

CALL TO ORDER

The meeting was called to order by President Petruccio at 6:11 p.m.

Roll Call:

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

Absent: Mr. Monin, Mrs. Roseum

Also present:

Director Rick Werner; Deputy Director Eric Linderman; Fiscal and Compliance Officer Vicki Simmons; Executive Assistant/Board Liaison Trisha Lastoria, and Collections & Digital Service Manager Cassie Thayer-Styes.

Citizens present: *no citizens*

Additions to the agenda: *no additions*

Citizen’s Comment: *no comments*

President Petruccio presented the following minutes:

- May 20, 2024, Policy Committee Meeting
- May 20, 2024, Building Committee Meeting
- May 20, 2024, Regular Meeting of the Board of Trustees

MOTION 45-24

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

- May 20, 2024, Policy Committee Meeting
- May 20, 2024, Building Committee Meeting
- May 20, 2024, Regular Meeting of the Board of Trustees

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

FISCAL OFFICER’S REPORT

PLF	2023	2024	% Increase
June	\$ 239,666.45	\$ 223,899.44	-6.58%
YTD	\$ 1,257,375.42	\$ 1,152,059.21	-8.38%

MOTION 46-24

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

MAY LIST OF BILLS PAID:	\$677,224.12
MAY FINANCIAL STATEMENT:	YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$3,922,257.80	\$2,796,644.82	\$2,645,875.03
Grants	\$0.00	\$1,000.00	\$0.00
Corona Virus Relief Fund Public Library	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$39,960.33	\$271,009.21	\$2,800,370.98
Building Construction	\$0.00	\$0.00	\$0.00
Computer Information	\$0.00	\$43,080.48	\$18,200.76
Eastlake Coal Plant	\$0.00	\$0.00	\$0.00
Fiduciary Fund-Worrallo	\$0.65	\$148.65	\$12,965.47
TOTALS	\$3,962,218.78	\$3,111,883.16	\$5,477,412.24
MAY INVESTMENTS	\$4,628,742.73		

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

MOTION 47-24

Mr. Mackey moved and Mr. Foisel seconded that the Board approve moving \$2,000.00 from General Fund Books & Pamphlets to General Fund Dues & Membership.

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

COMMITTEE REPORTS

AUDIT (Roseum , Buttari, El-Khoury, Tyler citizen)	<i>Did not meet</i>
BUILDINGS (Monin , Buttari, Foisel)	<i>Did not meet</i>
FINANCE AND PLANNING (Foisel , Mackey, Roseum)	<i>Did not meet</i>
PERSONNEL (El-Khoury , Mackey, Roseum)	<i>Did not meet</i>

MOTION 48-24

Mr. Mackey moved and Mr. Foisel seconded that the Board approve the Personnel Actions report as presented.

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

POLICY (Buttari, Monin, El-Khoury)

Mr. Buttari stated that the Committee met prior to this meeting to discuss the separation of the Board Manual and the rental cost of the Willowick Library meeting rooms.

ADMINISTRATION REPORT

MOTION 49-24

Mr. Buttari moved and Mr. Mackey seconded that the Board approve the June Surplus list as presented.

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

MOTION 50-24

Mr. Foisel moved and Mr. Buttari seconded that the Board approve the 2024/2025 health insurance with Cigna, effective 8-1-2024 through 7-31-2025.

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

MOTION 51-24

Mr. Mackey moved and Mr. Buttari seconded that the Board approve the reclassification of Circulation staff effective July 1, 2024.

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

Director’s Report/Rick Werner

[New Administration Building Updates](#)

GPD/WEPL Agreement

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY

Regular Meeting of the Board of Trustees

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

With the Board's authorization to allow WEPL to enter into an agreement with the GPD Group for the final design, bidding, and project management phases of the renovation of the new administration building, Eric Linderman and I have worked with Jason Nolde to finalize the scope of work and the agreement. We have received the agreed-upon documents from Jason this week and will be signing them and getting the purchase order in place in the week of June 17.

Based on GPD's projected timeline, we anticipate having bidding documents for the Board to consider in September which would allow us to start the general contractor procurement process by early October. It is our intention (and hope) to have a recommendation of a general contractor for the Board to consider by the December or January (2025) meeting.

New Administration Building Roof

As we briefed the Board at the May meeting, we have been working with the Garland Company to collect proposals to replace the flat portion of the roof. The process that Garland uses complies with the political subdivision procurement requirements of the Ohio Revised Code.

Garland has done similar roofing projects for the Wickliffe Public Library, the Mentor Public Library, and the Willoughby-Eastlake Public Schools. I spoke with Robin Bartley, the Wickliffe PL director, about her Library's work with Garland. She gave Garland (and the Garland representative that we are working with) very high marks on the 2020 flat roof replacement.

Part of the due diligence for the roofing work is having the existing roof tested for the presence of asbestos. We have a contract in place with the EA Group, the environmental testing company that completed an interior environmental analysis for WEPL during the Board's consideration of the purchase of the building in 2021.

Based on discussions with Jason Nolde, we would like to complete the roofing work ahead of the commencement of the interior renovation. We hope to have proposals from Garland within the next two weeks. We will share the results of the process and, hopefully, our recommendation of a roofing contractor to the Board as soon as we can.

New Administration Building Clean-out

The new administration building has a substantial amount of furniture and equipment (primarily safes and other banking furnishings) which will need to be removed before the interior renovation can begin. We are in the process of trying to identify an auctioneering firm or other surplus furniture contractor to assist us in removing the stuff that we will not be reusing in the finished facility.

We are hoping that we might be able to generate a little revenue as much of the surplus equipment and furniture appears to be in decent condition.

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY

Regular Meeting of the Board of Trustees

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

Willowick Library HVAC Project

The HVAC Air Handler project at the Willowick Library is still underway; based on the assessment of WEPL's consulting engineer, the project should be done by the end of June. As the work limits the use of the existing HVAC system, we have been fortunate that the weather has not yet gotten consistently summer-like.

With warmer weather forecast in the near future, we appreciate the tolerance of Willowick staff and patrons as certain areas of the Library get uncomfortable. Maintenance staff have set up fans to try to anticipate the warmer temperatures.

Willoughby Library Parking Lot

The WEPL maintenance staff conducted repair work on the Willoughby Library parking lot on June 11 and 12 to patch holes and other issues. As the work required the closure of the lot to vehicles, patrons and staff used the bank building lot to park.

Board Policy Manual Revisions

Trisha Lastoria, Eric, and I have continued the work to divide the existing Board Policy Manual into three separate documents for the Board's consideration. We will be sharing the draft Board By-laws, Board Policy Manual, and Operations Manual with the Policy Committee on June 17. If the Committee is comfortable with the drafts, we will work to finalize the documents for the full Board to consider for adoption at the July Board meeting.

Ohio Library Council Update

I participated in a May 30th public library directors virtual meeting organized by Michelle Francis and Jay Smith from the Ohio Library Council.

Michelle and Jay discussed a number of topics, including the recent decreases in the monthly Public Library Fund allocations, the rise of so-called First Amendment audits of public libraries, and other issues from Columbus.

On the PLF front, Michelle and Jay summarized their so-far informal discussions with state legislators and the DeWine administration about the importance of making public libraries whole from an extended dip in the expected PLF revenues. Michelle reminded everyone that there are 50 or so public libraries in Ohio whose only source of revenue is the PLF. Some library directors reported that they have started to downshift planned expenditures (primarily hiring freezes) in light of the PLF decrease. I did not hear any public libraries in Northeast Ohio reporting such plans at this point.

On the First Amendment audit front, Michelle reminded libraries to be prepared for such actions. At WEPL's 2023 staff day, we did a roundtable discussion led by Patrick Culliton to ensure that all WEPL employees were educated on what First Amendment audits consisted of and how library staff (especially front-line staff) should

respond. I don't believe that we have experienced such an action yet and I have not heard of any "audits" of neighboring libraries.

Deputy Director's Report/Eric Linderman

Collections & Digital Services Transition

Cassie Thayer-Styes started work on June 3 and has been learning the job very well. Due largely to her previous work in this area, combined with the extensive documentation left by Carol Tuttle, she has already taken control of the management of materials ordering and analytics.

Job Reclassification for Circulation Staff

A request was submitted by members of the bargaining unit and library management to consider an upgrade to circulation staff who provide passport services. In any given year, the reclassification committee includes two representatives from the bargaining unit and two from management. I will typically either participate on the committee myself or appoint two other managers.

For this situation, I participated in the discussions along with Bethany Vernon, who is the circulation supervisor at the Eastlake Library. We met with Sharon Juchnowski and Jackie Allen from the bargaining unit. At the core of the discussion was the amount of training that goes into passport service, the frequent questions that need to be answered about passports, and the responsibility of processing passport applications with the levels of accuracy and detail required by the US Department of State. The fact that circulation staff at Willoughby Hills and Eastlake are paid at the same grade, but do not have these responsibilities, has been a recurring part of this conversation.

I agreed that a pay adjustment should be made for passport work, and after our discussions, I concluded that a grade change would be the best way to accomplish that. This approach would be consistent with other jobs that have been split into multiple classifications and then staffed according to needs of the respective department.

I recommended splitting the Circulation Support position into two separate classifications titled Circulation Support 1 and Circulation Support 2. Circulation Support 1 would remain at Grade 5, which Circulation Support is currently, and Circulation Support 2 would be upgraded to Grade 6. Just like other jobs, the assignment of staff to one job classification or another would be determined by library management according to the needs of the department and location. For this situation, assignment to Circulation Support 2 will be determined by the need for staff to complete passport applications.

To move forward with this reclassification of circulation support staff, approval from the Board is needed. I am requesting this approval at the June 17 meeting.

ArtsFest Planning

We are on track to have an excellent year for the Willoughby ArtsFest, with substantial increases in the numbers of artists and sponsors. As always, Willoughby Library provides activities for children on the green space in front of the new Administration building.

Along with Deb Mullen and Brian Campbell, I recently met with Greg Patt, who represents the Willoughby Arts Collaborative (WAC). Like last year, we are partnering with WAC on a collaborative project. This year, participants will create small artworks with yarn. Greg has also proposed a large-scale work with multicolored ropes that would be on the green space for several weeks. I am waiting for some more information before Rick and I talk to Greg again about this possibility.

Health Insurance

Donna Rosciszewski and I have been working to determine the best path forward for our health insurance for the coming year, which will begin in August based on our most recent enrollment schedule. We have had several conversations with Angelo Todaro, from OneDigital, with whom we have worked in recent years. We also talked to representatives from Taylor Oswald about multi-employer consortium alternatives that might be available to us. Donna and I met twice with our healthcare committee and included Angelo in one of those discussions.

It appears that staying with Cigna for another year will be the best option for us, since we will be able to continue our current plans with a single digit increase to our premiums. With that information, I concluded, and the committee agreed, that we are not faced with a situation that compels us to consider another year of major changes to our plans and our insurance provider.

Also, I think the consortium options should be further explored in a year where cost increases force us to make a change. Acceptance in one of these groups is not guaranteed, and we would probably be looking at significant changes in terms of plan funding and risk management for the employer, as well as changes to care options for the employee/patient.

Further discussion and request for approval of a renewal with Cigna will be on the agenda for the June Board meeting.

Marketing & Public Relations Report/Patrick Culliton

Program Pairings

We are trying out a new feature called Program Pairings.

We look at registrations for upcoming programs (roughly a month out is the ultimate goal) and do our best to locate one from each building that still needs help with registration. Then, we build a blog post promoting that

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY

Regular Meeting of the Board of Trustees

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

program, along with a variety of related materials. Once the blogs are published, we will push these on social media in hopes of getting more registrations, in addition to the promotion that we already do for programs.

From there, we create bookmarks that highlight these resources, with a QR code linking to the blog post. We print and send these over to each building a day or two before the program.

We are also creating more generalized, evergreen bookmarks to hand out at programs. These will mirror the Libcal categories - there will be a bookmark to give out at craft programs, gardening programs, author events, etc.

Our goal with this is to drive registration to programs but to also highlight our collection(s) and, hopefully, improve circ and/or inform our patrons of our various platforms.

United Way Food Drive

While it took place in April, we received a nice thank you from United Way of Lake County that we collected 15 pounds of food, which was donated to Lake County residents in need, from all of our Libraries.

League of Libraries

Huge thanks to Michelle for creating the passport for this Summer's Olympic-themed LOL series. We are also handling the social media for these events as well.

In the News

The News-Herald ran the following stories in May:

Willowick Public Library hosting Prohibition-themed event, 5.1.24 Willoughby Public Library hosts expert from My College Planning Team, 5.3.24 Willowick Public Library hosts Fantasy, Folklore and Fiction event, 5.4.24 Willoughby Public Library hosts expert from My College Planning Team, 5.9.2024 Willoughby Public Library hosts expert from My College Planning Team, 5.10.24 Willoughby Public Library hosts expert from My College Planning Team, 5.15.24

Some Lake County libraries unveil plans for their Summer Reading Challenge, 5.19.24 Some Lake County libraries unveil plans for their Summer Reading Challenge, 5.20.24 Author Jean Burgess returns home to discuss new novel at Willoughby Public Library, 5.26.24

Outreach

Health Fair, Willoughby Senior Center, 5.10.2024 (Michelle)

Boosters

The W-E Library Boosters donated prize baskets for the Speakeasy event at Willowick on 5.18.2024

Professional Development

Leadership Lake County

I graduated from LLC on May 29! It was a wonderful, enriching experience. I learned a lot about Lake County and ways to be a better Leader and Team Member. I also made a great amount of friends. Thank you, WEPL, for making this possible!

Webinars, etc.

Kanopy Town Hall for North American Public Libraries, 5.2.2024, Kanopy (Patrick)

NEO-RLS Outreach Networking Meeting, 5.7.2024 (Michelle)

Library Journal Day of Dialogue, 5.9.2024 (Michelle)

Breckenridge Book Review, 5.17.2024 (Michelle)

Children's Service Manager Report/Sarah Vargo

Summer is here and so is summer reading and summer lunches! The Summer Reading Challenges are off to a great start, particularly the adult program that has seen a 77% increase in the number of registrations! The program is an easy sell when the prizes are so good! We also created a series of social media posts thanking the businesses that donated hoping to get more registrations. The Children's Challenge has seen a 16% increase and teen a 5% increase.

Summer Lunches are also off to a great start. We've had 183 children and their caregivers come through so far and had to increase the number of lunches from 15-20 each day to meet demand. We have a lot of families return from last year. They are also participating in the Summer Reading Challenges again.

Sarah Vargo, Sarah Silbaugh and Patrick Culliton are offering a second session of "Bad" Family Photos after our success with it in the spring. This time the social media post got so much attention that we ended up with a waiting list of over 50, so we added a second date. The program is so impactful, because it brings in people who have never been to the library. It is also a total blast. We will offer at least 2 more dates in the fall with the intent of creating Holiday card photos.

Library Systems Manager Report/Amanda Schoen

The Technology department is proud to welcome Jenny Sutter as the new Technology Training Librarian. Jenny comes to WEPL from Westlake Porter Public Library where she has over 10 years of experience as their

Science and Technology librarian. Jenny will provide patrons with group technology training, opportunities for patrons to sign up for one-on-one help for individual technology help, and programming for the Eastlake makerspace. Jenny will also research and coordinate future grant efforts in the technology space and provide reference support at all branches. WEPL is very lucky to welcome a librarian with her depth of experience.

In coordination with MAP, we have ordered new Chromebooks for circulation. They will replace the Chromebooks purchased in 2021 for public circulation. They have been processed by IT and the new Chromebooks will be available soon for circulation.

Updates on the patron management software system, Cassie, have been scheduled with Clevnet for Monday June 17th. This software update will greatly improve the patron's public computer experience.

New phones have been purchased for many high-volume public service desk locations. All staff phones will be replaced in 2025 to improve the quality of sound experience. In addition, we are looking over recorded messages on the phone system and hope to update the old phone messages soon.

Willowick Library Branch Report/Kathleen Jozwiak

- Kathleen has renewed her public notary certification.
- Kathleen will be chairing the committee for the Bowling for the Blind Lions event we are planning for fall.
- Erin Lagace completed the training and has been approved as our newest passport acceptance agent.
- Our signature event Things That Go Bump in the Night on May 4 went well. Doug and Sarah did a lot of work to pull it off. Nora the Explorer was the star. Next year we are thinking of moving it to after hours. The issue would be the doors.
- The systemwide speakeasy event was held at Willowick, which was transformed with 1920s decor, on May 18. Thanks to Doug, Sarah S., Sarah V., Bryn, Brian, Isabella, Chris, Holly, MaryAnn, and Miranda for pulling the event together. The star speakers were Michael Williams of Great Lake Brewing and Rick Porrello talking about the Cleveland mafia. Bryn demonstrated two mocktails. Food and a couple skits rounded out the evening.
- The Willowick city parade was June 2. Doug drove his sports convertible, adding the WEPL logo. This is our big citywide event in our community. A big thanks to the staff who supported the library by being in the parade: Doug, Sarah, Rachael, Amanda (and her daughter), Erin (and her two daughters), Jean.
- Maintenance staff (Mark, Greg and Charlie) have been stellar in responding to extra duties in the last month. Mark even cleaned our carpeting! In addition, Mark has kept me very well informed on projects and timelines. Their efforts are much appreciated.
- We have had eight different homeless people at times at the library within the last month. Mostly there have not been any issues. There have been minor issues with reminders about not eating a meal at the

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY

Regular Meeting of the Board of Trustees

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

computers and not sleeping. There is bathing in the men's restroom, but we can't quite seem to address this successfully. It is concerning when at least one is here from 9 am until 9 pm with no place to go.

- The contractors for the HVAC project have been great with clean up and noise. There are several workers each day working very hard. It is taking far longer than anticipated.
- Staff kicked off summer reading on May 28. There was a whole lot of prep work, which the staff does admirably. There are many more prizes this year.
- Sarah Vargo will be coordinating summer lunches again at Willowick Library. We are hoping to staff the teen desk as often as possible this summer.
- Ohio Means Jobs staffed a table May 17. The representative was pleased with the response. They will return to the library to meet with people one on one.
- Tri-C decided to host an ESOL class this summer. Usually there is a break, but we are happy to have them. Spring session resulted in 10-12 students regularly in attendance twice a week.
- Like last summer, we are having issues with large groups of rowdy teens in the library.

Willoughby Hills Library Branch Report/Holly Ferkol

The Willoughby Hills Library had many successful programs. The Willoughby Hills Garden Club met with 22 patrons in attendance. The Mounds Club, the Mob, & the Great Lake County Robbery had 61 patrons who attended the program on local history. There were 9 patrons who attended the Murder at the Hills book discussion and our movie night had 7 patrons in attendance. Learn to Sew a Pillow had 6 patrons attending the program and Meet the Author: Angelo Velotta had 6 patrons in attendance. Storytime has begun for the summer with 29 children in attendance and we also have Music & Movement which had 12 children attending the program. Willoughby Hills Police Officer Storytime was popular with 19 children in attendance.

The City of Willoughby Hills has a new desk that is located on the first floor of the building for employees to use for answering questions or directing people to the rooms for parties or meetings. They have not made any new reservations for room rentals since April. The City of Willoughby Hills will be hiring an employee to handle all the room rentals for the building.

OLD BUSINESS

no old business

NEW BUSINESS

Discussion was held on the replacement of the Board iPads with Chromebooks. Mrs. Petruccio would like a Chromebook while the rest of the Board will keep their current iPads.

NEXT MEETING, Monday, July 15, 2024, 6:00 p.m., Willowick Public Library

Mrs. Petruccio will not be in attendance.

ADJOURNMENT

MOTION 52-24

Mr. Mackey moved and Mr. Foisel seconded that the Board adjourn at 6:42 p.m.

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

Respectfully submitted,

Board President

Board Secretary