven't had a chance, take a look at the "Bad" Family Photo results on the Library's Facebook page. This program was super fun and silly. Big thanks to Patrick and Sarah Silbaugh for helping Sarah Vargo borrow this fun idea from another library. We will be offering another session this summer.

Library Systems Manager Report/Amanda Schoen

The Technology Department has been busy since the start of the year. We have continued our work to be diligent and efficient in implementing recent technologies and fixing problems as they arise.

The new public PCs have been installed at all branches. These are Windows 11 machines. The technology team has been quick to make changes to these PCs as patrons make suggestions to reference staff. The PCs from the old lease have been returned to the leasing company. The 3–4-year leasing cycle has been successful in helping ensure patrons have up to date computers while helping to decrease upfront capital expenditure by spreading out the cost over a few years.

The Technology Training Librarian position has closed. There were a few qualified candidates, and we are in the process of interviewing them. We hope to decide on a candidate by the end of the month. The Technology Training Librarian will help ensure WEPL patrons receive regular access to technology training classes. They will also have collection development duties, cover the reference desk regularly, and help the Library Systems Manager write and apply for technology grants.

Amanda has worked with Sarah Silbaugh, Willowick Children's Library, to develop a 4-month home school computers and coding class. The first class was on January 31st and was an immense success.

In early 2024, we plan to update the security camera software at Willowick and Willoughby. Gillmore Security installed a new camera system this fall at Eastlake and feedback about the software is positive. After board approval, we plan to move forward with updating Willowick and Willoughby to the same software.

The new staff PCs for 2024 have been ordered and received. Gabe is working hard to get those out to staff. He is very efficient in his work and should be commended.

The website has been updated to include a new WEPL chatbot which will answer questions for patrons after hours when Reference staff is not monitoring the chat. Mitz Horrigan was instrumental in developing questions and answers for the chatbot. It will be a great resource for patrons to ask questions after hours.

A few quick notes:

- The Willoughby phone server has been updated after it malfunctioned. Gabe was wonderful in getting a replacement ready in record time, so we had minimal phone downtime.
- Cassie will be updated this spring. This will improve the patron experience while using the public PCs.
- The Microsoft tenant migration is complete. There has been a learning curve, but the transition has been successful.

Eastlake Library Branch Report/Amy Winter

Cathy Ellers did a Teen and Adult program of Fantasy Map making. The two-part class was lots of fun and well received by the patrons.

Tammy continued her historical programs with The Boston Tea Party: 250th Anniversary. Tea was made, Huzzahs were shouted. It was followed a week later by the Cleveland Connection to the Kennedy hybrid program had 25 in person attendees and five households attended online. Both got great feedback from the patrons.

Amy led the first of our Make it Mondays. She covered some basic Cricut skills and the group were able to make a vinyl sticker to take home with them.

Two rounds of cookie decorating were led by Jennifer Yandle for festive edible fun. And Sit Stay Read was a cozy time of quiet this December. Quite in contrast to the start of Young and the Restless As Sam lead that lively bunch of kids in games and parachute play. Lego Club is back full swing and was even featured in the News Herald. (Please see attached article below)

Tax appointments with the AARP booked up in the first two weeks scheduling. Fingers crossed, the AARP can find a few more volunteers.

The Meeting room has been an in-demand space for many community groups these past couple months.

Other upcoming programs include the Fireside Chat book club and The Monthly Senior Center book Club, More make it Mondays, and The Bluey Bash for Kids.

Eastlake Public Library LEGO Club offers building blocks for weekend fun

By WILLIAM TILTON | wilton@news-herald.com

PUBLISHED: January 14, 2024 at 8:00 a.m. | UPDATED: January 14, 2024 at 3:14 p.m.

Eastlake Public Library Children's Librarian Jennifer Yandle is such a LEGO enthusiast, she wears her emotions on her sleeve.

And in her ears, as represented by a pair of colorful dangling LEGO earrings she had on for the January LEGO Club Meeting on Jan. 13.

After taking time off because of COVID-19 and renovations at the branch, the club returned in November and it is clear the community shares Yandle's enthusiasm.

"The first club back I think we had 7 kids and today we had 21 sign-ups out of a maximum of 25," Yandle said. "It is a lot of fun seeing kids of ages from 2 up to 14 creating things and seeing the parents get taken back to their childhood in a bit of nostalgia."

Yandle's enthusiasm for LEGOs goes beyond just her wardrobe as her 4-year-old son, Memphis, and her husband Casey were in attendance at the monthly club meeting.

Willoughby resident Christine Naenfeldt and her 5-year-old son, Erik, were enjoying not only building things from scratch, but enjoying the atmosphere of being around other families that enjoy the classic toy.

"Erik loves LEGOs and plays with them all the time at home, but this is a chance to get out and socialize with other kids," Naenfeldt said. "I think this is a time to just come to play just to play and not really having an idea of what to build, but I am really glad we heard about it through his school."

The club offers traditional LEGO pieces and sets as well as larger Duplos blocks for younger kids.

There were friends from a nearby daycare that came to play together with their parents excitedly helping and looking on, only accentuating the energy in the room for all who attended and more than likely guaranteeing bigger crowds moving forward for the club.

"I think the younger ones come in to just play and have fun and some of the older kids might have an idea of what they want to create and both are really cool," Yandle said. "I think the other great thing is you see mom, dad, even grandparents here, enjoying it and maybe there is a little bit of nostalgia for them."

The next three clubs are scheduled for 10 a.m. to 12 p.m. at the Eastlake Library on Feb. 10, March 9 and April 6.



Memphis Yandle plays with LEGOs as dad, Casey, and mom, Jennifer, look on at the Eastlake Public Library LEGO Club on Jan. 13. (William Tilton – News-Herald)



Willoughby resident Christine Naenfeldt and her 4-year old son, Erik, enjoy the Eastlake Public Library LEGO Club meeting on Jan. 13. (William Tilton – News-Herald)

Willoughby Hills Library Branch Report/Holly Ferkol

Cara Chambers who works in the Circulation department will be leaving our library this month. Tracey Fowler who works in the Circulation department will move up to 16 hours and we will have to find someone to fill our 12-hour Circulation position that is now open. Mayor Chris Hallum of the City of Willoughby Hills will be meeting with us to discuss his plans for the Willoughby Hills Community Center and how our library fits into his plans. The City of Willoughby Hills Recreation department will be hiring a new staff member who will manage the Willoughby Hills Recreation Office located in the Community Center.

We have had many successful programs during the month of January. Sarah Vargo had many homeschool programs including 2 sessions of Homeschool First Aid which had a total of 78 students attending these 2 programs. She also had 2 sessions of Homeschool Science with NOPEC with 61 students in attendance for the 2 sessions. Danielle Pennick had many students attend her storytimes with 54 in attendance for the 2 sessions during the first week of storytimes. We also had a Learn to Sew a Fabric Box program for adults which was popular as well as Willoughby Hills Gardening Club program with 11 patrons in attendance. Murder at the Hills and our Movie Night was also a success in January.

Willowick Library Branch Report/Kathleen Jozwiak

- Melissa Caldwell completed her training and is now a certified passport agent. She's doing a great job.
- We will have training with Dodd Camera of Solon on our passport camera.
- We now have a long mirror in the passport office for people getting photos.
- Our monthly How-to Series is off to a good start. The crochet program for January was full with a long waiting list. We've had two more crochet sessions and based on interest, we've instituted a monthly crochet group. Thanks to Lora's sister Anna our new crochet group has a book related name: Chronicles of Yarnia. One of Lora's sisters Bernadette is also assisting with the crochet classes. She, along with Lora, have been wonderfully patient and helpful with teaching people. The group meets the last Wednesday of the month and all skill levels are welcome.
- We have two new large bulletin boards for our circ desk and community events.
- There are two new benches (with book storage) in the storytime room.
- Our new cooking cart has arrived. Sarah and I will kick it off soon with a cooking class.
- Our adult January bread making and children's February edible cookie dough classes once again resulted in waiting lists. We are so happy the cooking classes are getting such a good response.
- We got some new color-coordinated book trucks for the children's and reference departments. A blue one is still on order for the circulation department.
- The assistant managers are putting together a speakeasy event at the new admin building May 18. Gale came up with the idea. Save the date!
- Our signature event this year will be May 4. Sticking with Fantasy, Folklore, Fiction Fest – our subtheme this year is "Things That Go Bump in the Night". We have speakers, crafts and demos lined up.
- Doug will be showcasing staff talent with handiwork on display in March.
- Lego club, anime group and storytimes remain hugely popular. Programming in all departments is thriving.
- The meeting rooms are being used more for social events and parties as well.

OLD BUSINESS

Mrs. Roseum would like to see “no overnight parking” signs posted in the Willoughby Library/new Admin parking lot.

Mrs. Petruccio would like to thank Amanda Schoen for revising the Board Award nomination online process.

NEW BUSINESS

OLC Trustee Workshop (online) March 9th, 8:45 am - 4:30 pm, RSVP to Trish by February 23rd.

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY
REGULAR MEETING OF THE BOARD OF TRUSTEES
MONDAY, FEBRUARY 19, 2024, WILLOUGHBY HILLS PUBLIC LIBRARY, 6:00 P.M.

NEXT MEETING, Monday, March 18th, 2024, 6:00 p.m., WEPL Administrative Offices

ADJOURNMENT

MOTION 19-24

Mr. Mackey moved and Mrs. Roseum seconded that the Board adjourn at 6:44 p.m.

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

Respectfully submitted,

Board President

Board Secretary