

**CALL TO ORDER**

The meeting was called to order by Vice-President El Khoury at 6:00 p.m.

**ROLL CALL:**

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

Absent: Mr. Buttari, Mrs. Roseum, Rick Werner

Also present:

Deputy Director Eric Linderman; Fiscal and Compliance Officer Vicki Simmons; Executive Assistant/Board Liaison Trisha Lastoria, library staff: Gale Lippucci and patron Gene Sullivan.

**ADDITIONS TO THE AGENDA:** *no additions*

**CITIZENS COMMENTS:**

Gene Sullivan stated that there was an issue with him using the computer at Willowick Library regarding certain apps being used. Mr. Linderman will follow up with staff for more details on the situation.

Vice-President El-Khoury presented the following minutes:

- January 27, 2025, Finance and Planning Committee Meeting
- January 27, 2025, Regular Meeting of the Board of Trustees

**MOTION 19-25**

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

- January 27, 2025, Finance and Planning Committee Meeting
- January 27, 2025, Regular Meeting of the Board of Trustees

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

**FISCAL OFFICER’S REPORT**

<b>PLF</b>	<b>2024</b>	<b>2025</b>	<b>% Increase</b>
<b>February</b>	\$221,039.23	\$239,915.65	8.54%
<b>YTD</b>	\$396,323.95	\$445,062.03	12.30%

**MOTION 20-25**

Mr. Mackey moved and Mrs. Petruccio seconded that the Board approve the January 2025 Fiscal Officer’s

report:

JANUARY LIST OF BILLS PAID:	<b>\$785,600.23</b>
JANUARY FINANCIAL STATEMENT:	YTD

	<b>RECEIPTS</b>	<b>EXPENDITURES</b>	<b>BALANCES</b>
General Fund	\$222,319.05	\$663,346.15	\$1,030,253.95
Grants	\$0.00	\$0.00	\$0.00
Corona Virus Relief Fund Public Library	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$7,577.13	\$106,745.32	\$3,451,692.71
Building Construction	\$0.00	\$0.00	\$0.00
Computer Information	\$0.00	\$30,624.45	\$29,776.31
Eastlake Coal Plant	\$0.00	\$0.00	\$0.00
Worrallo Fund	\$0.00	\$0.00	\$12,965.47
<b>TOTALS</b>	<b>\$229,896.18</b>	<b>\$800,715.92</b>	<b>\$4,524,688.44</b>
JANUARY INVESTMENTS	<b>\$4,052,828.07</b>		

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 “Absent”. Motion carried.

**MOTION 21-25**

Mr. Monin moved and Mr. Mackey seconded that the Board approve the 2025 Compensation Report as presented.

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 “Absent”. Motion carried.

**COMMITTEE REPORTS**

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

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

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

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

**MOTION 22-25**

Mr. Monin moved and Mrs. Petruccio seconded that the Board approve the Personnel Actions report as presented.

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

**MOTION 23-25**

Mrs. Petruccio moved and Mr. Monin seconded that the Board approve the 2025 Committee Members:

Audit Committee:	<b>Chair: Clampitt,</b> Petruccio, Mackey, Paul Tyler-citizen
Building Committee:	<b>Chair: Petruccio,</b> El-Khoury, Mackey
Finance & Planning Committee:	<b>Chair: Monin,</b> Buttari, El-Khoury
Personnel Committee:	<b>Chair: Buttari,</b> Monin, Clampitt
Policy Committee:	<b>Chair: Mackey,</b> Clampitt, Petruccio

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

**POLICY (Buttari, Monin, El-Khoury)** *did not meet*

**ADMINISTRATION REPORT**

**MOTION 24-25**

Mr. Mackey moved and Mrs. Petruccio seconded that the Board approve the closure of the Library on May 12 for the WEPL 2025 Staff Development Day at Willoughby Hills Library.

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 “Absent”. Motion carried.

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**Director’s Report/Rick Werner**

[Administration Building Update](#)

I am happy to report that we have the necessary agreements in place with Lakeland Management Systems and Trane for the Administration Building renovation. Jason Nolde is completing the discussions with the City of Willoughby to secure all of the necessary building permits.

At the building, the replacement of windows that were taken out during the roofing project has been completed. As we wait for the final construction permits, much of the interior removal of fixtures and the remaining bank equipment has been completed. We hosted Marah Morrison from the News-Herald ahead of her recent article about the renovation.

I have received a call from the owner of the former B&B on Spaulding to see if the Library would be willing to lease or sell a portion of the parking lot. She indicated to me that she and representatives of Marous would like to meet with the Library to discuss their interest. I told her that I thought those kind of discussions would need

to wait for the completion of the renovation when the Library could focus on the redevelopment/reengineering of the parking lot.

### [WEPL Boosters Annual Meeting](#)

Michelle Hudson, Eric Linderman, and I attended the WEPL Boosters annual meeting on Saturday, February 8, at the Willowick Library. There were over 20 Booster members in attendance.

We briefed the Boosters on WEPL's 2024 accomplishments and on the start of the renovation work at the Administration Building. They are looking forward to holding their book sale in the fall at the Administration Building meeting room. They have almost \$20,000 in their account.

I alerted the Boosters to the fact that the Library Board may decide to place a levy renewal on the ballot in the fall of 2025 and that the levy committee will be looking to raise campaign funds ahead of the fall.

### **Deputy Director's Report/Eric Linderman**

#### [OAEYC Conference](#)

In recent years, the Ohio Association for the Education of Young Children has proven to be one of the best sources of useful continuing education for our children's staff. Their annual conference is at the Kalahari Resort in Sandusky. Our children's services manager, Sarah Vargo, reviews their program every year and recommends relevant workshops for our staff.

The conference this year will be April 24-26. Attendees from WEPL will include Sam Nicholson and Jennifer Yandle from the Eastlake Library, and Jacklyn Allen and Micki McNiece from the Willoughby Library.

#### [Human Resources Update](#)

##### *Willoughby Hills Library Assistant Manager*

I am in the process of conducting interviews for the assistant manager position at the Willoughby Hills Library, along with Donna Rosciszewski and Holly Ferkol. We received a strong pool of qualified applicants and will be making a decision very soon.

##### *Summer Intern Program*

After completing two years of our successful summer intern program, we are expanding this to the Eastlake Library for 2025. This began with Brian Campbell's idea to provide work experience for high school or college students considering a career in public libraries. This eight-week program includes closely supervised experience in circulation and assistance with program preparation.

The library has provided practicum opportunities in the past for students, mostly at Kent State, who are working on their MLIS. While that opportunity offers experience for people who have already finished college and

determined a career in librarianship, it does not apply to those who would like to learn more about library work as a career option.

I think it is part of our commitment to the residents of our service area to offer opportunities for this kind of career exploration. So, this summer, we will have one intern at the Willoughby Library and one at the Eastlake Library.

### Health Insurance Planning

In preparation for the next health insurance enrollment, which will happen in the late-spring and summer, I have been considering our options with our healthcare committee and meeting with different brokers. While it is necessary to work with a broker to manage the transfer of protected health information between the library and insurance companies, we can consider brokers who may have access to different networks.

Our current broker is OneDigital, who has facilitated our recent agreements with Cigna. As I have shared with our OneDigital representative, as well as representatives from other brokers, I am interested in having access to insurance consortiums as an option for the library. Having this option may or may not be beneficial, or possible, depending on the number of covered employees and the needs of our staff.

I believe it is worth considering membership in a consortium because it could improve our year-to-year cost stability. An ongoing challenge for our staff has been the experience of very large annual cost increases that have necessitated frequent jumps from one insurance carrier to another. Being part of a larger risk pool would lower the overall impact of an expensive claim and could help reduce drastic changes in cost to us.

I will provide updates as this process develops.

### Marketing & Publishing Relations Report/Patrick Culliton

#### WEPL Store

We have a new WEPL store! We are now working with Fantastic Embroidery and Screenprinting in Wickliffe. They have built us a great new webstore. All WEPL employees received a \$25 code to put toward apparel purchases. You can access (and place orders) on the store here: <https://welibraryapparel.com/>

#### Paid Ads and Sponsorships

The WEPL sign at Penitentiary Glen's "Window on Wildlife" viewing area is up! This sign will be up through the end of the year!

Michelle placed a News-Herald Summer Camp Ad for \$350

#### Facebook Ads:

We are beginning to do a number of Facebook Boosts (ads) each month. These will primarily feature WEPL services and paid databases, and occasionally system-wide programs.

Jan. 15: Take Your Child to the Library Day Jan. 27: Chromebook/Hotspot bundles Jan. 29: Teaching Books

#### [In the news:](#)

The News-Herald ran the following articles in January:

Willoughby Hills Public Library to host a talk by a funeral director, 1.14.25

Patrick did a two-segment interview with Lake County Council on Aging's "Our Aging World" program on 1.29.25

#### [WEPL Blog:](#)

Power to the WEPL: How to Use the CLEVNET Libraries App, 1.10.25 (Jenny Sutter) Canvas the possibilities with the All-Ages Warm-Up Challenge, 1.17.25 (Mitz Horrigan)

### **Children's Services Manager Report/Sarah Vargo**

The children's staff are so excited to welcome Rachael Chicone as the Children's Librarian at Willoughby Hills Library. We're so excited to see the department grow there with more dedicated staff. The families at Willowick already miss her energy, but they are all being encouraged to go see her at Hills. I am now serving full time as the Children's Services Manager. My first big project is building a standardized training and on boarding system for children's staff.

We celebrated Take Your Child to the Library Day with a week of featured programs plus a special bracelet making opportunity. Each building had a special charm and a featured special bead, so that families could visit all the buildings over the course of the week. Patrick shared some pictures on our Facebook page. Participating families really enjoyed the events and bracelets.

Every February I begin focus on summer! The children's librarians have some exciting new ideas to keep things fresh without making anything more complicated and I'm really excited to build on the success of the Adult Summer Reading Challenge from 2024. We probably won't see another 75% increase in participation, but I'm hopeful that word will spread about the great prizes and grow our success in 2025.

### **Library Systems Managers Report/Amanda Schoen**

There are a lot of technology updates planned for 2025 and the Technology department has been hard at work with these updates.

We have started a new cyber security initiative in conjunction with Clevnet to test WEPL staff (and board members) on their cyber security awareness. Jenny Sutter will head up the testing and staff training on this initiative. We hope the training will be informative and engaging.

Plans have been made with the aid of Clevnet for the network infrastructure at the new WEPL admin building. We will be working with OPLIN on erates and fiber plans and engaging a contractor soon to help with the

wiring within the building as construction progresses. Additionally, we've received a quote from a vendor to extend wifi and network jacks to the Schafer room at WH Community Center if the expansion at WH happens.

New staff PCs have been purchased for the machines that are due for upgrades this year and will be installed in the next month. We've been working hard to get upgrades for staff PCs down to a 4-year cycle to align with industry standards.

Jenny Sutter's technology classes continue to provide for a big community need for training. We are looking to update our set of patron class laptops this year so she can bring classes to other buildings this year besides Willowick. Jenny also presented her "Cutting the Cord" class for the North Coast Lions club on Tuesday February 11<sup>th</sup>.

## **Willowick Library Branch Report/Kathleen Jozwiak**

### **Programming**

Programming is going strong. Our second Around the World event is April 12. We have an array of performers/presenters and groups scheduled to showcase their clubs. Storytimes and group programs like Legos are still well-received and attended. Sarah Silbaugh is hosting several homeschool activities. Sarah Vargo is assisting with storytimes in the interim as we look for a new children's associate. Our 3<sup>rd</sup> jigsaw puzzle swap saw 24 people and we had a lot of positive feedback. Lora and Gale suggested a community puzzle on the floor, which has been a good activity. Gale has also suggested an ongoing puzzle swap which we will try with leftover puzzles after our next one the end of May. Our Help I Need To... series is off to a slow start but hopefully with improved weather, we will see more of an audience. Our crochet group is going strong and our newer evening book discussion group is going well. Kudos to Lora for both of these. She does an excellent job recommending books to patrons. Heather is facilitating our popular teen and tween anime group. The assistant managers are working on a mystery authors conference for fall. The assistant managers are also putting together a seed library again for this spring.

### **Personnel**

Rachael Chicone, children's associate, moved to Willoughby Hills as their children's librarian. We are looking at candidates for our open associate position. Sarah Vargo is assisting with storytimes in the interim. Heather, our new YA associate, has learned very quickly and become an asset for teens, children and adult patrons. Shania, our newest circulation clerk, also learned very quickly and is able to handle all circulation tasks with ease and will soon be our newest passport agent.

### **Passports**

Lori is putting together our passport recertification packet. She will be in charge of our program going forward. Shania Rayford passed passport training; we are waiting for the agency's approval for her to become an official agent. We are investigating offering digital photographs for patrons. Online renewals with digital photos are now permitted by the Department of State.

## Building

Mark did a great job fixing holes, dings and dents and painting the hallway and walls on the lower level. We ordered and received nine (9) new desk chairs from Ohio Desk to replace those that were ripped. While the heat is much improved with the last Trane visit in the lower level, the HVAC is still awaiting completion.

## Miscellaneous

We are seeing large groups of teens again in the library and a lot of extra traffic and challenges from Euclid's renovation.

I will be attending the Lions district and state conferences this year.

## Willoughby Hills Branch Report/Holly Ferkol

Chris Gumal, our Assistant Manager, moved to Willoughby Library and we are currently interviewing candidates to fill that position. Rachael Chicone was the Children's Associate at Willowick Library and she moved to our library to fill our Children's Librarian position. We are getting estimates and discussing the possibility of our library leasing the Schaefer Room in the Willoughby Hills Community Center. We could have the majority of our programs in that room as well as have an area for librarians to work off the floor when doing program planning, SRP planning, and collection development. If we do lease the Schaefer Room in the future, we are estimating that the room could be used for programs starting in August.

We had many successful programs in January and February. Murder at the Hills had 15 patrons in attendance and Magic Show: Bending Reality had 15 patrons in attendance. Our 50 Questions with a Funeral Director also had 15 patrons attending the program and we went over the time set aside because there were so many questions. This program was very helpful to many patrons because there was so much information shared with them. Learn How to Use Your Sewing Machine was well attended by adults. There were 2 Homeschool CPR classes with 29 kids in the first class and 28 kids in the second class. Homeschool Art with Nancy Elizabeth Wallace was also a popular program for kids. Storytime began and there were 18 kids in attendance for the first week and 16 kids in attendance for the second week. Music and Movement also started and there were 22 kids in attendance the first week and 21 kids in the second week.

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## OLD BUSINESS

Mrs. Petruccio's item to be selected for term as Board President will be an addition to the Eastlake Library in the adult graphic novel collection, Amy Winter will choose the items.

## NEW BUSINESS

OLC Trustee Workshop (online) Saturday, March 8<sup>th</sup>, 10:00 am - 3:30 pm, RSVP to Trish by Wednesday, February 19<sup>th</sup>

OLC Northeast Ohio Trustee Dinner, Thursday, May 8<sup>th</sup>, 6:00 pm – 8:00 pm at the Embassy Suites by Hilton

Cleveland Rockside, Independence. RSVP to Trish by Monday, April 21<sup>st</sup>

Mrs. El-Khoury, Mr. Mackey and Mrs. Petruccio stated that they will attend.

**NEXT MEETING**, Monday, March 17<sup>th</sup>, 2025, 6:00 p.m., **Willoughby Hills Library**

**MOTION 25-25**

Mr. Monin moved and Mrs. Petruccio seconded that the Board adjourn into executive session to discuss the employment status of a public employee at 6:23 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 “Absent”. Motion carried.

The Board returned from executive session at 6:39 p.m.

**RESOLUTION 26-25**

Mr. Monin moved and Mrs. Petruccio seconded that the Board appoint Eric Linderman as Director of the Willoughby-Eastlake Public Library effective May 1, 2025 at an annual salary of \$135,000.

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 “Absent”. Motion carried.

**ADJOURNMENT**

**MOTION 27-25**

Mrs. Petruccio moved and Mr. Monin seconded that the Board adjourn at 6:42 p.m.

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

Respectfully submitted,

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Board President

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Board Secretary