

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

Absent: Mr. Buttari, Mrs. Roseum

Also present: Mr. Werner, Mr. Linderman, Ms. Simmons, and Ms. Lastoria

Citizens present: Deb Mullen, Brian Campbell, Donna Rosciszewski, Greg Patt and Mark Dutton

Additions to the agenda: *no additions*

Citizen Comment:

Greg Patt and Mark Dutton commented on the retirement of Deb Mullen and her many years of wonderful dedication to the downtown Willoughby area.

RESOLUTION 63-24

Mr. Foisel moved and Mr. Mackey seconded to approve the resolution honoring Deb Mullen.

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

President Petruccio presented the following minutes (sent)*

- July 15, 2024, Building Committee Meeting
- July 15, 2024, Regular Meeting of the Board of Trustees

MOTION 64-24

Mr. Monin moved and Mr. Mackey seconded that the following minutes be approved as presented / corrected.

- July 15, 2024, Building Committee Meeting
- July 15, 2024, Regular Meeting of the Board of Trustees
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On roll call the following vote was cast: All “Ayes”. Motion carried.

FISCAL OFFICER’S REPORT

PLF	2023	2024	% Increase
August	\$ 180,629.65	\$ 181,041.19	0.23%
YTD	\$ 1,675,278.78	\$ 1,557,977.03	-7.00%

MOTION 65-24

Mr. Monin moved and Mr. Foisel seconded that the Board approve the July and August 2024 Fiscal Officer’s report:

JULY LIST OF BILLS PAID:	\$551,289.08
JULY FINANCIAL STATEMENT:	YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$5,206,967.75	\$3,863,730.03	\$2,863,499.77
Grants	\$0.00	\$1,000.00	\$0.00
Corona Virus Relief Fund Public Library	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$55,096.59	\$319,109.21	\$2,767,407.24
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
Worrallo Fund	\$0.65	\$148.65	\$12,965.47
TOTALS	\$5,262,064.99	\$4,227,068.37	\$5,662,073.24
JULY INVESTMENTS	\$4,671,119.87		

PLF	2023	2024	% Increase
September	\$ 228,371.87	\$ 220,671.09	-3.37%
YTD	\$ 1,903,650.65	\$ 1,778,648.12	-6.57%

AUGUST LIST OF BILLS PAID:	\$721,846.23
AUGUST FINANCIAL STATEMENT:	YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$6,907,814.32	\$4,572,623.75	\$3,855,452.62
Grants	\$0.00	\$1,000.00	\$0.00
Corona Virus Relief Fund Public Library	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$63,161.68	\$358,727.86	\$2,735,853.68
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
Worrallo Fund	\$0.65	\$148.65	\$12,965.47
TOTALS	\$6,970,976.65	\$4,975,580.74	\$6,622,472.53
AUGUST INVESTMENTS	\$5,695,069.95		

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, “Absent”. Motion carried.

MOTION 66-24

Mr. Mackey moved and Mr. Monin seconded that the Board approve a motion accepting the amounts and rates.

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, “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 67-24

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

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

POLICY (Buttari , Petruccio, El-Khoury)	<i>did not meet</i>
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ADMINISTRATION REPORT

Mr. Werner reminded the Board that the WEPL Staff Development Day is on Monday, September 30th from 8:30-4:30 at the Willoughby Hills Community Center.

Director’s Report/Rick Werner

[Willowick Board Vacancy](#)

With Eric Foisel’s upcoming departure from the WEPL Board after the September meeting, we have commenced the process to provide the Board the opportunity to interview prospective Board members who live in Willowick.

With thanks to Trish Lastoria, Michelle Hudson, and Patrick Culliton for their assistance, we have advertised the opening in the News-Herald, on the WEPL website, and through specific outreach to the City of Willowick

elected leadership. As of today, we have four candidates who satisfy the requirement of being Willowick residents. We will maintain the posting through the end of the week of September 23.

We hope to schedule a special board meeting ahead of the October board meeting in order to allow the Board to interview candidates. At the September meeting, we will be asking the Board to approve a resolution forwarding Frank Buttari's renomination for a Willoughby Board seat to the Board of Education.

[Administration Building Update](#) [Flat Roof Replacement](#)

After considerable due diligence, we have entered into an agreement with Trane to do the necessary HVAC preparation for the roofing project. The cost of that work is \$29,000. We are also asking Trane to provide the Library with an estimate to do the complete overhaul of the HVAC system which we will work with GPD to review.

The agreement for the flat roof place replacement is in place with Garland and AW Farrell Roofing. We expect that project to start in early October and last for up to four weeks. We will leaflet the residential and commercial neighbors of the administration building ahead of the roofing work to prepare them for any impact from the work.

[Interior Renovation](#)

Since the Board approved the overall project agreement with GPD, we have been working closely with Jason Nolde and the GPD team. We have had a series of meetings with them to review interior design options (carpeting, wall treatment, furniture) and to allow their engineering staff to complete all their due diligence for the preparation of the bidding documents.

Based on the most recent project timeline that GPD has provided, we expect that the bidding document package will be available for review by WEPL Board and staff ahead of the November board meeting. We hope that the Board will approve the commencement of the bidding process at the November meeting and, if we receive responsive bids under the terms of the Ohio Revised Code, we hope to have a recommendation of a general contractor for the Board to consider at its December meeting. If that timeline holds, construction should start in January.

[Willoughby Hills Library Updates](#)

Under the leadership of Holly Ferkol and Chris Gumal, there are a number of projects underway at the Willoughby Hills Library.

In order to better serve patrons and to provide for a better workflow inside the Library, we will be setting up a new reference service point near the entrance of the Library. This should even out work between the reference and circulation staffs. There will continue to be a reference desk at the rear of the Library.

Holly and Chris have been working with Patrick Culliton to create new and permanent signage for the outside of the Community Center to provide a more professional appearance. The new signage, coupled with the

removal of the old book pick-up equipment in the front wall, which is currently underway, will enhance the look of the Community Center and will provide a more attractive welcome to the Library.

The City's installation of a digital sign along Chardon Road in front of the Community Center is underway. Once it is completed and the sign is operational, we will renew our discussions with the City to determine a formula to ensure that WHPL "advertising" is part of the electronic signage.

2024 Staff Development Day

The 2024 WEPL Staff Development Day will be held on Monday, September 30, 2024 at the Willoughby Hills Community Center. The Staff Recognition Committee has worked hard – as it has in past years –to make this year's event useful and enjoyable.

We will make sure that we recognize the contributions that have been made by those WEPLers who will be ending their work at the Library, including Teresa Marschall from ILL and Deb Mullen from the Willoughby Library.

In Brief

- A shout-out to the all the Library staff who led and participated in the various Summer Reading programs. As well, special thanks to Sarah Vargo and Mitz Horrigan for their work in staffing the daily summer lunch for kids at the Willowick Library.
- With the end of the summer weather season, the work to complete the Willowick Library Air Handler project will start again. Thanks to Tom Johnson and the Facilities staff for overseeing the project with the least impact to the comfort of Willowick Library staff and patrons.

The WEPL Boosters will be holding their Fall Book Sale at the Willowick Library on September 12 and September 14 and 15. Thanks to all the Library staff whose weeding of our collection provides the materials for the sale. Thanks as well to the Facilities staff for all their hauling of boxes and the set-up for the sale. Finally, special thanks to the Boosters for holding their sale at Willowick so that we can continue to get the Administration building ready for renovation.

Deputy Director's Report/Eric Linderman

Human Resources Update *Human Resources Manager*

As the next step in developing the human resources department, I am planning to promote Donna Rosciszewski to the position of Human Resources Manager, effective with the pay period beginning September 23, 2024. I shared details of this promotion with the Board Policy Committee.

It is wise for any library to have uniform practices for hiring, compensation, benefits and compliance with laws that apply to personnel management. For a mid-size suburban library such as WEPL, it makes sense to have a manager responsible for ongoing attention to these matters. Historically, these responsibilities have been divided between my position and the fiscal officer. That arrangement has been satisfactory, but with much

overlap and continual double-checking between two departments. Over the past decade, I have been working with Vicki to develop a human resources department as a more efficient way to manage this work.

In recent years, the addition of an HR support position has been a step toward this goal. That position has been responsible for the routine communications to staff and the coordination of job postings and interview schedules.

Donna is the third staff member to have a version of the HR support position, and she has proven to be the person with the right combination of skills to move our HR department to the next step. I think Donna's prior experience as a circulation supervisor and then a materials & processing supervisor has been a key to her success since she brought a familiarity with staff management practices in different departments. She is also a motivated professional with strong detail skills.

Donna has been especially helpful in implementing our 2024-2025 health insurance plans, so I am comfortable designating her as the benefits administrator as part of her new role as Human Resources Manager. In fact, she is very good at studying the nuances of insurance plans and helping staff understand choices between plans.

As part of her new role, I will delegate the management of our floater (public services support) staff and substitutes. She has a lot of experience with staff scheduling and performance management, so I think that she will have no problem with that responsibility.

Furthermore, we have improved our work in recent years with what I call HR strategic planning. This includes salary studies, analysis of workflows and position descriptions, succession planning, and vision toward upcoming staffing needs. I am eager to work with Donna on further developing this work.

Salary Adjustments

I am planning pay adjustments for two other management positions. I have shared specifics with the Board Personnel Committee and will describe these adjustments at the board meeting on September 16. The recently released 2024 NEO-RLS Salary Survey provided information that was helpful in making these determinations based on comparisons with other similar libraries in the area.

Willoughby Library Manager

We were recently notified of Deb Mullen's resignation as manager of the Willoughby Library. Her last day will be October 5.

I have worked with Deb since 2011 and can say her work to promote the Willoughby Library as a prominent community resource has been exceptional. This has been achieved by her ambitious efforts in outreach and development of partnerships.

It is important to me that we continue the progress established by Deb, so over the next month I will be outlining a transition plan that captures all the service priorities of the Willoughby Library. A posting for her position will be done soon, and I will look carefully at all options for moving forward after the transition period.

Book Binding Class at Eastlake

In my leadership role, I think it is important for me to stay in touch with the work of librarians. I try to keep up with professional literature and attend conferences and continuing education events.

Additionally, I am now doing an occasional program on making handmade books. In the digital age, I like to find ways to get our patrons reconnected with the art of the printed book.

In September, I led a class on making a handmade journal as part of the Eastlake Library's makerspace. It was fun and I think everyone who attended had a good time. I am thankful that the WEPL Boosters provided funding for all the supplies used for this program.

I plan to present this program again in the future and possibly add additional projects. The recently renovated Eastlake Library is an excellent location for this type of how-to instruction. Thanks to Amy Winter for helping to coordinate this workshop!

Marketing & Public Relations Report/Patrick Culliton

[Program Catalog](#)

The fall Program Catalog is out! It looks great and Michelle put in a lot of hard work on it, as always. In related news, we are going to give the Catalog a refresh/redesign. We sent a survey to staff and then the public. We will begin to read over the feedback and create a plan for changes to implement for the Winter Catalog. Stay tuned!

[Google Ad Grant](#)

With the Boosters Approval, we have partnered with a company called Koios to apply for and begin implementing a Google Ad Grant as part of Google's initiative to offer these grants, which offer \$10k of digital advertising per month to qualifying nonprofit organizations. For full details, see attached documents. We are excited to begin this new campaign!

[Email from United Way re: Food Drive](#)

Dear Michelle and all the staff at W/E Public Library,

*On behalf of United Way of Lake County, I want to again extend our heartfelt gratitude for your generous contribution to our 2024 Feed Lake County Fundraiser & Food Drive. Your support has made a significant impact on our community, especially during these challenging times. Thanks to your donation of approximately **\$189 worth of food**, combined with the contributions of others, we have distributed over \$83,000 in food year-to-date. This remarkable achievement underscores the critical need in our community, where one-third of Lake County families struggle to afford basic needs like nutritious meals.*

Most recently, we distributed \$35,000 in food, with the balance distributed prior to this beginning in March. Information on our June 19, 2024 distribution can be found here in The News-Herald.

Together, we are combating hunger. Your support and kindness not only provides meals and ensures children do not go to bed hungry, but also uplifts spirits and strengthens our entire community.

Thank you for your support. We are grateful. If you have any questions or would like further information about our initiatives, please do not hesitate to contact me.

With Sincere Appreciation,



DAVID WHITTAKER

Community Impact
Manager

440.639.1203
dwhittaker@uwlc.org

9285 Progress Pkwy,
Mentor, OH 44060

WEPL in the News

Our ad in the County Kids Booklet ran here: <https://jrc-pa.pageflip.site/editions/NHSS38673>
Willoughby-Eastlake Public Library seeks Willowick resident to fill board seat, News-Herald, 8.21.24
<https://bit.ly/3XA6s4F>

WEPL Blog

That's fall, folks! Time for the All-Ages Autumn Challenge (Mitz), 8.14.24 <https://bit.ly/4dyiBwJ>
Power to the WEPL: How to use OverDrive's Libby app for ebooks and audiobooks (Jenny Sutter), 8.21.24
<https://bit.ly/4cv096U>

Professional Development

Patrick attended the following webinars/online meetings:

Introduction to Message Bee, Zoom, 8.8.2024

New Title II ADA Regulations for Websites and Mobile Apps: What Libraries Need to Know, ALA, 8.13.24

Public Relations and Marketing Virtual Networking Meeting, NEO-RLS, 8.20.24

Become a Sustainability Leader: How to Increase the Environmental Capital of your Library - NEO RLS,
8.28.24

Collections & Digital Services Manager Report/Cassie Thayer-Styes

Digital Services

NewsBank experienced an unexpected outage from the middle of July to the first week of August. Patrons experienced a brief break in accessing electronic copies of the News-Herald and the Plain Dealer, however each library still received print issues. The database has been operational for the past month, except for statistics. This should be resolved in the coming weeks. NewsBank has not provided a cause of the interruption but assures us their new updates will prevent future interruptions.

MAP/Collection Services

The new Chomebooks were processed and sent out to libraries throughout July and August. The Children's Services orders (Book Farm, Launchpads, and Wonderbook orders) that were placed on hold during the interim

between Collection and Digital Services Managers have now been ordered and are currently being processed by MAP.

As staffing changes affect both MAP and ILL in the coming weeks, both units are working together to integrate new members into the units. Both units are prepared for the temporary adjustments in workflows and are prepared to help those new to MAP and ILL.

[ILL/Clevnet](#)

Interlibrary loan continues to be in the top ten of libraries in the CLEVNET. The overall increase in the past three months over last year continues to be between 15% and 18%.

Eastlake Library Branch Report/Amy Winter

Eastlake Library has had some great feedback about our wonderful librarians. Jennifer Yandle and Cathy Ellers have sent copies of some of the thank you notes and gifts they received this summer.

At our last staff meeting, Eastlake staff had some fun with our own version of Make it Monday (only on a Tuesday) learning about the Cricut and the heat press. We made personalized bags with heat transfer vinyl.

Teen art club also had fun with the Cricuts and Heat press. A full house of 15 teens all brought their own t-shirts to personalize.

Cathy also had a great time hosting Parent and Teen Fire art. Many beautiful pieces were made.

Tammy had a great response with her follow up Monet in Focus art presentation with the Cleveland Museum of Art and also with her President Jimmy Carter Virtual talk.

Willoughby Library Branch Report/Deb Mullen

It's with mixed emotions that I write my final Willoughby Library report. I've loved working at WEPL and especially Willoughby and I will miss it.

I'd like to take a moment to thank present and past Willoughby staff for these awesome accomplishments all in addition to the daily customer service, collection maintenance and development, programming, and passport service:

Willoughby Library is now an active partner in many Downtown Willoughby activities. Our Children's staff has added value to the Willoughby ArtsFest, Last Stop Willoughby, and the Heart of Willoughby Outdoor Market.

Our partnership with Heart of Willoughby has been particularly fruitful and led to the mural display, exhibition from local photographer and Cleveland Institute of Art graduate Anna Lattanzio and the purchase of thousands of dollars in children's craft supplies which we used at Last Stop and other times throughout the year. Heart of

Willoughby also purchased the video camera for us that we used to stream the two school board candidate debates.

We have partnered with the City of Willoughby with our outdoor movie nights, participation at National Night Out and our new project of developing and maintaining the Willoughby Senior Center library's book collection.

Our partnership with the Downtown Merchants during Willoboo gets better every year.

Our partnership with the Willoughby Arts Collaborative led to the establishment of our little free food pantry, The Page Turner Pantry, and this year the string art project on the New Administration lawn.

We also became the first public library in Lake County to offer Narcan training.

None of these initiatives could have been accomplished without the dedication of the Willoughby staff, both direct participants and those remaining behind at the library to continue to offer the excellent customer service our patrons appreciate so much. Each day every member of the Circulation, Reference and Page departments makes a difference in the lives of families and individuals in Willoughby and the surrounding areas. I am so grateful to have been a part of this group.

I thank Brian Campbell and Sheehan Clarkson, my leadership partners at Willoughby Library. Their commitment and hard work have made my job so much easier, especially during this difficult last year.

Sincerely and with gratitude to all,
Deb Mullen

OLD BUSINESS *no old business*

NEW BUSINESS

a discussion was held on having a Special Board meeting on October 7th to interview candidates for the Willowick Board vacancy. Mr. Monin added that his daughter will be dancing with the Scottish group performers and he will be playing the bagpipes at the Willowick Library at 11:00 a.m. on Saturday.

MOTION 68-24

Mr. Monin moved and Mr. Mackey seconded that the Board recommend to the Willoughby-Eastlake School Board the reappointment of Frank Buttari for another 7-year term on the Library Board of Trustees.

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, "Absent". Motion carried.

MOTION 69-24

Mr. Monin moved and Mr. Mackey seconded that the Board accept the resignation of Eric Foisel effective until his successor is chosen and qualified.

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, “Absent”. Motion carried.

NEXT MEETINGS

Monday, October 21st, 2024, 6:00 p.m., **Eastlake Library**

MOTION 70-24

Mr. Mackey moved and Mr. Monin seconded that the Board adjourn into executive session to discuss the upcoming collective bargaining agreement negotiations at 6:40 p.m.

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, “Absent”. Motion carried.

The Board returned from executive session at 7:01 p.m.

ADJOURNMENT

MOTION 71-24

Mr. Mackey moved and Mr. Monin seconded that the Board adjourn at 7:02 p.m.

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

Respectfully submitted,

Board President

Board Secretary