

CALL TO ORDER

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

Roll Call:

Present: Ms. Clampitt, Mrs. El-Khoury, Mr. Mackey, Mr. Monin, Mrs. Petruccio, Mrs. Roseum

Absent: Mr. Buttari

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

Additions to the agenda: *no additions*

Citizen’s Comment: *no comments*

President Petruccio presented the following minutes:

- October 21, 2024 Annual Meeting of the Records Commission
- October 21, 2024 Regular Meeting of the Board of Trustees

MOTION 85-24

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

- October 21, 2024 Annual Meeting of the Records Commission
- October 21, 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 Fund Distribution

PLF	2023	2024	% Increase
November	\$ 208,461.12	\$ 201,202.10	-3.48%
YTD	\$2,312,172.75	\$2,159,282.64	-6.61%

MOTION 86-24

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

OCTOBER LIST OF BILLS PAID:	\$663,624.22
OCTOBER FINANCIAL STATEMENT:	YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$7,550,011.75	\$5,627,592.97	\$3,442,680.83
Grants	\$0.00	\$1,000.00	\$0.00
Corona Virus Relief Fund Public Library	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$79,899.79	\$519,797.57	\$2,591,522.08
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	\$7,629,912.19	\$6,191,619.67	\$6,065,369.14
OCTOBER INVESTMENTS	\$5,244,237.84		

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)

Mr. Monin stated that the Committee met prior to the Board meeting, and that Jason Nolde briefed the Committee on the new administration building, the bidding process and surplus list.

RESOLUTION 87-24

Mr. Monin moved and Mr. Mackey seconded that the Board approve to authorize Library staff and the GPD Group to commence a public improvement bidding process to identify a general contractor for the renovation of the new Administration Building.

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.

RESOLUTION 88-24

Mr. Monin moved and Ms. Clampitt seconded that the Board approve declaring as surplus certain fixtures, furniture, and equipment currently housed at the future Willoughby-Eastlake Public Library Administration Building.

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.

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

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

MOTION 89-24

Mr. Monin 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

MOTION 90-24

Mrs. Roseum moved and Mr. Monin seconded that the Board approve the November 2024 Surplus List.

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

MOTION 91-24

Mrs. Roseum moved and Ms. Clampitt seconded that the Board approve the 42-month agreement with AMSS for the postage machine in the Administrative Office for the amount of \$1,114.20

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.

MOTION 92-24

Mr. Mackey moved and Mrs. Roseum seconded that the Board approve the 2-year ABC Mouse home access subscription renewal from 11/16/2024 – 11/15/2026 for \$4,118.78

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.

Director’s Report/Rick Werner

Administration Building Update

Flat Roof Replacement Project

The flat roof replacement project continues towards the finish line. We have put in place two change orders: one with Trane for some additional HVAC work in the amount of \$5,342 and one with Garland/AW Farrell in the amount of \$10,428 for work in shoring up some retaining and exterior walls. We get weekly updates from the Garland representative. The project will be completed ahead of the commencement of the renovation work in early 2025.

Renovation Project

After a lengthy and detailed process of design, the GPD Group has delivered final construction documents and an updated budget estimate for consideration by the Buildings Committee and the full Board on November 18. Jason Nolde will make a presentation at the Committee meeting.

If the Board authorizes the bidding process to start, we will advertise the project in the News-Herald on November 20 and 27 and hold a pre-bid meeting at the admin building on November 26. Bids will be due on December 12. Assuming that responsive bids are received, we hope to have the review completed in time to make a recommendation to the Board at the regular meeting on December 16. If the review takes longer, we are hoping to schedule a special meeting later in the week of December 16.

One task that we will be working on ahead of the start of construction is the clearing-out of furniture, fixtures, and equipment (especially banking equipment) which will not be part of the building’s future. We have identified a salvage firm that specializes in removing banking equipment (e.g., safes, safe deposit boxes); at no cost to the Library, they will remove all that type of equipment that can be physically moved.

We will be presenting the Board with a surplus resolution at the November meeting that will authorize the disposal of the unneeded furniture and equipment. I am hoping that we can see if there are any non-profits in our communities that might be able to reuse some or all of the office furnishings that we will not need after the renovation.

In Brief

- The Willowick air handler replacement project recommenced in the fall and is just about completed. Many thanks to the Willowick staff and the Maintenance folks for putting up and assisting with the project.
- Tom Johnson is completing the consideration of proposals from cleaning contractors for a three-year arrangement starting in January of 2025. We will be bringing forward a recommendation at the December Board meeting.
- Special thanks to Cassie Thayer-Styes, Patrick Culliton, and many other WEPL staff for managing the CLEVNET transition to the new Aspen catalog. The process was not without its bumps and adjustments on the part of CLEVNET and its catalog system vendor; Cassie kept all of us apprised of the changes and the patches so that WEPL staff could assist patrons.

Deputy Director's Report/Eric Linderman

Human Resources Update

Willoughby Library Manager

After a thorough hiring process, I offered the Willoughby Library manager position to Brian Campbell, who had worked with Deb Mullen as assistant manager. We interviewed several competing candidates, but after reviewing all the options, I felt that Brian offered the best overall set of skills. So, it made sense to continue a successfully established path.

Young Adult at Willowick

We have hired a new young adult associate who is on track to complete her MLIS next year. I am excited about this because, after some difficulty attracting a qualified young adult librarian, this appointment will keep us on the path to having a young adult librarian at each of the three larger locations.

This person also has an extensive background in career assistance for college students, which I think will be valuable. While our YA services include excellent programs for popular reading interests, it would be great to offer more for young people in terms of career planning and life skills.

Postage Meter

I have comparison shopped options for replacing the postage meter at the administrative office location. Our current agreement with Pitney-Bowes, at \$67.72 per month, will end in January.

Pitney-Bowes offered us a 5-year contract at \$73.10 per month or a 3-year contract at \$92.60 per month. I am recommending a contract for a similar machine with another company called Automated Mailing & Shipping Solutions, located in Parma. This will be a 42-month agreement that includes six months free in addition to 36 months at \$30.95.

Marketing & Public Relations Report/Patrick Culliton

[New Signs at Hills](#)

The new hours signs for Hills arrived. They will be installed soon. They look great!

[News-Herald:](#)

Willowick Public Library to host talk by Cleveland baseball historian, 10.1.24

Willowick Public Library plans celebration of the romance genre, 10.25.24

[WEPL Blog](#)

Power to the WEPL: How to use Hoopla for audiobooks, music, video, ebooks, and more! (Jenny Sutter), 10.1.24

New Library Catalog and App!, 10.8.24

Power to the WEPL: Fiero Code and Scratch, 10.31.24 (Jenny Sutter)

Collections & Digital Services Report/Cassie Thayer-Styes

[Digital Services](#)

The new catalog has been launched with a few minor issues. Patrons across Clevnet have experienced issues placing holds both online and through the app. Clevnet is working to resolve this issue and in the meantime have suggested using search.clevnet.org to place holds. The message has been passed on to library staff and on social media. Patron questions via email have also been answered in a timely manner. Clevnet hopes to have this issue resolved as soon as possible.

[MAP/Collection Services](#)

MAP is quickly approaching the end of the year ordering for library materials. There was an issue with our main book vendor over the summer where discounts were not processed properly, and the library was overcharged. This issue has been resolved. We remain in constant communication with those placing orders and with vendors to ensure that we receive all ordered materials in a timely manner to help close out the end of the year.

[ILL/Clevnet](#)

Interlibrary loan continues to be in the top ten of libraries in the CLEVNET. Our new ILL staff member has helped improve workflows and communication. After a few months over the summer of issues with consistent delivery, Priority now has new procedures to ensure that delivery arrives early and we are notified of changes.

Willoughby Library Branch Report/Brian Campbell

The Willoughby Library staff celebrated the career of former Building Manager Deb Mullen on October 4th and would like to wish her a long and enjoyable retirement. As the new Building Manager, I would like to thank Willoughby's staff for making my transition into this new role as smooth as possible. Our staff is made up of incredibly caring and dedicated people and I am excited to help them carry on their work moving forward. I am also excited to work with Admin on hiring a new Assistant Manager.

Willoughby Library participated in the city of Willoughby's Willo-Boo event again this year. We welcomed 450 children and their parents this year! Our Children's staff supplied participants with crafts and games in addition to all of the candy we handed out. The Children's staff is gearing up to participate in Miracle on Erie Street on December 7th. Activities this year include a visit from award-winning author Jashar Awan, games, crafts, and pictures with Santa. The holiday fun will continue the following two weeks with programs highlighting Hanukkah and Kwanzaa.

Willoughby's Teen department continues to see success with their Homeschool programs and their off-site programs. Trips to the James A. Garfield Historical Site and a ghost walk through Downtown Willoughby have been recent highlights. Anthony will continue these types of programs in the next programming cycle.

Adult Reference continues to offer a wide variety of programs for our patrons. Willoughby participated in the Romance Author Fair which was held at the Willowick Library. We are also participating in Terry Pluto's appearance at Willoughby Hills on December 3rd. Participation in our Delicious Discussions book group continues to grow. At the beginning of 2024 we regularly saw less than five participants. Now, we often have a waitlist on top of the fifteen patrons who can get in initially. Kudos goes to our staff for selecting timely books and leading engaging discussions.

Our Circulation staff continues to do excellent work on passports. Our agents will begin the recertification process later this month so they can continue to offer patrons this valuable service in 2025. The Circulation staff is also actively engaged in the Willoughby-Eastlake Schools library card project, where all new students to the district are provided with a WE3 card.

Eastlake Library Branch Report/Amy Winter

- Eastlake hosted the Candlelight players for Murder on the Eastlake Express (our signature event). We had 40 audience members with wonderful feedback about the program. Many Staff members helped with the decorating of the library, stuffing the swag bags, arranging food and drink, and re-arranged schedules to be able to help manage the crowd that night. Thanks to all of them for the extra care they took to make this a great event for our patrons.
- Tammy had a delightful spooky program in late October. The Western Reserve Historical society brought some characters to talk about local ghost stories.

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY
REGULAR MEETING OF THE BOARD OF TRUSTEES
MONDAY, NOVEMBER 18th, 2024, 6:00 P.M., ADMINISTRATIVE OFFICES

- The Children’s Department hosted a huge Halloween Carnival attended by about 200 people. With a fortune teller, Balloon Artist, three face painters, tons of games, and trick or treating at the desks. It was a blast for all involved.
- Cathy taught two classes how to make Faux Gothic Windows. She taught a mixed media (water color and acrylic) backgrounds and teens and adults constructed laser cut (thanks mentor hub) wooden frames to complete the 3d effect.
- MaryAnn hosted a member of the OSU extension Office to talk about Winter Sowing and getting your garden going in the cold of Ohio.
- Amy’s Make it Monday continues to draw a small but steady group. Many of this group talk about the machines they have at home and how they take the things they have learn in the classes and apply them to their own projects.
- The Eastlake Circulation staff has worked their way through the list of students, check and creating the school we3 cards.
- Bethany and Amy (mostly Bethany) have been researching and measuring to arrange for furniture and supplies for when the passport services get approved. Fingers crossed it will be soon.



OLD BUSINESS *no old business*

NEW BUSINESS

Mr. Mackey asked if an OPERS representative has ever been brought in to speak to employees about the benefits of a long term career with the library. Mr. Werner replied that at the staff day in September an OPERS and Ohio Deferred Comp representatives spoke and answered staff questions.

President Petruccio added that the committees and officers for 2025 will be selected at the December meeting.

NEXT MEETING, Organizational Meeting, Monday, December 16th, 2024, 6:00 p.m.
WEPL Administrative offices

MOTION 93-24

Mr. Monin moved and Mrs. Roseum seconded that the Board adjourn into executive session to discuss the ongoing collective bargaining agreement negotiations at 6:20 p.m.

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.

The board returned from executive session at 7:08 p.m.

ADJOURNMENT

MOTION 94-24

Mr. Monin moved and Mr. Mackey seconded that the Board adjourn at 7:08 p.m.

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

Respectfully submitted,

Board President

Board Secretary