

CALL TO ORDER

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

Roll Call:

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

Absent: *no absences*

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:

- o March 18, 2024, Regular Meeting of the Board of Trustees

MOTION 27-24

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

- o March 18, 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	\$162,800.15	\$138,493.14	-14.93%
YTD	\$779,823.63	\$718,969.77	-7.80%

MOTION 28-24

Mrs. Rosem moved and Mr. Monin seconded that the Board approve the March 2024 Fiscal Officer’s report:

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY

Regular Meeting of the Board of Trustees

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

MARCH LIST OF BILLS PAID:	\$697,461.45
MARCH FINANCIAL STATEMENT:	YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$1,131,354.63	\$1,735,423.16	\$916,193.52
Grants	\$0.00	\$506.36	\$493.64
Corona Virus Relief Fund Public Library	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$22,372.43	\$15,537.21	\$3,038,255.08
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	\$147.91	\$12,965.56
TOTALS	\$1,153,727.06	\$1,782,334.09	\$3,998,469.59
MARCH INVESTMENTS	\$3,608,535.37		

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 Building and Finance & Planning committees held a joint meeting prior to the Board meeting to discuss the space planning and budget and next steps for the new administration building.

FINANCE AND PLANNING (Foisel, Mackey, Roseum) *meeting held tonight*

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

MOTION 29-24

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*

A committee meeting will be held in May to discuss re-organizing the Board policy manual.

ADMINISTRATION REPORT

MOTION 30-24

Mr. Foisel moved and Mr. Mackey seconded that the Board approve the April 2024 Surplus List as presented.

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

Director’s Report/Rick Werner

Eclipse Events

Thanks to the advance planning across WEPL, the eclipse watch parties/programs went off smoothly at all four libraries. The Eastlake Library had the most significant set of events. Kudos to Tammy Beuck, Amy Winter, and their colleagues for planning and carrying out a true Eclipse celebration.

This whole-of-WEPL effort demonstrates again that the system can work collectively throughout WEPL and individually at each library to offer programs and services that meet the needs and expectations of our patrons and communities.

In addition to the work at each of the libraries, I would like to single out the efforts of Patrick Culliton, Michelle Hudson, and Karen Battaglia from Marketing/PR and the entire Maintenance staff for their contributions to the success of the eclipse events. We will be ready to do it all again on September 14, 2099, the next time that Ohio will be in the path of “solar eclipse totality.”

Boosters Book Sale

The WEPL Boosters held their spring book sale at the new administration building over the weekend of March 23-24. The sale raised a total of \$2,922 which the Boosters will continue to use to fund Library programs and projects.

Ahead of the sale, Tom Johnson and I worked with the Willoughby Fire Department to address the concerns and issues that their inspection of the building revealed. We were able to resolve most of the issues and undertake work-arounds for those issues that were not feasible to address before the building’s renovation. We had a rotation of “fire watchers” who patrolled the building on an hourly basis during the public hours of the book sale to ensure that everyone remained safe.

With the conclusion of the spring book sale, we will not be holding any further events in the new administration building until the renovation project is completed. The Boosters are planning to hold their next set of book sales (Fall 2024 and Spring and Fall 2025) at the Willowick Library.

WEPL Board Bylaws/Policy Manual

Trisha Lastoria, Eric Linderman, Vicki Simmons, and I have started to work on “modernizing” the combined WEPL Board Bylaws/Policy Manual. The current document – while kept current by Eric’s and Trish’s work with the Board Policy Committee – is a bit of a hodge-podge of WEPL history, Board governance rules, policy rules, and operational guidelines.

In order to improve the utility of each component part, we would like to divide the single document into component parts: (1) a WEPL Board Bylaws document; (2) a WEPL Board Policy Manual; and (3) a WEPL Operations Manual. We have asked the Lake County Prosecutor’s office to assist us, especially with the board bylaws to ensure that they are compliant with the requirements of the Ohio Revised Code.

As part of this process, we are also working to draft a potential change to the board member eligibility provisions of the bylaws for the Board to consider. The current bylaws call for two board members each from Eastlake, Willowick, and Willoughby and one board member from Willoughby Hills. As I think we have discussed with the Board in the past, this precludes consideration of board applicants from Timberlake, Lakeline, and Waite Hill.

The rewrite that we will be working on with the Prosecutor’s Office would allow the Board to consider applicants from any of the seven communities in WEPL’s service district with a proviso that no more than two Board members could come from any single community. As always, the final decision on all these matters rests with the WEPL Board.

In addition to looking at the board member selection criteria, we will also look at the rest of the bylaws document to ensure that it is up-to-date and reflects modern public library governance standards. I am hoping that we can make recommendations to the Policy Committee and the full Board by May or June.

In Brief

- Thanks to the supply chain easing up, the Willowick Library Air Handler Unit project is close to getting underway. We will keep the Willowick staff and patrons updated on any effects on the operations of the Library.
- I continue to work on the status update of the 2019 strategic plan. I will seek input from other managers and will circulate it to the Board Finance & Planning Committee soon.

Deputy Director’s Report/Eric Linderman

New Admin Facility Planning

Rick and I have been working with Jason Nolde and others at the GPD architectural firm to develop the preliminary space planning and to obtain cost estimates for the work. We have made several trips to the building to gather information on HVAC equipment that will allow Jason to better gauge the costs of the project. We also met virtually to refine the layout to incorporate changes suggested by our managers during a recent walkthrough of the space.

Human Resources Update

Collections & Digital Services Manager

We have hired Cassie Thayer-Styes to replace Carol Tuttle as the new collections & digital services manager. Currently, Cassie is an acquisitions librarian at Illinois State University, where she does much of the same work as Carol did, but in an academic setting. Her experience with collection management, as well as reference services, also includes work at the Wisconsin Historical Society and the National Wildlife Health Center-U.S. Geological Survey.

Cassie will start here June 3, which gives her time to complete her work in Illinois and to find a place to live in the area.

Technology Training Librarian

Jenny Norton-Sutter will also start on June 3 as our new technology training librarian. Under Amanda's leadership, this position will restore much of the training work that was formerly part of our virtual services manager position. Our work structure has evolved in such a way that it makes most sense to incorporate this work in the technology department as a bargaining unit position, and not as part of the collection services management group.

Jenny will come to us from Westlake-Porter Public Library, where she has been the STEAM Librarian since 2014. For anyone not familiar with the acronym, STEAM is Science, Technology, Engineering, Art, and Math, and is commonly associated with maker spaces in schools and libraries. Jenny's skills in this area, which include training and grant writing, should transfer well to our position.

Collections & Digital Services Transition

I am happy to say that the transition period between Carol's retirement and the onboarding of Cassie Thayer-Styes is going smoothly. This transition is giving me the opportunity to learn the details of the work Carol did, so I will be in a good position to train Cassie. Fortunately, Carol documented everything very well, so I have been able to track down everything I need to know so far. I am also having a great time working directly with the Collection Services/MAP/ILL group.

Willoughby ArtsFest Planning

The partnership between the Willoughby Library and the Willoughby Western Lake County Chamber of Commerce is on track to deliver a successful event on July 20. As part of this, the Willoughby Library is collaborating with the Willoughby Arts Council to create a large-scale op artwork with string. Attendees will create small mock-ups with string and golf tees to come up with a design for a larger work.

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As part of the leadership team for the event, I have attended many meetings of the planning committee, the city of Willoughby, the ArtsFest jury, and the Chamber staff. Planning for the event is ahead of schedule this year, and we are on track to surpass all goals for artist participation and sponsorships.

Public Library Association Conference

During the first week of April, I attended the recent Public Library Association conference in Columbus, along with nine other WEPL librarians. With the event in Ohio, it was a unique opportunity to allow more than the typical number of staff members to attend a national conference.

Everyone who attended was able to bring back ideas for programs and services, and to network with other professionals from around the country. National conferences such as this also offer very large exhibit spaces, where attendees can talk to publishers and vendors. For example, I am interested in developing better visual collection maps for WEPL, so I talked to vendor who provides systems for color-coding and online layouts of physical collections.

One interesting program I attended was on true crime discussion groups. While WEPL already does a lot of book discussions and author programs, there is also the potential to have groups that discuss other things like podcasts or real-life events. A speaker from Colorado talked about her group that meets regularly to talk about popular podcasts about notorious criminal cases.

Marketing & Public Relations Report/Patrick Culliton

The Eclipse

We are as prepared as we can be for the Eclipse. All buildings received signage for parking, events, and glasses distribution.

Glasses went out to the buildings on March 25. They are going fast!

We distributed WEPL giveaways and crafts for the Eclipse watch parties.

We are also partnering with Astronomers Without Borders on their Eclipse glasses recycling program. AWB helps to bring glasses to people around the world who may not otherwise have a safe way to view eclipses directly. They have been sending solar glasses for annular and total solar eclipses since 2008. We will have recycling boxes at all of our Libraries starting April 8. Any glasses, whether received from the library or not, may be recycled.

May – August Program Catalog

Staff submissions for the next Program Catalog were due March 18. Michelle is working on the Catalog now.

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Boosters Book Sale

The Boosters held another successful Book Sale March 21, 23-24.

From Board President Karen Fraley:

The W-E Library Boosters had a very successful Spring 2024 book sale! Here are the sales numbers.

Thursday, March 21 \$ 724 Saturday, March 23 \$1168 Sunday, March 24 \$ 485 Book Sale Total \$2377

+Membership (new and renewal) \$545 Grand Total \$2922

As you know, all the proceeds will fund library programs and supplemental items for the libraries. This money will go a long way!

Many thanks to the volunteers on Donation Day Saturday, Sorting Day Tuesday, and helpers during and after the book sale. We could not do it without you!

Kid Librarians

The WEPL Kid Librarian program is a smash! The Kid Librarians are choosing great displays, resulting in adorable pictures. These are doing exceedingly well on social media. So far, we have had librarians from LaSalle Public Library in Illinois and Dublin City Libraries in Ireland reach out to ask about how we do this. Major kudos to Sarah Vargo and the Children's Staff for this!

If you want to see them, just search the hashtag #WEPLKidLibrarian on Facebook and Instagram.

Leadership Lake County / Professional Development

Patrick helped Renee Fitzgerald-Palacio interview 8 people for the Painesville Arts & Culture Council Board. The Board now has 12 members seated and will hold their first meeting in April. They also held a proclamation ceremony at the Lake County Commissioners meeting in March. This part of Leadership Lake, the Community Impact Project, has been very rewarding.

Patrick also had Government Day on March 13.

Patrick attended 5 Secrets of Email Marketing Geniuses - FireSpring, 3.13.2024

Library Systems Manager Report/Amanda Schoen

- All new staff PCs have been deployed. With these PCs deployed, the staff PC replacement cycle will occur every 3 to 4 years to ensure all PCs run efficiently.
- Amanda has taken over some Libby ordering responsibilities with the retirement of Carol Tuttle.

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- Amanda attended PLA (Public Library Association) in early April. She hopes to explore various vendor offerings in hopes of bringing innovative technology to WEPL.
- The home school coding class series with Willowick Children's Librarian, Sarah Silbaugh, continues to be immensely popular. Look for photos on WEPL social media. Tablets have been purchased for the children's department to continue children's coding classes at other WEPL branches. Willoughby Library plans to run a class on Scratch in the fall.
- Gillmore has completed installation of new security cameras and security camera software at Willowick and Willoughby. Both branches are pleased with the simplicity of the new software.

Children's Service Manager Report/Sarah Vargo

Samantha Nicholson, Sarah Silbaugh, Cara Speros, Sarah Vargo, and Jennifer Yandle got the opportunity to experience their first national conference at PLA from April 2-5 in Columbus. The week was amazing with so many fantastic opportunities to learn something new and make connections. The team came back energized with great ideas for future programs and more. They also enjoyed spending time with coworkers from around the system, including a trip to The Book Loft and shared meals.

The new permanent StoryWalk purchased by the Boosters should arrive any day at Manry Park in Willowick. Staff from Willowick Parks and Recreation will install it and Sarah Vargo will change out the books just like our walk at Osborne Park in Willoughby. By the end of the month, the poetry contest submissions will be part of the StoryWalk at Osborne Park. We received 8 submissions, so the walk will also include some other famous illustrated poems for children.

Willoughby Hills Library Branch Report/Holly Ferkol

We had a meeting with Mayor Hallum to talk about how we could partner with the City of Willoughby Hills. Laura O'Donnell, who was working as Clerk of Council, is the new Recreation Office manager in our building. Mayor Hallum asked if Chris and I could meet with her on a monthly basis to confirm our room requests for our programs and get updates on the activities and maintenance of the Willoughby Hills Community Center. He told us that the City of Willoughby Hills has purchased a digital sign and they are waiting to install it until later in spring.

We had a successful outreach event on eclipse day with 79 patrons visiting our table. People were happy to get free eclipse glasses and snacks at our program. The City of Willoughby Hills had a bouncy house for kids and other activities. We had many successful programs at our library including our storytime programs and Music and Movement programs for children. There was a Spring Storytime and Craft program with 19 kids in attendance. There were 2 sessions of Homeschool Weird but True with 26 in the first session and 31 in the second session. Learn to Crochet was an adult class we had with 2 sessions for our patrons with 6 in the first class and 11 in the second class. Willoughby Hills Gardening Club had 21 patrons attending the program. There was a Learn to Sew a Zippered Pouch program and Teens Sew a Pillowcase program. Getting Started with Medicare had 20 people in attendance. Our movie was "Wish" in March and Murder at the Hills had 10 people participating in the book discussion.

Lesli Barni is our new staff member working in the Circulation department.

Willowick Library Branch Report/Kathleen Jozwiak

- We have been advertising our Signature Event for Fantasy, Folklore, Fiction Fest scheduled for Saturday, May 4. This year's theme is "Things That Go Bump in the Night". We have a speaker on the Science of Ghosts, a campfire storyteller, urban legend crafts and food, Nora the Explorer with creepy, crawly animals and a storytime.
- We are kicking off our new mobile cooking cart with Dip Night on April 16 for all ages. Sarah and Kathleen will be preparing homemade potato chips with dip (made by attendees), peanut butter dip with strawberries and caramel dip with apple slices.
- The assistant managers are busy working on a systemwide collaborative event "What's the Password? Speakeasy". The Willowick Library will be transformed into a speakeasy (sans alcohol) on May 18. It is by ticket only and attendees need the password. I encourage you to attend. There will be era mocktail demonstrations, a talk on Cleveland brewing with Great Lakes Brewing, Rick Porello will discuss the Cleveland Mafia and Willoughby Fred Astaire dancers will present a 1920s dance show. There will be appetizers, desserts and non-alcoholic drinks. The Boosters are having a basket raffle. Due to issues at the old bank building, the group moved the event to the Willowick Library. Doors open at 3:30 pm.
- We welcome Alexandra Juarez-Young to our reference department starting April 15.
- Our new seed library is going well. People were standing at the doors to pick up their seeds. We should be getting our second, and final, batch soon.
- Eclipse glasses of course were wildly popular with even more people standing at the doors at opening ready to get their free pairs. We are working with maintenance on parking for the day of the event.
- Spring break for the schools resulted in a host of children, babies and families in the library. It was wonderful. It's nice to see the different families play together with our myriad toys.
- We are seeing more teens in the library again. Spring followed by summer is showing an influx like last year.
- The staff is also getting ready for summer reading with prize collection.
- Kathleen will be assisting with the Lions food drive April 6. I am also coordinating our club's scholarship committee; applications are due April 6. I have also set up two restaurant fundraisers for April and May. Amanda did a fantastic job demonstrating library emedia resources at the group's March meeting. Doug set up a Leader Dogs program for the next programming session at Willowick.
- Two Men and A Truck is collecting for Women Safe Shelter with their Movers for Mom campaign. We are collecting items in our lobby April through mid-May.
- We continue to collect eyeglasses for the Lions and plastic bags for the Eastlake Women's Club in our lobby as well. We are no longer a food collection site; however, despite signs, food is sometimes left in the lobby.
- Our new monthly crochet group The Chronicles of Yarnia is going well. We had ten people for March. People crochet, chat and learn for two hours. All skill levels are welcome. Lora and I instruct in the basics.
- Doug's display of staff crafts has received positive attention; we will be leaving it up for the month of April too. Stop by and check it out.

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OLD BUSINESS *no old business*

NEW BUSINESS

OLC Library Trustee Dinner, May 2nd at Embassy Suites by Hilton Cleveland Rockside

NEXT MEETING, Monday, May 20th, 2024, 6:00 p.m., at Willoughby Library

ADJOURNMENT

MOTION 31-24

Mr. Monin moved and Mr. Mackey seconded that the Board adjourn at 6:50 p.m.

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

Respectfully submitted,

Board President

Board Secretary