

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY
Regular Meeting of the Board of Trustees
Monday, May 20th, 2024, 6:00 p.m. Willoughby Public Library

CALL TO ORDER

The meeting was called to order by President Petruccio at 6:01 p.m.

Roll Call:

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

Absent: Mr. Buttari, Mr. Mackey, Mrs. Roseum

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:

- April 15, 2024, Building/Finance & Planning Committees Meeting
- April 15, 2024, Regular Meeting of the Board of Trustees

MOTION 32-24

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

- April 15, 2024, Building/Finance & Planning Committees Meeting
- April 15, 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
May	\$ 237,885.33	\$ 209,189.97	-12.06 %
YTD	\$ 1,017,708.96	\$ 928,159.76	- 8.80 %

MOTION 33-24

Mr. Monin moved and Mr. Foisel seconded that the Board approve the April 2024, Fiscal Officer's report:

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APRIL LIST OF BILLS PAID:	\$623,581.56
APRIL FINANCIAL STATEMENT:	YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$3,472,314.21	\$2,277,962.34	\$2,714,613.92
Grants	\$0.00	\$663.77	\$336.23
Corona Virus Relief Fund Public Library	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$29,765.17	\$137,559.21	\$2,923,625.82
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	\$3,502,079.38	\$2,447,052.68	\$5,682,103.32
APRIL INVESTMENTS	\$4,604,736.25		

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

MOTION 34-24

Mr. Monin moved and Mr. Foisel seconded that the Board approve the proposed 2025 tax budget.

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

MOTION 35-24

Mr. Foisel moved and Mr. Monin seconded that the Board approve establishing the account “Professional Services” in Fund 450-Worrallo Fund.

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

MOTION 36-24

Mr. Monin moved and Mr. Foisel seconded that the Board approve moving \$0.74 from the Worrallo Fund account “Books and Pamphlets” to “Professional Services”.

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

COMMITTEE REPORTS

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

BUILDINGS (Monin, Buttari, Foisel)

Mr. Monin stated that the Committee met prior to this meeting with Jason Nolde from GPD Group to go over the contract and the 2024 Capital Projects list.

RESOLUTION 37-24

Mr. Foisel moved and Mr. Monin seconded that the Board authorizes the Library staff to complete and execute an agreement with GPD Group for the design, bidding process, and construction administration phases of the WEPL Administration Building Project in an amount not to exceed \$265,000.

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

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

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

MOTION 38-24

Mr. Monin moved and Mr. Foisel 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)

Mr. Monin stated that the Committee met prior to this meeting to discuss revising the Board Policy Manual and the circulation policy for Chrome Books.

MOTION 39-24

Mr. Monin moved and Mr. Foisel seconded that the Board approve the revision of the circulation policy for Chromebooks.

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

ADMINISTRATION REPORT

MOTION 40-24

Mr. Monin moved and Mr. Foisel seconded that the Board authorizes the closure of the Library on

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September 30th for the WEPL 2024 Staff Development Day.

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

RESOLUTION 41-24

Mr. Monin moved and Mr. Foisel seconded that the Board approve the United Way Day of Caring on June 18 or June 19, 2024.

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

MOTION 42-24

Mr. Monin moved and Mr. Foisel seconded that the Board approve the addendum to the Gillmore Security contract.

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

MOTION 43-24

Mr. Foisel moved and Mr. Monin seconded that the Board approve the May 20, 2024, Surplus List.

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

Director’s Report/Rick Werner

New Administration Building

At the May 20th Buildings Committee meeting, we will be presenting the GPD/WEPL proposal/scope of work and the agreement for the new administration building renovation project. Jason Nolde will be present to answer questions. Eric Linderman, Vicki Simmons, and I have reviewed the proposal and are satisfied that it meets the need of the Library for the project. If the Committee is satisfied with the proposal, we will be seeking authorization from the full Board to conclude the agreement with GPD.

The agreement (which will include the proposal as an exhibit) will be in the form of the American Institute of Architects contract template that we have used for all three library building renovations (Willowick, Willoughby, and Eastlake) and the Willowick elevator and HVAC projects. The Lake County Prosecutor’s

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office has reviewed these past contracts on our behalf; given the format, we won't need a review of the AIA standard template this time.

Based on discussions with Jason Nolde and his GPD colleagues, we have decided to pursue the replacement of the flat roof ahead of the commencement of the interior renovation. After some research on cooperative procurement processes that we could use on the roofing project, we are exploring working with the Garland Company, a Cleveland-based firm that could assist us with the project in a consulting role. Garland has done similar work for the Willoughby-Eastlake Public Schools, Wickliffe Public Library, and the Mentor Public Library.

A Garland representative has taken core samples from the existing roof and is preparing a proposal for the Library to consider. I am planning to brief the Buildings Committee on this approach at its May 20th meeting. I am hoping that we could have a full proposal for the Board to consider at the June Board meeting. We would like to get the roofing project done in 2024 if at all possible.

[Eastlake City Hall Lease](#)

Eric Linderman, Vicki Simmons, and I have discussed the need to meet with Eastlake Mayor Spotton and City officials to discuss the potential extension of WEPL's current lease at Eastlake City Hall. The lease expires on August 31, 2025.

As soon as we have a firm (or more firm) timeline for the new administration building renovation project, we will schedule the meeting with Mayor Spotton. Judy Moran has shared with me that the City has not yet started to "market" the WEPL space; she is confident that the Mayor and the City Council would be open to an extension (perhaps through the end of 2025) of the WEPL lease.

I anticipate that we will meet with City officials by mid-summer to discuss the lease extension.

[Willowick Library HVAC Project](#)

After a considerable delay because of supply-chain issues, the Willowick Library HVAC/Air Handler project with S.A. Comunale as general contractor is underway. According to the consulting engineer from TEC, Inc, the project was about 50% complete as of last week. We appreciate Comunale's efforts to conclude the project before the peak air conditioning season starts.

[Board Policy Manual Update](#)

With thanks to Trisha Lastoria for leading the work, we will be presenting a draft outline for the reorganization of the current WEPL Board Policy Manual (currently an amalgamation of policies, operational guidelines, and WEPL history) to the Board Policy Committee on May 20th. If the Committee is comfortable with the approach we are suggesting, we will plan to have three separate documents for consideration by the June or July board meetings.

Deputy Director's Report/Eric Linderman

[Collections & Digital Services Transition](#)

The interim period since Carol Tuttle's retirement has given me the opportunity to learn the details of the job, so at this time, I feel prepared to work with her successor, Cassie Thayer-Styes, when she starts in June. A few of these responsibilities have included selecting and ordering some of our emedia titles, completing statistical reports, and reviewing periodical and database subscriptions.

[Policy Update for Chromebook Circulation](#)

In early May, I attended a meeting of the circulation supervisors, as I often do, to answer questions and to offer assistance in solving problems. At this meeting, we talked about adding one renewal for our Chromebook/Hotspot combinations. Over time, the demand for these items had decreased, so I agree that it is appropriate to add the option for a renewal on them. The proposal for this policy change will be presented at the policy committee meeting prior to the regular June meeting of the Board.

[OneDigital Continuing Education Event](#)

Since our health benefits consultant became part of the OneDigital company, we have received invitations to their annual half-day continuing education event. Donna Rosciszewski and I recently attended this and listened to several speakers on various HR topics. One presentation that was especially interesting to me was from OneDigital's technology expert who talked about artificial intelligence and the different opportunities and threats presented by this innovation. What struck me was the rate at which this technology is improving, which has moved from text-based chat to replicas of actual people talking on a company's website in less than a year.

Aside from the more frightening possibilities, there are a few timesaving uses for this that could be considered. For one, I understand it is possible to have an AI tool create drafts of job descriptions and ads, which could then be revised by staff members. There is also the potential, both interesting and scary, to create online people to explain things on our website and internal training platforms.

Marketing & Public Relations Report/Patrick Culliton

[The Eclipse is over... sort of](#)

The eclipse was amazing! Much thanks to staff for working so hard on programs, distribution of glasses, logistics, and more, including helping with the recycling of eclipse glasses in partnership with Astronomers Without Borders. We have already sent 4,000 pairs to Kosovo!

This came from Zoe, who heads up the recycling program at AWB:

"Although they may not be used to see the next eclipse, they will be used for astronomy camps for teens."

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A little backstory: in the late 1990's there was ethnic cleansing which segregated the people of Kosovo. The Astronomy Club of Kosovo works to bring teenagers of all cultures together using astronomy.

They have been conducting these camps for about 5 years using recycled glasses donated from the 2017 eclipse. I encourage you to visit their Facebook page. If you take a close look at those faces wearing solar glasses, you'll see that all of them are from the US. This is thanks to people like YOU!!!!

The club now is looking forward to another summer of camps and our resources - these glasses- will be accompanying a telescope donation from SETI!!”

We estimate that we have another 4,000 pairs of new or used recycled glasses ready to go. My thanks to Michelle and Karen for their help counting and banding the glasses!

[Program Catalog](#)

The May – August Program catalog was sent out the week of April 22. It looks great! Thank you, Michelle!

[WEPL In the News:](#)

Patrick was interviewed by News 5 about recycling eclipse glasses as part of the morning edition that aired on April 9.

[Special StoryWalk](#)

The special edition StoryWalk, featuring poems and drawings by community kids, is up at Osborne Park! This is a result of the Poetry Contest that Sarah Vargo organized, along with printing and installing the StoryWalk. Kudos to Sarah and our young community creatives! Go check it out! There are also pictures of some of the young poets on our Facebook page.

[Lake County League of Libraries](#)

Patrick attended the LOL meeting on 4.17.2024. Our Department will be creating the Passport for the summer programs again, along with managing the Facebook page.

[Leadership Lake County](#)

Patrick took part in two Signature Program Days in April: Business, Labor and Economy Day on April 10 and Health Care & Healthy Living Day on April 24.

[Professional Development/CE](#)

Patrick: Patron Point Training, NEO-RLS, 4.11.2024

Michelle: Random House Author Fest, 4.25.2024

Eastlake Library Branch Report/Amy Winter

Cathy had two wonderful art clubs and a joint teen/adult program creating wire bonsai trees. She also made a QR scavenger hunt for teens to accompany the Teen summer reading challenge. She also visited the Eastlake Middle school during their lunch periods to connect with the teens about our upcoming event. She spoke to over 100 teens that day.

Tammy had a number of well received programs including her two book clubs.

The majority of Tammy's time was spent preparing and running the Eastlake Eclipse Party on April 8th. She planned food, multiple crafts, music, raffle prizes, and the grand viewing. Eric Linderman and the Eastlake Women's club were on site to help with all the day's events. We received many compliments and a few thank you letters. All feedback was positive and our patrons seem to truly enjoy all of Tammy's efforts.

MaryAnn and Bethany went to an outreach event hosted by Habitat for Humanity to advertise (and hand out) the Seed Library among other library offerings.

Amy has continued the modest success of Make it Mondays and the patrons from those classes have even scheduled some Lab time to practice on their own projects. We have also had an uptick in 3D printing submissions through the 3dprint email address.

Sam and Jennifer and Khin have continued with their clubs and outreach storytime as they prepare for the Summer Reading Challenge for Kids. They have also had a few school visits and made some videos.

Study rooms at Eastlake continue to be full more often than not, which is very encouraging to the foot traffic that we are seeing.

Willoughby Library Branch Report/Deb Mullen

Thanks to the outstanding work of Izzy Ziemak and the MAP staff, the Willoughby Senior Center collection is weeded and cataloged. I wish I had taken pictures of the "before" but trust me these "after" pictures are just amazing. Everything is neat and beautiful, and the patrons are really enjoying the opportunity to check out new releases.



The next step in our Willoughby Senior Center collaboration will be installation of the outdoor book drop that can be utilized by students and YMCA visitors as well as Senior Center visitors.

Willoughby Children's wishes a hearty welcome to Micki McNiece, our new 32-hour Children's Associate. Micki brings a wealth of experience as an educator and more recently as a Youth Services Assistant at GCPL

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and an Interpretive Naturalist with Lake Metroparks. Micki will be able to “hit the ground running” and be a huge help in adding programs in our Children’s Department.
Other noteworthy Adult programs at Willoughby, in terms of attendance were: Down North: A Celtic Ceilidh from Cape Breton (a Celtic music program) 40, Dear Oh Dear: 10, Filmmaking with a Magic Pencil: 12, Planting is for the Birds: 14, and Introduction to Mindfulness 14.
Teen programs included: Teen Homeschool on Nutrition with UH Lake Health: 17, Become a Clinical Laboratory Professional: 10, and Teen Homeschool Gardening: 19.
Children’s programs included: Eclipse Viewing Party: 50, First Chapter Reading Club: 16, and Young and the Restless: 19 (am)/27 (pm).

OLD BUSINESS *no old business*

NEW BUSINESS *no new business*

NEXT MEETING, Monday, June 17, 2024, 6:00 p.m., WEPL Administrative Offices

ADJOURNMENT

MOTION 44-24

Mr. Monin moved and Mr. Foisel 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