

**Willoughby-Eastlake Public Library, Regular Meeting of the Board of Trustees
Monday, July 15, 2024 Willowick Public Library, 6:00 p.m.**

CALL TO ORDER

The meeting was called to order by Vice President Mackey at 6:03 p.m.

Roll Call:

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

Absent: Mr. Foisel, Mrs. Roseum, Mrs. Petruccio

Also present:

Director Rick Werner; Deputy Director Eric Linderman; Fiscal and Compliance Officer Vicki Simmons; Executive Assistant/Board Liaison Trisha Lastoria, and Library staff: Brian Campbell and Amanda Schoen.

Citizens present: *no citizens*

Additions to the agenda: *no additions*

Mr. Mackey presented the following minutes:

- June 17, 2024 Policy Committee Meeting of the Board of Trustees
- June 17, 2024 Regular Meeting of the Board of Trustees

MOTION 53-24

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

- June 17, 2024 Policy Committee Meeting of the Board of Trustees
- June 17, 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
July	\$ 237,273.71	\$ 224,876.61	-5.22%
YTD	\$1,494,649.13	\$ 1,376,935.83	-7.88%

MOTION 54-24

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

**Willoughby-Eastlake Public Library, Regular Meeting of the Board of Trustees
Monday, July 15, 2024 Willowick Public Library, 6:00 p.m.**

JUNE LIST OF BILLS PAID:	\$575,851.84
JUNE FINANCIAL STATEMENT:	YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$4,163,307.38	\$3,325,216.54	\$2,358,352.89
Grants	\$0.00	\$1,000.00	\$0.00
Corona Virus Relief Fund Public Library	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$47,393.68	\$319,109.21	\$2,759,704.33
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	\$4,210,701.71	\$3,688,554.88	\$5,149,223.45
JUNE INVESTMENTS	\$4,649,569.26		

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

MOTION 55-24

Mr. Monin moved and Mr. Buttari seconded that the Board approve the Capital Projects Fund transfer of \$150,000.00 from Building Improvements to Professional Services.

On roll call the following vote was cast: Mr. Buttari “Yes”, Mrs. El-Khoury “Yes”, Mr. Foisel “Absent”, Mr. Mackey “Yes”, Mr. Monin “Yes”, Mrs. Petruccio “Absent”, Mrs. Roseum “Absent”. 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 roofing project and updates at the new administration building.

RESOLUTION 56-24

Mr. Buttari moved and Mr. Monin seconded that the Board authorizes the Library Staff to conclude an agreement with Garland/DBS, Inc. for the replacement of a portion of the WEPL Administration building roof.

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

**Willoughby-Eastlake Public Library, Regular Meeting of the Board of Trustees
Monday, July 15, 2024 Willowick Public Library, 6:00 p.m.**

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

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

MOTION 57-24

Mr. Monin moved and Mr. Buttari 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) *Did not meet*

ADMINISTRATION REPORT

MOTION 58-24

Mr. Monin moved and Mr. Buttari seconded that the Board accept the List of Gifts for January through June 2024.

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

MOTION 59-24

Mr. Buttari moved and Mr. Monin seconded that the Board accept the July 2024 Surplus List.

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

MOTION 60-24

Mr. Monin moved and Mr. Buttari seconded that the Board approves the Lake Business Products addendum for two black and white printers for the public computer area at Willowick Library.

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

Director’s Report/Rick Werner

Administration Building Update

The work on the administration building continues on several fronts.

**Willoughby-Eastlake Public Library, Regular Meeting of the Board of Trustees
Monday, July 15, 2024 Willowick Public Library, 6:00 p.m.**

Roofing Project

We anticipate having a flat roof replacement recommendation for the Board to consider at the July Board meeting. The proposal – from the Garland Company – complies with the Ohio public project procurement requirements and includes a contingency for asbestos remediation. While we are still awaiting the final roof asbestos report, the early indications from the environmental consultant disclose the presence of asbestos in many of the samples that were taken from the flat roof.

In order to ensure that we undertake the roof project in the most planful manner, we have also asked Trane, the Library's HVAC systems vendor, for assistance in understanding what roof-top equipment and fixtures would be necessary for the renovated and modernized HVAC system. We may be asking for authority from the Board to engage Trane to work on the roof in conjunction with the roofing contractor in order to address the issues there in a comprehensive manner. We have asked Jason Nolde to review the roofing and HVAC proposals to ensure that they are consistent with GPD's plan and budget for the interior renovation.

Interior Renovation

GPD and WEPL have signed the full project agreement for the renovation of the administration building. We will be meeting with GPD before the end of July to determine a timeline for the bidding process, the general contracting bids review and recommendation and award process, and the construction management process. Based on the preliminary discussions with Jason thus far, we anticipate holding the bidding process by mid-fall with the hope to start construction in early 2025.

Building Preparation

Tom Johnson, Eric Linderman, and I are working on plans for the necessary work to clear the administration building of bank fixtures and equipment, furniture, and other items that will not be needed for the eventual reuse of the building as WEPL's administrative center. To that end, we are seeking to identify auctioneering and/or salvage firms to assist us in clearing out the building in a cost-effective and environmentally conscious manner. I hope that we will have a recommendation of firm(s) to work with and an inventory of what stays and goes for the Board to consider in the early fall.

We have reconfirmed with the WEPL Boosters that they will hold their September book sale at the Willowick Library as the administration building will not be available this fall.

As in past years, we are working with the Willoughby Western Lake County Chamber of Commerce on the 2024 Willoughby ArtsFest (under Eric's leadership) to make available the administration building parking lot and WEPL furniture (mostly folding tables and chairs) for the event on July 20, 2024. As part of the ArtsFest preparation, we have entered into an agreement with the Heart of Willoughby organization to allow for the installation of a temporary sculpture on the front lawn of the administration building. The sculpture will remain in place for a few weeks after the ArtsFest.

Willoughby-Eastlake Public Library, Regular Meeting of the Board of Trustees Monday, July 15, 2024 Willowick Public Library, 6:00 p.m.

In Brief

- The Willowick Library Air Handler project continues to move at a slower pace than we would like. Comunale and its subcontractors have completed work and started the first of the two air handler units; we are working with them to determine when to take the second air handler out of operation in order for it to be replaced. Working with Willowick Library Manager Kathleen Jozwiak, Eric and I devised responses to the times when the June heat wave included the necessity of assigning bargaining unit staff who work on the upper level to other buildings and staffing the upper level with management personnel. The plan we put in place resulted in the filing of a grievance by the bargaining unit which we are currently responding to.
- The “renovation” work on the current WEPL Board Policy Manual continues. Trish has created the three separate documents (Board Bylaws, Board Policy, and Operations) that we reviewed briefly with the Board at the June meeting. We intend to have finalized drafts (hopefully reviewed by the Lake County Prosecutor’s Office) for the Board to consider at the September meeting.

Diane Petruccio will not be at the July Board meeting as she and her husband are cruising down the Rhine. I briefed Diane ahead of her departure on the anticipated administration roof project recommendation and she indicated her support. She is also okay with canceling the regular August Board meeting if other Board members agree to that.

Deputy Director’s Report/Eric Linderman

Health Insurance

The health insurance plans have been coordinated for the 2024-2025 period, and open enrollment for staff is happening from July 11 to July 22. Fortunately, we were able to renew with Cigna, so our staff can continue with their current plans with few changes. There is an 8% overall increase compared to last year.

Like last year, eligible staff will have three options: 1. a low-deductible plan, 2. a high-deductible plan with secondary gap coverage through a separate company, and 3. a health savings account (HSA) funded partly by employer contributions.

These plans are all the same as last year, except there will be a change to the high-deductible plan with gap coverage. Gap coverage pays toward the Cigna deductible. This combination provides the lowest bottom-line cost for some employees, but with the complexity involved in working with two insurance companies simultaneously.

For the secondary gap insurance, we moved from Morgan White to a company called Bay Bridge, which will provide better coverage at a lower price. Notably, this gap coverage plan comes with 100% coinsurance,

Willoughby-Eastlake Public Library, Regular Meeting of the Board of Trustees Monday, July 15, 2024 Willowick Public Library, 6:00 p.m.

whereas last year’s plan required a 20% employee contribution toward the Cigna deductible even after the gap deductible was met.

ArtsFest Planning

The Willoughby ArtsFest is nearly set to go on Saturday, July 20. This event is the largest in recent history with over 40 new artists out of 139 total. The Willoughby Library plays a key role in this occasion by providing children’s programming at the event’s “Kid’s Studio.”

As committee co-chair, I am part of the general leadership for the planning committee. This job is not too difficult because we have an excellent and dedicated committee, including Dana Wolfe from the Willoughby-Western Lake County Chamber of Commerce and Deb Mullen from the Willoughby library

In the early winter and spring months leading up to the July event, our committee meetings focus on publicity and artist recruitment strategies. As we move into June and July, we meet frequently to go over event mapping details and coordination of volunteer efforts.

E-rate

Over the past year, I have been working with Trisha Lastoria on transitioning the management of our participation in the federal E-rate discount program, which brings us an annual refund of about \$5,400 on our data subscriptions. Trisha and I worked on one of the numerous yearly forms in June. At this time, Trisha functions as the primary WEPL contact for E-rate and has mostly taken charge of this complicated process.

Marketing & Public Relations Report/Patrick Culliton

Kid Librarians

Our Kid Librarian initiative continues to be amazing. OLC shared it on their Facebook page. And, after communicating with Sarah Vargo a few months back, a librarian from Dublin, Ireland City Libraries (Drumcondra Branch) wrote to share that their Junior Librarians initiative is underway and a great success! How about that international Library Love! Kudos Sarah and WEPL Children’s Staff!



Willoughby-Eastlake Public Library, Regular Meeting of the Board of Trustees Monday, July 15, 2024 Willowick Public Library, 6:00 p.m.

[Day of Caring](#)

This year, for the United Way Day of Caring, we chose to do a donation campaign in each Library. From the list of possible beneficiaries, we selected the Wickliffe Family Resource Center.

[Outreach](#)

Michelle and Patrick attended the Marous Brothers Construction Employee Health Fair on 6.14.24. This event was for Marous staff (roughly 75-100 people) and it was great! Their staff were very engaged and asked great questions. We sent many away with handouts, program catalogs, and folders full of WEPL info.

[WEPL In the News](#)

The News-Herald ran the following stories in June:

Willoughby Hills Public Library hosting Pride Month craft program, 6.10.2024

Willowick Public Library hosting events to help Lake Humane Society, 6.17.2024

Willoughby Public Library hosts talk by Adult Workforce Education director at Auburn Career Center, 6.19.2024

Willoughby Public Library hosting Tai Chi program for teens, 6.24.2024

[WEPL Blog](#)

The following blogs posted in June:

Celebrate Pride Month with Profound and Personal Recent Releases! 6.1.24

Program Pairings: Whiz Bang Science Presents: Adventure in the Woods, 6.3.24

Program Pairings: LEGO Club, 6.3.24

Take Me Out to the Movies, 6.4.24

Program Pairings: Willoughby Hills Gardening Club, 6.6.24

Program Pairings: Adventures in French Art, 6.17.24

Program Pairings: Fit4Mom Stroller Strides, 6.19.24

Anime Update, Vol. 9 (Bryn), 6.24.24

Help our Four-Legged Friends with the Christmas in July Donation Drive and Adoption Event, 6.24.24

Program Pairings: Chess Club Instructional Session, 6.26.24

Willoughby-Eastlake Public Library, Regular Meeting of the Board of Trustees Monday, July 15, 2024 Willowick Public Library, 6:00 p.m.

Program Pairings: Cleveland Summertime Memories, 6.26.24

Collections & Digital Services Manager Report/Cassie Thayer-Styes

The new Collection and Digital Services Manager, Cassie Thayer-Styes began on Monday, June 3, 2024. Thank you for having me here and being supportive as I settle into my new position.

Digital Services

Fiero Code was added to WEPL database collection in March 2024. The learn-to-code solution allows WEPL patrons to access it from home and learn to code from the comfort of their own home on their own schedule and has seen an increase in use each month. June saw an increase of 76% over May users and a 29% increase in hours coded.

MAP/Collection Services

Several items were pushed back while awaiting the new Collection and Digital Services Manager to start including new Chromebooks, and orders for Children's Services. We have been working with Amanda Schoen to call back the old Chromebooks and send out new ones. New bags have also been ordered as well and replacement Hotspot bundles. We hope to finish this in the next two weeks.

We have also been coordinating with Sara Vargo on Children's Services orders for Book Farm, Launchpads, and Vox Book orders. These are special orders that MAP and Children's Services coordinate together on every year. Our hope is to have these orders placed by the end of July.

ILL/Clevnet

This year, interlibrary loan continues to be in the top ten of libraries in the CLEVNET. The overall increase in the past four months over last year has been between 13% and 16%.

Eastlake Library Branch Report/Amy Winter

Eastlake has had a busy summer season with the Summer Reading Challenge beginning and a host of programs to bring patrons into the library.

Tammy Partnered with the Cleveland Museum of Art for the hybrid Adventures in French Art. It showed some of the CMA's art collection and talked about the history of them. The Museum and Tammy are in talks for a follow up Monet program. Tammy's Pan-American Master's Games program was also a big hit. As the games are being hosted in Cleveland this year. Both of her book clubs are continuing their success over the summer as well.

Make it Monday (Amy's monthly program) took a break in June but has resumed this July to everyone's delight. They circled back around to the Cricut and tips and tricks to layer cut vinyl. We have had a few

Willoughby-Eastlake Public Library, Regular Meeting of the Board of Trustees Monday, July 15, 2024 Willowick Public Library, 6:00 p.m.

patrons outside of the classes make one on one appointments to work on projects and learn what the Lake Effect Lab has to offer.

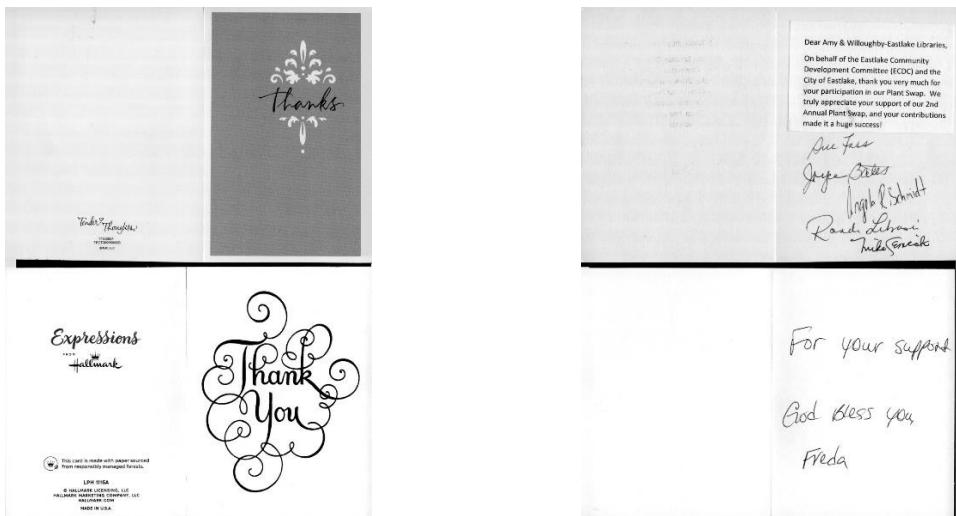
Cathy's Teen art club made colorful striped silhouettes using cut up magazines. Teens are also enjoying Roll for Adventure, a 6-week Dungeons and Dragons series that ran every Wednesday night from the start of summer reading to July 10th. Teens are already asking for a winter session.

The children's librarians have been very busy with Messy storytime, Craft and Play, Story lab, Family Playgroup, Lego club, and a series of storytimes introducing kids to local community helpers like the police and park rangers.

They brought in Jungle Terry to kick off the summer reading challenge and had the Djapo Cultural Arts Institute present Global Music among many other programs.

The updated Play Area is also a big hit with our younger patrons thanks to the efforts of our Children's team keeping the selection fresh with a rotating collection.

We also received two thank you cards. One for our involvement with the Eastlake plant swap and one for helping a patron at the computers. Please see images below:



Willoughby Library Branch Report/Deb Mullen

Willoughby Library and its patrons are enjoying a fun and busy summer, especially regarding Children's programming. Our regular storytimes and intersession programs continue to have excellent attendance. Our additional programs are also doing extremely well.

**Willoughby-Eastlake Public Library, Regular Meeting of the Board of Trustees
Monday, July 15, 2024 Willowick Public Library, 6:00 p.m.**

Thanks to the Boosters 130 children and their caregivers enjoyed Bubblemania presented by the Great Lakes Science Center. Two programs that teamed up Children’s and Teens, also had excellent attendance. Summer Celebration—Tie Dye had 200 youth and their families and Brooch Making with John had 10 participants. We were especially happy to partner with John Wiloh, who is a regular patron. John is neurodivergent and did an excellent job sharing his knowledge with the attendees. Finally, our first outdoor movie in partnership with the City of Willoughby brought in over 55 children and adults. Each participant enjoyed free ice cream from East Coast Custard sponsored by TDA.

Our teen programs continue to be very well received considering that teens are the most difficult age group to engage. 6 teens heard about the opportunities available at Auburn Career Center, 10 teens learned about Tai Chi and 7 teens enjoyed a book tasting program.

Adults enjoyed programs on Cutting the Cord (22), an author talk with former resident Jean Burgess (17) and Seed Saving (5). Our regular groups including Delicious Discussions, Tuesday Night Ladies Book Club and Chess Club continue to have good attendance.

Upcoming activities of note are ArtsFest on July 20, at which we will again join forces with the Willoughby Arts Collaborative. WAC members and library staff will work with children (and adults) to design their own string art pieces. The string boards will be displayed in the library afterward. In addition, the Arts Collaborative has commissioned artist Ian Petroni to create a large string sculpture on the library lawn. You are cordially invited to attend a reception for the artist on Friday, July 19 at 6pm which will feature a string quartet!

August 12 will feature our participation in the Heart of Willoughby festival, Last Stop Willoughby. Heart of Willoughby purchases our craft supplies for this event and our theme this year is Beadpalooza! I’ve also been privileged to coordinate the Non-profit Alley which gives local non-profits the opportunity to tell their stories and hopefully gain volunteers and support for their mission.

OLD BUSINESS *no old business*

NEW BUSINESS *no new business*

NEXT MEETING, Monday, August 21st, 2023, 6:00 p.m., WEPL Administrative Offices

MOTION 61-24

Mr. Monin moved and Mr. Buttari seconded that the Board will not hold an August meeting.

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

**Willoughby-Eastlake Public Library, Regular Meeting of the Board of Trustees
Monday, July 15, 2024 Willowick Public Library, 6:00 p.m.**

ADJOURNMENT

MOTION 62-24

Mr. Monin moved and Mr. Buttari seconded that the Board adjourn at 6:32 p.m.

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

Respectfully submitted,

Board President

Board Secretary