

CALL TO ORDER

The meeting was called to order by President Petruccio at 6:02 p.m.

ROLL CALL:

Present: Mr. Buttari (arrived at 6:15), Ms. Clampitt, Mrs. El-Khoury, Mr. Mackey, Mr. Monin, Mrs. Petruccio, Mrs. Roseum.

Absent: *no absences*

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

Citizens present: Adam Downing, Amanda Schoen, Patrick Culliton, Amy Winter, Eric Foisel

Additions to the agenda:

Amy Winter welcomed the Board and reflected on the one year anniversary of the Eastlake Library renovation.

Citizen’s Comment: *no comments*

Ms. Lastoria administered the oath of office to Catherine Clampitt, filling the Willowick Board vacancy.

President Petruccio presented the 2023 Board Award to Amanda Schoen.

President Petruccio presented the following minutes:

- Regular Meeting of the Board of Trustees, September 16, 2024
- Special Meeting of the Board of Trustees, October 7, 2024

MOTION 77-24

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

- Regular Meeting of the Board of Trustees, September 16, 2024
- Special Meeting of the Board of Trustees, October 7, 2024

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

FISCAL OFFICER’S REPORT

PLF Fund Distribution

PLF	2023	2024	% Increase
October	\$ 200,060.98	\$ 179,432.41	-10.31%
YTD	\$ 2,103,711.63	\$ 1,958,080.54	-6.92%

MOTION 78-24

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

SEPTEMBER LIST OF BILLS PAID:	\$551,112.82
SEPTEMBER FINANCIAL STATEMENT:	YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$7,148,230.06	\$5,082,974.65	\$3,585,517.46
Grants	\$0.00	\$1,000.00	\$0.00
Corona Virus Relief Fund Public Library	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$71,579.57	\$399,640.77	\$2,703,358.66
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	\$7,219,810.28	\$5,526,844.55	\$6,320,042.35
SEPTEMBER INVESTMENTS	\$5,719,943.18		

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

COMMITTEE REPORTS

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

BUILDINGS (**Monin**, Buttari, Clampitt) *did not meet*

MOTION 79-24

Mr. Monin moved and Mr. Buttari seconded that the Board approves the Giannetti Landscaping snow removal services for the winter of 2024-2025.

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

MOTION 80-24

Mr. Buttari moved and Mr. Monin seconded that the Board approves the three-year Trane HVAC maintenance agreement with the financial terms to be negotiated.

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

FINANCE AND PLANNING (**Mackey**, Roseum, Clampitt) *did not meet*

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

MOTION 81-24

Mr. Mackey moved and Mrs. Roseum 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

RESOLUTION 82-24

Mr. Monin moved and Mrs. Roseum seconded that the Board approves the 2025 Holiday Closure Schedule as presented with the inclusion of Martin Luther King Day being a closed and paid holiday.

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

PATRICK CULLITON-PRESENTATION ON GOOGLE AD GRANTS AND KOIOS

Director’s Report/Rick Werner

[A Warm WEPL Welcome \(and Welcome Back\)](#)

I am happy to report that, on October 14, the Willoughby-Eastlake Public Schools Board of Education voted unanimously to appoint Catherine Clampitt and to reappoint Frank Buttari to the WEPL Board.

I attended the meeting and had the chance to thank each School Board member at the end of the meeting; not surprisingly, I heard lots of positive comments about the WEPL libraries and especially the staff.

On behalf of the staff, I would like to welcome Catherine to WEPL as we look forward to her leadership. As well, we are grateful that Frank is willing to continue his service on the Board. With the work on the administration building and the upcoming levy campaign, it is crucial that the Board be at full strength to guide the Library through the overlapping projects.

Special thanks to Trisha Lastoria, Amanda Schoen, and Patrick Culliton for their leadership on the Board candidate recruitment and consideration process. Thanks to the Board as well for the time that they took to interview the four candidates and make a decision to recommend Catherine.

Administration Building Update

The administration building flat roof project is underway. It is nice (no, it is GREAT!) to have (finally) commenced work at the building. The Garland/Farrell team have removed portions of the original roof and are doing the necessary repairs and shoring-up of the various masonry walls on the roof.

We dropped letters about the project to our neighbors around the building and flyer cars parked in the lot for a few days ahead of the start of the project the week of October 7. Thus far, we have not had any complaints or comments about the project.

On the interior renovation front, Eric and I have had a number of discussions with GPD folks as they finalize the drawings, interior design, and construction and bidding documents. GPD expects that they will have the necessary documents completed in time for the November Board meeting where we will seek authority to start the bidding process. If we receive responsive bids, we plan to have a general contractor recommendation ready for the Board to consider at the December Board meeting.

2024 WEPL Staff Development Day

With thanks to the Staff Recognition Committee under the leadership of Holly Ferkol, the 2024 Development Day was successfully held at the Willoughby Hills Community Center. In addition to the opportunity to renew collegial ties among all five WEPL facilities, the agenda focused on personal and professional development. The morning session included presentations by representatives of the Ohio Public Employee Retirement System and the Ohio 457/Deferred Compensation organizations.

After a tasty boxed lunch, the afternoon session featured Dr. Belinda Boon of the Kent State University School Library and Information Science. She spoke on two important subjects: (1) the rise of book challenges and so-called “First Amendment audits” and (2) how to deal professionally with challenging patrons.

The agenda included the recognition of staff for various awards. The following staff members reached years of service anniversaries in 2023: Deb Mullen (25 years); Tammy Beuck (20 years); Mark Malnar (15 years); Barbara Goudreau, Amy Winter (10 years); and Danielle Pennick, Peggy Marolt, and Mitzi Horrigan-Bartolucci (5 years).

Based on staff nominations, Cara Speros won the 2023 Employee of the Year; Anthony Benedictis won the 2023 Customer Service Award; and the Facilities Department won the 2023 Group of the Year.

We also got the chance to welcome those WEPLers who have joined the Library or who have assumed new responsibilities this year. And, sadly, we bid farewell to Teresa Marschall from Inter-Library Loan and Deb Mullen from the Willoughby Library who have recently left WEPL.

The 2023 Board Award winner will be announced at the October Board meeting.

On the heels of the 2024 Staff Development Day, the Staff Recognition Committee is already working on next year’s SDD scheduled for May of 2025.

Deputy Director's Report/Eric Linderman

Human Resources Update

Willoughby Library Manager

Since Deb Mullen's departure, I have been focused on the recruitment process for her replacement. At this time, a posting has closed and we are reviewing applications. We will start interviews soon and I am hopeful that we will have a new manager in place before the holidays.

Young Adult at Willowick

Since Bryn Wolanski's transfer to the Eastlake Library in late-July, we have not yet been successful in hiring a new young adult librarian at the Willowick Library. This job typically attracts a small pool of applicants and this situation is no exception.

After two unsuccessful postings, I agreed to post this position at the associate level, recognizing that we may attract applicants who are in the process of earning the MLIS. The associate posting is currently open, and we have received several applicants who will be considered.

Interlibrary Loan/Material & Processing

Due to the retirement of Teresa Marschall, Holly Ludwig accepted the job of Interlibrary Loan Clerk and began that job in late September. Holly's prior position in Materials & Processing was then filled by Brooke Palermo, who had worked in circulation at the Willoughby Hills Library.

Circulation Support

Two new part-time circulation staff members started in September. Previously a teen associate at the Euclid Public Library, Shania Rayford is scheduled 32 hours per week at the Willowick Library. Dana Szpak, who has a master's degree in communication and information from Kent State, and worked previously as a camera operator and as a social media coordinator, is working 16 hours per week at the Willoughby Hills Library.

Public Catalog Update

Clevnet is launching a new public interface to our catalog network on October 28. The PC version of this is called Aspen Discovery and the mobile app is LiDA. Besides projected cost savings for the Clevnet group, a benefit of the new system is that it will integrate with LibCal, which we use for booking meeting rooms. That may result in better marketing of library programs that relate to patrons' reading interests.

Several of our managers, including Amanda Schoen and Cassie Thayer-Styes, have coordinated training for our staff, which will include one-on-one sessions for our reference staff. Additionally, information is currently available on our website for the public.

Postage Meter

Our lease for our postage meter is coming up in January, so I have comparison shopped different options. We use the postage meter for stamping our outgoing envelopes and also printing labels for books that go outside the Clevnet network. I will have a recommendation on a multi-year lease at the November meeting.

Marketing & Public Relations Report/Patrick Culliton

[New Signs at Hills](#)

We have gotten approval from the Admin Team and the Mayor's Office at Willoughby Hills and the new interior hours signs are in process!

[Boosters Fall Book Sale](#)

The fall Book Sale grossed \$2,032.00 in book sales and memberships. The total for both 2024 Book Sales is \$4,954.00.

[WEPL In The News](#)

The following press releases ran in the News-Herald in September:

Willowick Public Library hosts talk by author Deanna Adams, 9.3.24

Willoughby Public Library hosting two college planning workshops, 9.5.24

Willowick Public Library providing a day full of cultural groups, 9.6.24

Willowick Public Library hosting talk on Cleveland cemetery, 9.10.24

Willowick Public Library unveils slate of technology classes, 9.16.24

Willoughby Hills Public Library hosts talk by TV veteran and author Paul Orlousky, 9.16.24

[Blog](#)

Don't Miss WEPLcon! (Bryn Wolanski), 9.18.24

[Professional Development/Partnerships](#)

League of Libraries meeting, 9.24.24 (Patrick)

Aspen Customization - Part 2, 9.5.24 (Patrick)

Children's Service Manager Report/Sarah Vargo

October is the children's department's busiest month. Our programming statistics are always highest at this time of the year. Everyone is in the middle of their storytime sessions and getting ready to host Halloween parties at every location.

Summer reading was a success this year with modest increases for the teen (14%) and children's (16%) challenges. The adult SRC kept up the success from June with a whopping 75% overall increase in participation from 2023 to 2024.

Summer Lunches were also more successful this year, including the 2 days after the power outage in August where we ran out of food in 5 minutes. Thank you to everyone who helped make it a success this year!

Library Systems Manager Report/Amanda Schoen

New technology program offerings are in full swing this fall. Thanks to Technology Training Librarian, Jenny Sutter, WEPL offers a full suite of technology classes for the public. Jenny offers a technology class each Monday night at Willowick Library for adults. In addition, she has teamed up with the Willowick and Willoughby Children's departments to offer homeschool technology classes for kids. Topics for kids include

coding with scratch and our popular take-it-apart computer hardware class. Jenny also helps Amy Winter with Make-it Monday classes at the Eastlake makerspace. Jenny will offer advanced makerspace classes in the spring. Jenny's work has been invaluable in revitalizing our technology training class offering for the public. Also, look for Jenny's monthly technology blog on the website for more information about WEPL database services.

The Technology department is also working on submitting an LSTA grant in early November with Jenny Sutter as the main writer. We hope to gain funds to expand makerspace offerings to include memory lab equipment. Jenny has been working diligently on this project and we are currently reviewing the draft before submitting it to the State Library.

In partnership with Cassie Thayer-Styes and the PR department, the technology department is preparing staff training for the new public catalog through Clevnet, Aspen Discovery. The launch date for the new catalog is October 28th which will include the launch of a new Clevnet app.

There have been several infrastructure updates over the summer, most notably including a new power supply for our internet equipment at Willoughby Hills Library. Also, two new PCs will be installed with the creation of an additional reference desk at Willoughby Hills Library which will debut later this year. At Willowick Library, we've installed a dedicated touchscreen gaming PC to replace a broken AWE children's gaming pc. By creating a single application computer that just goes to ABCMouse.com, we have saved \$4100 over buying a new AWE PC for children's education games for in-house use. The Willowick Children's department and kids have nothing but rave reviews for the new gaming computer. More infrastructure updates are being planned for next year including the replacement of all staff phones as the current phones are over 5 years old.

Willowick Library Branch Report/Kathleen Jozwiak

Building items

- Staff did such a good job during the August tornado warning. Everyone calmly and efficiently got to the lower level. Patrons also complied.
- We have requested an extra row for large print. The collection could use a little more room. Maintenance is working on the expansion.
- We have more bike racks. This is especially helpful for our influx of teens in the summer. Maintenance was kind enough to put one under the overhang to help when it is raining.
- The Boosters donated their green baskets to us which have been split among the branches.

Staff

- The YA position is now advertised as an associate and remains open.
- Melissa Caldwell moved into a 40 hour circ position.
- Shania Rayford is our new hire in the 32 hour circ position.
- Lori Vayo renewed her public notary certification.
- Jen DiBiase is our newest passport agent.
- We held our August staff meeting at Eastlake's makerspace. We made small totes in the library's colors, orange and blue, that say Willowick Library. We learned a lot from Amy, our host.

Outreach

- Staff is collecting discarded children's books for End 68 Hours of Hunger to distribute in December.
- We are collecting nonperishable food for Two Men and a Truck's Movers for Meals during the month of October.
- We are collecting gloves, coats, sleeping bags, socks, hats, and boots for Sub Zero Mission through North Coast Lions during the month of October.

Programming

- Our first Around the World event was a big success. We will plan on it for next year as well. Our program attendance was fantastic:
 - Japanese dancers (54)
 - Scottish dancers/piper (49) (Nick Monin was the bag pipe player!)
 - African Drum Circle (53)
 - Black Storytellers (40)
 - Croatian Tamburitians (84)
 - Broken Wheel Square Dancers (31)
- Brian Campbell and Douglas Hart are coordinating a joint romance author event November 9. Willoughby and Willowick are partnering on this event.
- We have partnered with Lakeland Community College for their Lakeland Concert Series. There will be talks at three of our branches with free tickets to the concerts.
- Programming remains strong. Holiday events include a Holly Jolly Holiday event for children on December 17 and adults may attend an event about Mr. Jingeling with author Chris Lambert on December 11 and an event about the Christmas Story House with author Sue Stewart on December 5.

Willoughby Hills Library Branch Report/Holly Ferkol

Our old after-hours boxes were removed from the Willoughby Hills Community Center, and the City of Willoughby Hills will be putting a window in the spot where the after-hours boxes were to bring more light into the Willoughby Hills Recreation office. We have ordered two new desks from Ohio Desk that will be located near the entrance of the library to provide more seating and computers for staff at Willoughby Hills Library. Patrick is working on getting new signs for Willoughby Hills Library that will be at the entrance of the library in the hall and outside the entrance of the Willoughby Hills Community Center. The City of Willoughby Hills has installed a digital sign in front of the Willoughby Hills Community Center.

Leslie Barni and Vivian Grayson worked in the Circulation department and have left our library. Brooke Palermo worked in the Circulation department and has moved to MAP. Mary Lou Caine has returned to our Circulation department for a 12-hour position and Dana Szpak was hired in our Circulation department for a 16-hour position. She has just started this fall at Kent State University and will earn a Master of Library and Information Science degree.

We have had many successful programs at our library in the last few months including Line Dancing for Seniors, Story time for Children, Playgroup for Children, Willoughby Hills Garden Club, Movie Night, Murder at the Hills, and Paul Orlousky who talked about his book covering his 50-year career as a reporter. We had a Mario Kart program for kids that was well attended and our Signature Event is coming up with Michael Mage and other speakers, crafts, and snacks on 10/19/24.

OLD BUSINESS

Ms. Lastoria administered the oath of office to Mr. Buttari (Willoughby) renewing for a 7-year term.

NEW BUSINESS

Assign date for performance evaluations for Fiscal & Compliance Officer and Director. Self-evaluations are to be turned in by December 1st and will be discussed at the December Organizational meeting.

NEXT MEETING, Monday, November 18, 2024, 6:00 p.m., Administrative Offices

MOTION 83-24

Mr. Monin moved and Mr. Mackey seconded that the Board adjourn into executive session to discuss the upcoming collective bargaining agreement and the 2025 retirement of the Library Director at 6:52 p.m.

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

The board returned from executive session at 7:46 p.m.

ADJOURNMENT

MOTION 84-24

Mrs. Roseum moved and Mr. Monin seconded that the Board adjourn at 7:49 p.m.

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

Respectfully submitted,

Board President

Board Secretary