

CALL TO ORDER

The meeting was called to order by President Roseum at 6:08 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, library staff; Brian Campbell, Holly Ferkol, Amanda Schoen and citizen Kevin Barton.

ADDITIONS TO THE AGENDA:

President Roseum presented the resolution to Mr. Linderman for being awarded the position of Library Director.

CITIZEN’S COMMENT: *no comments*

Ms. Lastoria administered the oath of office to Mrs. Roseum for Board President.

President Roseum presented the following minutes for approval:

- February 17, 2025, Regular Meeting of the Board of Trustees

MOTION 28-25

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

- February 17, 2025, Regular Meeting of the Board of Trustees

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

FISCAL OFFICER’S REPORT

PLF	2024	2025	% Increase
March	\$184,152.68	\$187,402.55	1.76%
YTD	\$580,476.63	\$632,464.59	8.96%

MOTION 29-25

Mr. Mackey moved and Mrs. Petruccio seconded that the Board approve the February 2025 Fiscal Officer's report:

FEBRUARY LIST OF BILLS PAID:	\$547,112.58
FEBRUARY FINANCIAL STATEMENT:	YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$977,257.30	\$1,207,005.51	\$1,241,532.84
Grants	\$0.00	\$0.00	\$0.00
Corona Virus Relief Fund Public Library	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$16,967.75	\$111,312.82	\$3,456,515.83
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	\$293.88	\$0.00	\$13,259.35
TOTALS	\$994,518.93	\$1,348,942.78	\$4,741,084.33
FEBRUARY INVESTMENTS	\$4,072,035.49		

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 (Clampitt, Petruccio, Mackey, Paul Tyler-citizen) *did not meet*

BUILDINGS (Petruccio, El-Khoury, Mackey)

Mrs. Petruccio stated that the Committee met prior to this meeting to discuss the space expansion of Willoughby Hills Library and the update on the new Administration Building.

FINANCE AND PLANNING (Monin, Buttari, El-Khoury)

Mr. Monin stated that the Committee met with Buildings Committee prior to this meeting to discuss placing the levy on the November ballot.

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

MOTION 30-25

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

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

POLICY (Mackey, Clampitt, Petruccio)

Did not meet, a discussion was held on the Board attendance policy and the option from the OLC of holding virtually held meetings.

MOTION 31-25

Mr. Mackey moved and Mrs. Petruccio seconded that the Board approve the amendment to the Guidelines for the Use of Library Computers policy.

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

ADMINISTRATION REPORT

MOTION 32-25

Mr. Monin moved and Mrs. El-Khoury seconded that the Board approve the March 17th, 2025 Surplus List:

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

MOTION 33-25

Mr. Monin moved and Mrs. Petruccio seconded that the Board approve the 3-year renewal of the Beanstack database for three years with Zoobean at \$1,705.00 per year, a total of \$5,115.00.

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 34-25

Mrs. Petruccio moved and Mr. Monin seconded that the Board approve a resolution (as amended) declaring it necessary to renew an existing 2.0 mill tax levy for the purpose of current expenses of the library and requesting the Lake County Auditor to make certain certifications, pursuant to sections 5705.03, 5705.23 and 5705.25 of the revised code.

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.

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY

Regular Meeting of the Board of Trustees

Monday, March 17th, 2025, 6:00 p.m. Willoughby Hills Library

Director's Report/Rick Werner

Facilities Updates

With the break in the winter weather, the roofing contractor is back at work at the Administration Building; they are finishing the roof project that started last fall. We have had a good experience working with the Garland Company as the owner's representative and A.W. Farrell as the roofing contractor. The project also utilized Trane for HVAC work on the roof.

Inside the building, the asbestos abatement work is almost complete and the tear-out and removal of old fixtures and furniture is done. The GPD Group through Jason Nolde and Lakeland Management Systems have started regular construction meetings to monitor the progress of the renovation work. Eric Linderman and Tom Johnson are the leads for WEPL in working with GPD, LMS, and Trane.

Given the timeframe of the renovation process, we are seeking a short extension of WEPL's lease at Eastlake City Hall. The current lease ends on August 31, 2025; we will be asking the City for a month-to-month extension through December 31, 2025. With the anticipated completion of the Administration Building project by October, we can use the October to December time to move our operations and staff to the building in a manner that will not hamper ongoing customer service (especially the Inter Library Loan and Materials & Processing work) and will allow us to do any repair and clean-up of the space that we have leased for ten years.

The final stretch of the Willowick Library HVAC/Air Handler replacement project has restarted and should be completed very soon. While the project has taken longer than we originally anticipated, it will be good to have it completed ahead of the summer. Special thanks to Tom Johnson and the Facilities staff for their work in coordinating the project.

Willoughby Hills Library

At the joint Finance & Planning/Building Committee meeting ahead of the March Board meeting, we will update the Committees on our discussions with the City of Willoughby Hills about the possibility of leasing the Schaefer Room on the lower level of the Willoughby Hills Community Center and on the planning that we have done internally for an expansion.

In addition to the ongoing costs of the additional lease, we would like to engage the GPD Group to undertake space planning and interior design in order to make the best possible use of the new programming and staff space that could be housed in the Schaefer Room and the reconfiguration of the space within the existing library on the main level. Other one-time costs would include cabling the Schaefer Room for WEPL's technology and new furniture and display equipment for both the Schaefer Room and the Library.

As Eric and I have discussed this and considering all that is on WEPL's plate for the rest of 2025, it might be best to continue our due diligence and negotiate a lease with the City that would be effective January 1, 2026. This would give us time to conduct the space study, plan for the expansion, and include the full one-time and ongoing costs in the 2026 budget. We did not plan for this expansion in the current 2025 operating budget.

Transition

As my clock runs out at WEPL, I am working to support Eric's efforts as he conducts the search for a new Assistant Director and otherwise gets prepared to assume his new responsibilities on May 1. I want to ensure that my files and records (as well as those of the levy committee) are organized and transitioned to Eric ahead of my departure on April 30.

Deputy Director's Report/Eric Linderman

Human Resources Update

Assistant Director

We have received a pool of qualified applicants for the position of Assistant Director and will start interviewing the week of March 17. I am thankful to the Board for allowing me to coordinate this process while Rick is still here. The process is going according to the planned timeline, so depending on our arrangements with the selected candidate, we will have someone starting in the position either before, or shortly after, the end of April.

Willoughby Hills Library Assistant Manager

Since Chris Gumal moved to the Willoughby Library, we have completed the hiring process to fill the assistant manager position at the Willoughby Hills Library. Brianna Mayle will be coming here from Euclid Public Library, where she was an adult services librarian. Brianna's impressive experience with programming and outreach service at Euclid will provide us with the ability to build upon Chris's success in those areas.

New Administration Project

In February, I participated in the initial construction meeting, which included representatives from the GPD architectural firm, as well as managers from Lakeland Management Systems and Trane. Through the duration of this project, much of the communication and progress reports will be tracked online through a program called Procore, which I will use to view updates.

The owner of Pfabe's Music has bought the property next to our new Administration location, which was formerly owned by the law office of Jeffrey Black. This owner, with his attorney, has asked us to consider an easement to allow entrance to the music store via Clark Avenue. They would prefer vehicular access but are open to a pedestrian walkway. At this time, I have said that I understand the interest in allowing options for children attending music lessons other than via Euclid Avenue; however, the idea will need more exploration by us, and we will need to complete the construction on our building before making a decision about that.

ArtsFest

As a member of the board of directors for the Willoughby Western Lake County Chamber of Commerce (WWLCC), I chair the annual ArtsFest in downtown Willoughby. I started work on this in January with Dana

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Wolfe, the executive director of WWLCC. As in the past, the Willoughby Library will provide children's programming for the Kids' Studio, and for this year, the library will coordinate a butterfly art project in partnership with the Willoughby Arts Council.

Andrews Osborne Academy Senior Year Experience

In early March, Brian Campbell and I met with Melissa Nipper from the Andrews Osborne Academy to discuss options for senior students there to get experience in the library for volunteer hours. Several years ago, we provided the opportunity for one Andrews Osborne student in our PR/Marketing department, and it went very well.

The goal is to align students with locations that would support their career goals. So, for students interested in history, we can offer experience digitizing local history materials. We can also have students shadow our public services staff to learn about the work of public librarians. For students preparing for careers in marketing, Patrick can have students assist him in the creation of promotional materials.

Marketing & Publishing Relations Report/Patrick Culliton

The United Way

We are participating in United Way's 33rd Annual Feed Lake County Campaign. Donation boxes are out at all Library buildings.

Boosters Annual Meeting

Michelle attended the Boosters Annual Meeting on 2.8.25. They did a 2024 year in review and discussed funding requests for the upcoming year.

Community Outreach

Patrick was a panelist at Marketing Day for Effective Leadership Academy, where he spoke, along with other marketing professionals, to a group of high school students from the area. Lakeland College, 2.18.25. Patrick took part in an interview and tour of Willoughby Library as part of 25 Public Square's The People & Places of 25 Public Square. This Instagram feature gave us a chance to highlight the various services that we offer to the community, in this case future 25 Public Square tenants.

News-Herald

Willoughby-Eastlake Public Library embarks on Citizens Bank renovation, 2.7.25
Willoughby-Eastlake Public Library Board to have new director, 2.27.25

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Paid Promotions

Northeast OH Parent Summer Camp Ad \$475

News-Herald Kids Camp Ad \$150

Lake Metroparks-Pine Ridge Golf Cards \$300 (included in the Board packet)

Facebook Ads

Kanopy - Black History Month, 2.3.25

Fiero Code, 2.7.25

Digital Newspapers, 2.10.25

Digital Magazines, 2.11.25

ABCmouse, 2.12.25

African American Heritage database, 2.24.25

WEPL Blog

Power to the WEPL: Cricut Maker, 2.20.25 (Jenny Sutter)

Professional Development & Networking

Full Spectrum Communications for Libraries - How MessageBee Enables and Enhances Patron

Communications - NEO-RLS, 2.6.25 (Patrick)

Public Relations and Marketing Virtual Networking Meeting - NEO-RLS, 2.25.25 (Patrick)

Collections & Digital Services Manager Report/Cassie Thayer-Styes

Digital Services

Since the launch in October 2024, the Clevnet app has been giving individuals across the consortium a hard time logging in. I put in a ticket with ByWater (the app developer) and communicated the issues our patrons were experiencing. These included not being able to look at checkouts, not being able to log in, sudden time outs, and periods where the app would be inaccessible. The developer discovered that there was a bug moving its way through the program that was not harmful to data and developed a program to eliminate it. On Tuesday, February 25, the program went through, however, many patrons are still experiencing issues. ByWater is going to keep running updates on the app every week until the issue is resolved. This is affecting all Clevnet, not just our patrons. We have been continuously updating library staff on how to assist patrons and contacting patrons with questions and concerns.

WEPL continues to be in the top 10 of Clevnet libraries with checkouts in OverDrive and Hoopla. Our Hoopla numbers increased 33% in February with the launch of new TV shows and documentaries on the app, including Ken Burns documentaries. OverDrive has also seen an increase in usage this year as we have been taking advantage of pop-up sales to fill more holds.

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MAP/ Collection Services

MAP staff have been continuously monitoring the publisher issue with Penguin and Baker & Taylor. Another publisher has stopped supplying bestselling titles to Baker & Taylor, Hachette Publishing. This publisher seems to be working exclusively with Amazon, so we have been ordering bestselling titles from Amazon and getting them here quickly for patron use. This has affected Clevnet and WEPL is regularly the first library to receive these titles. Baker & Taylor is not the only vendor experiencing issues, Ingram, Follette, and EBSCO are as well. This issue looks like it will be resolved by May.

ILL/ Clevnet

ILL continues to see an increase in materials sent and received through interlibrary loan. February saw a 5% increase. This is mainly due to Euclid getting ready to move locations. Many of Euclid's library patrons have started using ILL more to get library materials. Euclid will be closed to the public starting March 14 and will hopefully reopen April 14. This will cause more traffic for ILL and the library branches.

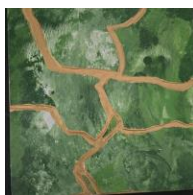
Eastlake Library Branch Report/Amy Winter

MaryAnn's hard work on the seed library has garnered amazing results. Patrons are appreciative of the variety of seeds. And a big thank you to the staff to the help painting and decorating the Seed display for maximum attention grabbing.



Tammy had a great crowd for the Battle of Iwo Jima Program In February. The LakeLand College Orchestra also came to do a talk and hand out tickets to their concert series. MaryAnn hosted a the Master Garden's for a talk about how to Wake up your Garden. A lovely tie in to our fabulous seed library. Patrons we also able to Learn to Crochet and we had a retro re-mix and turned back the clock to the 90s for a night of games and fun.

Teen Art Club had a wonderful time finishing up some very fancy Kintsugi projects and then made buttons to celebrate their various interests the next month.



The Children's department threw the second annual Bluey Bash. Kids enjoyed fun and games and crafts. They also got to meet and take pictures with Bluey and Bingo courtesy of Pop Culture Friends



Another great program the Kids Department hosted was Life Size Hungry Hippos. Much hilarity ensued.



Story Lab and Indoor messy storytime were met with great enthusiasm.



Willoughby Branch Report/Brian Campbell

2025 continues to roll along here at Willoughby Library. Chris Gumal is settling into her new role as Assistant Manager very nicely. Her expertise in programming has really paid dividends for us as we plan our next set of programs. Chris' gardening club programs have rolled over seamlessly from Willoughby Hills. The building is gearing up for Summer Reading, which starts in May, and ArtsFest in July. Chris is running her very successful Tiny Art Show program for us as a featured event during ArtsFest.

Our Children's department and management staff are excited to announce a new partnership with the city of Willoughby called Second Saturdays. Every second Saturday during the summer months will feature music and

activities in Point Park. Cara and her team have taken the lead on selecting themes and proposing crafts for these events. Having the library in on the ground floor of planning these new initiatives is essential to ensuring that WEPL can be as involved as possible in the community.

The Children's staff are also excited for their Pete the Cat Leprechaun Party which is taking place on March 12th. The program has been full for a while, so we are expecting a big turnout. We had a large turnout on March 11th for our Tartan Twilight Celtic Music program which drew in 30 patrons who all had very positive things to say about the event.

The passport services we offer are more popular than ever. This week alone we have thirty appointments scheduled! Willoughby's Circulation department does a tremendous job taking what can be a scary and intimidating process and making it easy and accessible for our patrons.

OLD BUSINESS *no old business*

NEW BUSINESS *no new business*

NEXT MEETING, Monday, April 21st, 2025, 6:00 p.m., WEPL Administrative Offices

ADJOURNMENT

MOTION 35-25

Mrs. Petruccio moved and Mr. Monin seconded that the Board adjourn at 6:44 p.m.

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

Respectfully submitted,

Board President

Board Secretary