

CALL TO ORDER

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

Roll Call:

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

Absent: Mr. Buttari

Also present:

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

Citizens present: *no citizens*

Additions to the agenda: *no additions*

Citizen’s Comment: *no comments*

President Petruccio presented the following minutes for approval:

- February 19, 2024, Building Committee Meeting
- February 19, 2024, Finance and Planning Committee
- February 19, 2024, Regular Meeting of the Board of Trustees

MOTION 20-24

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

- February 19, 2024, Building Committee Meeting
- February 19, 2024, Finance and Planning Committee
- February 19, 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
March	\$177,575.76	\$184,152.66	3.70%
YTD	\$617,023.48	\$580,476.61	-5.92%

MOTION 21-24

Mr. Mackey moved and Mr. Foisel seconded that the Board approve the February 2024 Fiscal Officer’s report:

FEBRUARY LIST OF BILLS PAID:	\$528,211.57
FEBRUARY FINANCIAL STATEMENT:	YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$930,099.82	\$1,026,069.83	\$1,424,292.04
Grants	\$0.00	\$407.36	\$592.64
Corona Virus Relief Fund Public Library	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$14,764.66	\$13,037.21	\$3,033,147.31
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	\$90.97	\$13,022.50
TOTALS	\$944,864.48	\$1,070,324.82	\$4,501,616.28
FEBRUARY INVESTMENTS	\$3,839,691.75		

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

MOTION 22-24

Mr. Monin moved and Mrs. Roseum seconded that the Board approve to move \$350.00 from the Grant Fund Program Professional Services to the Grant Fund Programming Supplies.

On roll call the following vote was cast: Mr. Buttari, “Absent”; 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) *did not meet*

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

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

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MOTION 23-24

Mrs. Roseum moved and Mr. Mackey 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 24-24

Mr. Monin moved and Mr. Foisel seconded that the Board approve the March 18th, 2024 Surplus List:

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

MOTION 25-24

Mr. Monin moved and Mr. Foisel seconded that the Board approve the Giannetti landscaping contract for 2024.

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

Director’s Report/Rick Werner

[New Administration Building/Boosters Book Sale](#)

With the upcoming renovations at the new administration building, we only have two events scheduled at the building this spring: the Boosters book sale in March and an adult services program in May.

The spring Boosters Book Sale will be held in the old bank lobby on the weekend of March 23 – 24. As in the past, we have been working with the Boosters to weed books and other materials from our collection at all four libraries and transport those materials to the new administration for sale during the book sale. The Boosters have been taking book donations as well.

Based on a recent inspection of the building by the Willoughby Fire Department, we are taking some extra steps at the building during the book sale. We have repaired faulty emergency light signs and have placed fire extinguishers throughout the lobby area. At the request of the Fire Department, we are instituting a “fire watcher” rotation of Library staff at the building while it is open for book sale preparation and the sale itself. The assigned fire watcher will take hourly tours of the entire building to ensure that there are no signs of fire risk.

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We will also employ the fire watcher model when the May program is taking place in the new administration building. We will not be scheduling any other programs at the new administration building until after the renovation is complete.

Willoughby-Eastlake Public Schools

WEPL staff have been invited to attend the Willoughby-Eastlake Public Schools “State of the Schools Address” event on Monday, March 18, 2024 at North High School. Among other parts of the event, the late Mayor Dennis Morley will be honored as WEPS’s Citizen of the Year.

As the State of the Schools event conflicts with the WEPL Board meeting on March 18, WEPL Children’s Services Manager Sarah Vargo will represent the Library at the WEPS event.

Strategic Planning Update

Based on the discussion at the February Finance & Planning Committee meeting, we are working on the update of the 2019 WEPL strategic plan. We will be prepared to discuss the update at an April Finance & Planning Committee meeting.

Deputy Director’s Report/Eric Linderman

New Admin Facility Planning

In early March, the managers who work in the departments at Admin took a tour of the new facility to review the most recently proposed layouts from Jason Nolde and the GPL architectural firm.

The group made some suggestions, mainly for the layout of the second floor, where it is suggested that we station the technology, children’s and marketing departments. Our group is agreeable to the general location of those departments but is suggesting different arrangements of the offices within the existing rooms. Between now and April, we will work with GPD on these updates to the design and discuss budget planning for the project.

Labor Management Safety Committee

Following the February training session with the FMCS consultant in February, the group had our monthly meeting in early March to discuss amendments to the committee charger. As part of this discussion, the committee agreed on improvements to the procedure for staff members to submit concerns for discussion, so I believe the committee will communicate more effectively with the staff moving forward.

Since it is the responsibility of this committee to respond to concerns in the workplace, it is important to have staff members on board who are able and willing to engage in open discussions and offer thoughtful solutions. Because this is a joint committee, with representatives from management and the bargaining unit, we rotate

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members on an annual basis. This year we have Eastlake Library manager, Amy Winter, joining us, as well as Jill Carroll, who works in reference at the Willoughby Library.

Human Resources Update

Collections & Digital Services Manager

We have conducted two rounds of interviews for the Collections & Digital Services Manager and are closer to making a selection. We have been pleased with a group of well-qualified applicants.

It is now clear that I will be managing an interim period without Carol Tuttle while we transition to having a new person in this position. Carol has been helping with this by building an extensive body of documentation on all procedures, processes and staff roles in the collection services, materials & processing and interlibrary loan departments. I have been studying this information in detail and preparing to manage these departments while bringing a new manager on board.

Circulation Support—Willoughby

Our new 20-hour/week circulation support staff member, Sarah Orosz, started March 12. Prior to joining WEPL, Sarah worked as a nanny for 13 years.

Annual Statistics Report

Working with several managers, I am completing the annual report for 2023 to the State Library of Ohio. The content of this report covers internal data including staffing levels, salaries, and budgets, as well as service metrics including patron traffic, materials circulation and program attendance.

These reports impact local funding by affecting the distribution of the Public Library Fund (PLF) by county. The data is also channeled upward to the federal Institute of Museum & Library Services (IMLS), which funds national programs including the Library Services and Technology Act (LSTA), which provides grants for projects focused on library services to the public.

Marketing & Public Relations Report/Patrick Culliton

Eclipse planning and promotion is going well! The pre-eclipse events have been well attended. We have a plan in place for distribution of glasses. We are also working on signage for the day of the event.

Michelle attended the Annual Boosters Member Meeting on Feb. 13.

Blog Posts:

Celebrating Black History Month, 2.1.2024

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Eclipse Information, 2.15.2024

Gaming Update, Vol. 4 (Bryn Wolanski), 2.26.2024

Children's Book Reviews, Vol. 7 (Children's Staff), 2.27.2024

Anime Update, Vol. 5 (Bryn Wolanski), 2.29.2024

Professional Development:

Patrick Attended:

NEO – RLS Marketing & PR Networking Meeting, 2.20.2024

The WhoFi Suite of Services Webinar, 2.21.2024

Collections & Digital Services Manager Report/Carol Tuttle

[Digital Services](#)

WEPL was one of the top 10 CLEVNET member libraries for Libby circulation in 2023. Total WEPL OverDrive circulation was 281,051 and total for CLEVNET was 5,029,394.

Fiero Code has been added to the WEPL database collection. Fiero Code is an award winning learn-to-code solution that was designed from the ground up for libraries. WEPL patrons can access it from home and learn to code on their own time. In addition, it offers a teaching platform for library program use. Fiero code was designed to allow library staff with minimal coding knowledge to lead coding classes and code clubs.

[MAP/Collection Services](#)

The Warm-Up Challenge that finishes at the end of this month has 111 people registered with 291 badges earned and 10 people completing the challenge so far. Most participants are Adults, but teens and children are also enrolled in this winter reading challenge designed by Mitzi Horrigan-Bartolucci.

We are returning to Midwest DVD/Blurary processing using locking cases (unlocked) due to the breakage we have been seeing with the two other types of cases they offer. The locking cases are stronger, even when kept unlocked.

Now that the Willoughby Senior Center collection processing/cataloging is nearly completed, MAP staff will start to work on a new collection item: Tonies! These are audio players with interchangeable characters: the story changes with each character. Also, toys have been arriving in MAP and will be added to the catalog for refreshing the popular WEPL toy library. Sarah Vargo has been integral in selecting and organizing these unique items for processing and cataloging by MAP.

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ILL/Clevnet

For the first two months of 2024, we have seen a 6% total increase in materials sent and received through interlibrary loan. The increase in sent materials is 7% higher, suggesting an increase in outside holds being trapped by WEPL libraries.

Personal note from Carol Tuttle:

This will be my last administrative report due to my retirement on March 29. During my 6 ½ years at WEPL (2 years as Collection Services Librarian and 4 ½ years as Collections & Digital Services Manager) I continued to learn something new every day. The pandemic during my tenure was a memorable challenge and I thank the Board and Administration for their support. I appreciate the team effort on the part of MAP and ILL staff every day to keep things going behind the scenes in support of patron and building staff needs. This was a great way to finish up a career. Thank you for having me here!

Eastlake Library Branch Report/Amy Winter

Tammy Beuck has led a number of very popular Eclipse programs ranging from safety and science talks to a Folklore of the Eclipse talk by the Natural history museum. Tammy has also planned a number of out reach events to talk about eclipse safety. She also held a film viewing with the Cleveland International film festival for the film Queen of Basketball. Tammy has also started two book discussions, the Fireside Chat here at Eastlake and one at the Eastlake Senior Center.

Tammy and MaryAnn were also featured in an article in MIMI magazine. Attached below.

Make it Mondays have received some really good feed back and a solid core group attending.

Cathy has had her regular success with the Teen art club doing a Van Gogh project and button making. he also hosted a board game tasting that was plenty of fun.

The Children's department has been very busy with storytimes, Day Care Visits, Craft and Play, Lego Club and Sit stay read. Additionally, they offer a drum circle and a Lunar New Year Party for kids. The department also had two scavenger hunts one for the Lunar New year week then Black History Month.

Our feature Kid Librarian is Julian. And her display centers around goosebumps and Disney Princesses.



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CATCHING THE Eclipse

The Willoughby-Eastlake Public Library system has a slew of fun, educational events planned to mark the arrival of a piece of history.

by Mary Malik

The last time a total solar eclipse darkened the skies over any part of Ohio was in 1806. If you haven't heard, it's happening again on Monday, April 8. And if you miss it, you can't catch the next one until 2444. That's why astronomers, photographers, schools and anyone with an interest in this once-in-a-lifetime opportunity has April 8 marked on the calendar.

And the Willoughby-Eastlake Public Library is not only celebrating this opportunity with a special eclipse viewing party at all four of its Lake County community libraries, but thanks to a grant from Cleveland's Great Lakes Science Center (GLSC), has several fun and educational events scheduled leading up to the big day.

"Our adult services librarian, Tammy Beuck, was awarded a GLSC grant to participate in the 'Eclipse Ambassador Program,'" Eastlake Library assistant manager MaryAnn Cirino says. "After a training session, Tammy came back brimming with ideas for not just a viewing event, but also things we could do ahead of time to educate the community about the event."

The GLSC grant for \$1,000 also included a telescope, 1,000 pairs of eclipse viewing glasses, and educational resources to reach the community about safe viewing practices and what it can expect during a total eclipse. "When I heard about the program, I thought this would be a great way to educate

and engage the community," Tammy says. "The GLSC chose grant recipients all over the area to educate as many people as possible on solar eclipses. Our training focused on the importance of the glasses, how to protect your cameras, how to fashion a pinhole viewer and other tips."

Educating the community is what the library intends to do by hosting events leading up to the eclipse, providing solar eclipse history and the safest way for you and your family to enjoy the experience. It also gives them a chance to show off the newly renovated Eastlake Library.

"This was a top-to-bottom renovation that has added beautiful new spaces, including a

"Our adult services librarian, Tammy Beuck, was awarded a GLSC grant to participate in the Eclipse Ambassador Program."

quiet reading room with a fireplace, a larger children's area, an expanded teen space, and a makers space with creative supplies like a 3D printer, embroidery machine, Cricut machine and so much more," MaryAnn says. "We're excited to show it off during these upcoming eclipse events."

For more information on solar eclipse events, call the Willoughby Library at 440-942-3200, Eastlake Library at 440-942-7880, Willoughby Hills Library at 440-942-3362 or Willowick Library at 440-943-4151 or check the website WE247.org.

ECLIPSE EDUCATIONAL HAPPENINGS

Eclipse Folklore
 Saturday, February 24, 2 p.m. - Eastlake Library
 Representatives from the Cleveland Museum of Natural History will introduce patrons to the safety and folklore stories behind solar eclipses. The program is presented in person and online via Zoom. A valid email address is required to receive the link. Participants receive a free pair of eclipse glasses.

Eclipse Viewing: Safety and Fun
 Tuesday, February 27, 6:30 p.m. - Willoughby Library
 Join Eastlake Adult Services Librarian and Eclipse Ambassador Tammy Buck for tips on viewing the upcoming eclipse safely. Ages 11 and up.

Eclipse Safety Tips
 Monday, March 25, 6:30 p.m. - Eastlake Library
 Eclipse Ambassadors will present tips on how to safely view the total solar eclipse. Eclipse glasses will be provided. Ages 11 and up.

DIY Eclipse Viewers
 Saturday, March 30, 10 a.m. - Eastlake Library
 Make your own viewer. Materials and instruction provided. Family program.

Eclipse Viewing Parties
 Monday, April 8, 2 p.m. - All Willoughby-Eastlake Library locations.
 Participants can look forward to crafts, games, activities, food, music and more. NASA will live-stream the event and people can watch as the eclipse makes its way to our area. This will be a fun, festive atmosphere and the entire community is welcome to attend.

Mimi Vanderhaven | mimi 21

Willoughby Library Branch Report/Deb Mullen

We give a hearty welcome to our new 20-hour Circulation Support staff member, Sarah Orosz. At the same time, we extend a sad see you later to Melissa Davis our 12-hour Children's Associate. We currently have a 32-hour Children's Associate position open for internal and external applicants.

Some upcoming programs of note include an Eclipse Watch Party, Monday April 8 at 2pm. We're inviting families to our Children's area to get a craft kit. They can then take that kit and work on it on the New Admin lawn or in the Children's area.

Coming up, we have programs about the proliferation of deer on March 21 and storyboard for animation on March 28. One new monthly program that is building an audience is our new Walkthrough Wednesdays. Assistant Manager Brian Campbell and Adult Services Librarian Izzy Ziemak offer individual sessions to assist patrons with numerous and varied tech questions.

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The Seed Library at Willoughby opens March 19. All the WEPL locations also have Seed Libraries.

I'm also very pleased to report that our programming for teens is bringing in a wonderful audience. YA Librarian, Anthony Benedictis does a fantastic job finding presenters to discuss subjects our teens, both homeschooled and in traditional school find interesting. In late January, 25 teens learned all about bats, in February, the Fine Arts Association presented an art program to 15 teens, and 14 students experimented with an acrylic pour technique under the guidance of artist Rozenia Cunningham. We have an upcoming program on April 1 on becoming a clinical laboratory professional presented by staff from UH Lake West.

The Children's department continues to reach out to tweens, another vital demographic of patron to keep engaged. Our monthly program, Mindful Tweens has been very well received with a steady following of 8 tweens each month. This project is dear to my heart as I became a "library person" as a tween. The library became my go to place when I needed to find information well into adulthood, even before I began working at the library!

Finally, a huge shout out to Miranda Richmond, our new Floater. While working at Willoughby she came up with a display idea of popular Libby checkouts. She pulled the items and made bookmarks in Canva with the information. Miranda has done an awesome job in both Reference and Circulation learning the ins and outs very quickly and is always looking for ways to add value to our library!



OLD BUSINESS

Mrs. Petruccio announced the Board Award recipient.

NEW BUSINESS

Mrs. Roseum stated that the lintels on the windows at Willoughby Library needs attention.

Mr. Werner updated the Board that Willoughby Hills Mayor Hallum has appointed a new Recreation Director. Communication is going well between the community center and library in regard to room reservations for programs. The feeling is that the relationship between the new administration at the City and Library will be a strong and positive one.

Mr. Foisel announced that he will be leaving the Board sometime this year due to his new position at work.

NEXT MEETING, Monday, April 15th, 2024, 6:00 p.m., WEPL Administrative Offices

ADJOURNMENT

MOTION 26-24

Mrs. Roseum moved and Mr. Monin seconded that the Board adjourn at 6:30 p.m.

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

Respectfully submitted,

Board President

Board Secretary