

## **CALL TO ORDER**

The meeting was called to order by President Roseum at 6:00 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; Karen (Bob) Yuko, Cassie Thayer-Styes, Donna Rosciszewski

Additions to the agenda:       *no additions*

Citizens comments:           *no additions*

## **RESOLUTION 36-25**

Mr. Mackey moved and Mr. Monin seconded that the Board approve the resolution honoring the retirement of Karen Yuko.

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

President Roseum presented the following minutes for approval:

- March 17, 2025, Buildings and Finance Committees Meeting of the Board of Trustees
- March 17, 2025, Regular Meeting of the Board of Trustees

## **MOTION 37-25**

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

- March 17, 2025, Buildings and Finance Committees Meeting of the Board of Trustees
- March 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
<b>March</b>	\$138,493.16	\$161,137.29	16.35%
<b>YTD</b>	\$718,969.79	\$793,601.88	10.38%

**MOTION 38-25**

Mrs. Petruccio moved and Mrs. El-Khoury seconded that the Board approve the March 2025 Fiscal Officer’s report:

MARCH LIST OF BILLS PAID:	<b>\$632,830.63</b>
MARCH FINANCIAL STATEMENT:	YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$3,415,302.45	\$1,871,270.17	\$3,015,313.33
Grants	\$0.00	\$0.00	\$0.00
Corona Virus Relief Fund Public Library	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$23,750.67	\$121,726.72	\$3,452,884.85
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
<b>TOTALS</b>	<b>\$3,439,347.00</b>	<b>\$2,023,621.34</b>	<b>\$6,511,233.84</b>
MARCH INVESTMENTS	<b>\$5,090,913.42</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 “Yes”. Motion carried.

**COMMITTEE REPORTS**

<b>AUDIT (Clampitt, Petruccio, Mackey, Paul Tyler-citizen)</b>	<i>did not meet</i>
<b>BUILDINGS (Petruccio, El-Khoury, Mackey)</b>	<i>did not meet</i>
<b>FINANCE AND PLANNING (Monin, Buttari, El-Khoury)</b>	<i>did not meet</i>
<b>PERSONNEL (Buttari, Monin, Clampitt)</b>	<i>did not meet</i>

**MOTION 39-25**

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*

**ADMINISTRATION REPORT**

**MOTION 40-25**

Mr. Mackey moved and Mrs. Petruccio seconded that the Board approve the acknowledgement of receipt of the certificate of estimated property tax revenue to be produced from the specified amount of millage.

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 41-25**

Mr. Mackey moved and Mr. Monin seconded that the Board approve placing a renewal of the existing 2 mil tax levy for a period of 7 years on the ballot in November of 2025.

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 42-25**

Mrs. Petruccio moved and Mr. Mackey seconded that the Board approve the 2025 landscaping arrangement with Giannetti Company.

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 43-25**

Mr. Monin moved and Mrs. Petruccio seconded that the Board approve the April 2025 Surplus List as presented.

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

## **Director's Report/Rick Werner**

### [Thanks](#)

As I prepare to leave WEPL at the end of April, I would like to express my gratitude to the Board, all of my colleagues, the Library's civic and governmental partners, our patrons, and our seven communities for their support of the work and mission of the Library.

Having had a mix of public service work across my career, I am grateful that my final job has been with a public library. The best public libraries – and WEPL is among them – help to build communities and engage patrons in broadening their access to and knowledge of a complicated world.

Over my ten years at WEPL, I have admired the work of all the talented and dedicated folks who work here, both on the front lines of library service and behind the scenes to make that service accessible and valuable. While the names and faces change over time, the constant is a commitment to the standards of progressive, unbiased, and equitable information service provision.

I would like especially to thank the Board for its leadership and steady support of the staff, programs, and outreach of the Library. I am grateful for the patience that they have displayed with me and for their willingness to make thoughtful and farsighted decisions that have benefited – and will continue to benefit – WEPL's patrons and communities.

In an increasingly risky and uncertain state and world, my wager is on WEPL to continue to be a beacon of service, equality, and intellectual freedom.

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

### [Human Resources Update](#)

#### *Assistant Director*

I am pleased to let you know that I have concluded the process to appoint a new assistant director. Cassie Thayer-Styes, who is currently our collections & digital services manager, will be promoted in May. We had several highly qualified candidates. My decision came down to Cassie's expertise in collection management combined with her effectiveness in working with our staff, which I have experienced.

Moving forward, the assistant director's position will be focused on the ongoing planning and evaluation of public services, including collections and programming. So, during the selection process, I sought candidates with knowledge about collection development that is more current than mine. A lot has changed since the last time I was closely involved in collection management, which was more than a decade ago, and I think we should have someone in senior administration who is better connected to this work.

I am now working with Cassie on filling her replacement as the collections & digital services manager. Cassie has done great work in this role, and she understands the skills needed for the management of materials

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processing, and for effective communication with our book selectors and vendors of library materials and digital subscriptions.

### New Administration Project

The renovation project is moving along according to schedule. The interior rooms have been framed, and the plumbing has been roughed in. The installation of electrical wiring and equipment is underway, and wiring for cameras and data lines will be installed soon. As expected, the construction workers needed to adapt to things that were not known prior to cutting into walls. Asbestos has been encountered and removed in a few places. There has also been the discovery of load bearing columns that have necessitated the relocation of some restroom fixtures. Furthermore, there is an area of the future marketing/PR office in which the ceiling was not properly supported, so either load-bearing columns, or a complete wall, will be added there. Tom Johnson, Patrick Culliton, and I are considering the options for that.

At the last construction meeting, I informed the architect and construction company that we will plan a walk-through for members of the Board on May 19th. This will be just before the May meeting, which will be at the Willoughby Library.

### ArtsFest and Tiny Art Shows

I am continuing in the role of chair of the downtown Willoughby ArtsFest, in partnership with the Willoughby Western Lake County Chamber of Commerce and numerous other businesses and non-profits that participate in this collaborative event. Even though it gives me some anxiety to manage this along with the responsibilities of my new position, I am locked into the ArtsFest leadership for this year, since planning began in January. I like doing it, and I like the attention it brings to WEPL's children's services, so I hope to continue this in the coming years.

I am happy to share that Chris Gumal's very successful Tiny Art Show will have a presence at this year's ArtsFest. I entered a tiny painting and attended the show in March at the Willoughby Hills Library. As in previous years, the library was packed with participants and guests who all had a great time. Another tiny art program will be part of WEPL's ArtsFest programming, which will take place on the lawn in front of the new Admin on Saturday, July 19.

### Ohio Public Library Funding

I attended Library Legislative Day on April 8, at the Statehouse in Columbus. That event took place shortly after the release of the proposed budget of the Ohio House of Representatives. Soon after that, the House approved a budget for 2026 and 2027, and now the process will move on to the Ohio Senate. The new House budget replaces the current funding structure, which is a percentage of the General Revenue Fund, with a line-item appropriation.

By the time the House budget was approved, the amount of funding for libraries was increased from the initial proposal, from \$485 million to \$490 million for fiscal year 2026, and from \$495 million to \$500 million for

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fiscal year 2027. A proposal to change the distribution formula, which would have greatly affected funding to some Ohio counties, was also eliminated.

The position of the Ohio Library Council, which I am recommending as our message, is that our current funding structure has resulted in excellent public libraries throughout the state for many decades and should be retained. The reliability of this funding has produced efficient materials sharing and top-notch digital library resources that are offered at a great value to Ohioans.

While the focus now is on funding, there are other provisions for libraries in the House budget that are of concern as the discussion moves to the Senate. For one, the House budget includes language that would require a public library to keep materials related to sexual orientation and gender identity in a section of the library that is not open to the view of minors. Additionally, there is language that would limit trustee terms to four years, and language that would prohibit menstrual products in the men's restrooms of public buildings. A reduction in proposed funding for the Dolly Patron's Imagination Library program, compared to the proposal in the Governor's budget proposal, is also part of the House budget.

### Virtual Meetings Law

As discussed at the last meeting of the Board in March, there is an option now for virtual participation in meetings, which could be helpful in situations where Board members are not able to attend in person. It took some time for me to get access to the material on this, since the OLC limits some of their content to library directors, and I needed to work with them to have permissions transferred from Rick to me.

So, I have all the information now, which includes sample policies and training videos. Before the May Board meeting, I will put together some ideas and share those with the Board Policy Committee.

### Marketing & Publishing Relations Report/Patrick Culliton

#### Eric on Fox8 News!

On March 21, Eric went on the Fox8 Morning show to promote our Seed Libraries and other related materials and programming. It was so much fun! Eric nailed it. The segment can be viewed here: <https://bit.ly/41EVc88>

#### United Way, Project Hope, and Movers for Moms

We have donations under way at all buildings for the United Way Feed Lake County Drive, at Willowick, Willoughby, and Willoughby Hills for Project Hope, and Willowick and Willoughby Hills for Movers for Moms. All are very successful!

#### News-Herald

Willowick Public Library program explores the history of Cleveland Metroparks, 3.18.25  
Willoughby Hills Public Library hosts witness to Kennedy assassination, 3.19.25

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## Professional Development

Marketing Made Easy: Top Tips to Engage Your Community, Overdrive, 3.19.25 (Patrick)

## Paid Ads & Sponsorships

News-Herald - Lake County Visitors Bureau Ad \$550  
Today' Family Magazine Summer Camp Ad \$350  
KidShow at Great Lakes Mall \$575  
United Way Celebrity Server \$500  
National Library Week Ad in Mimi Magazine (part of our contract)

## Boosters Funding

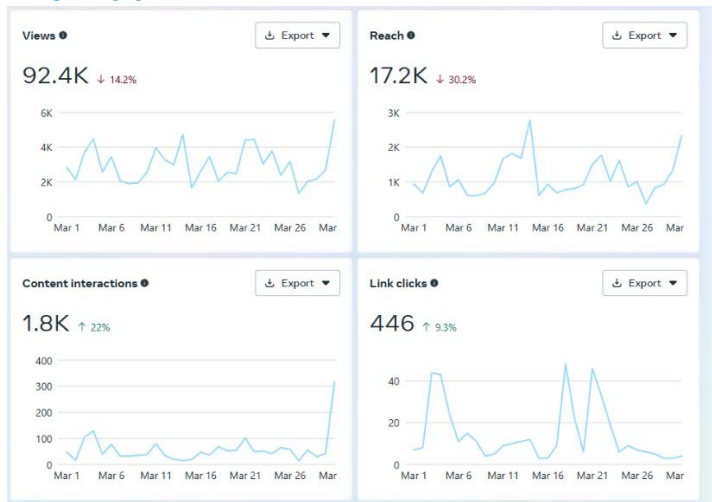
The W-E Library Boosters funded the Tiny Art Show at Willoughby Hills. Thank you, Boosters!

## Paid Facebook Ads

Hoopla - Ken Burns, 3.10.25  
Passports, 3.11.25  
Notary, 3.12.25  
Library Speakers Consortium, 3.14.25  
TextMyGov, 3.28.25  
Meescan, 3.31.25

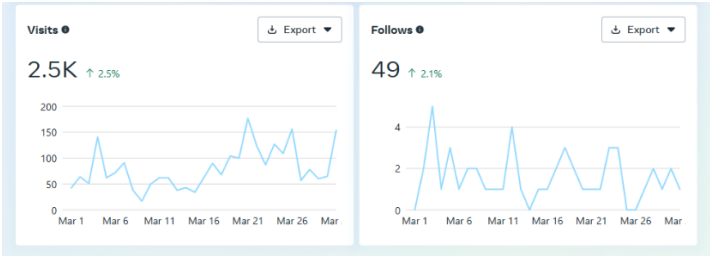
## Digital Marketing Stats for March

### FACEBOOK

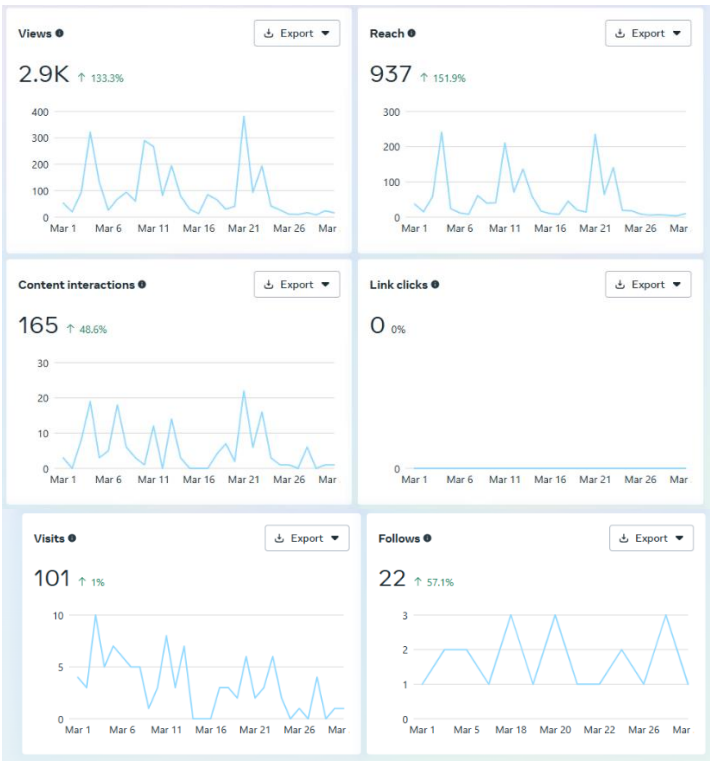


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*INSTAGRAM*



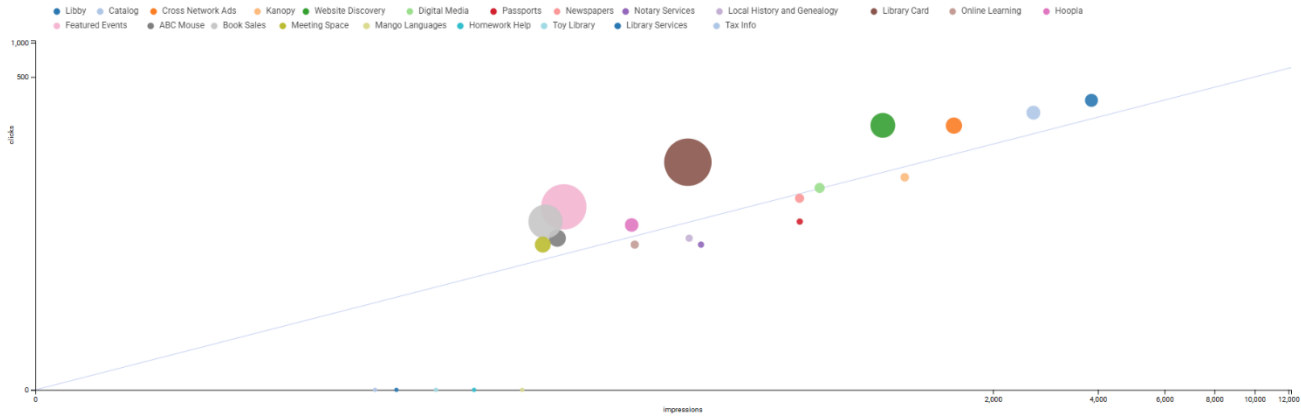
GOOGLE AD GRANT (KOIOS)

Willoughby-Eastlake Library

Willowick OH (66,639)  
 Impressions 12,174 Clicks 1,044 CTR 8.6% Conversions 917 Grant Spent \$9,677.4 Real CPC \$0.27



28.Feb.2025 - 30.Mar.2025



	Impressions	Clicks	CTR	Conversions	Grant Spent
Libby	3,838	298	7.8%	215	\$3156.76
Catalog	2,633	223	8.5%	127	\$2975.42
Cross Network Ads	1,514	162	10.7%	172	\$1358.23
Kanopy	1,049	38	3.6%	21	\$256.37
Website Discovery	885	163	18.4%	204	\$852.99
Digital Media	528	27	5.1%	18	\$303.86
Passports	445	8	1.8%	1	\$87.17
Newspapers	444	19	4.3%	11	\$156.85
Notary Services	177	3	1.7%	1	\$30.16
Local History and Genealogy	157	4	2.5%	2	\$49.61
Library Card	155	60	38.7%	95	\$63.29
Online Learning	88	3	3.4%	5	\$12.18
Hoopla	85	7	8.2%	4	\$80.31
Featured Events	38	14	36.8%	22	\$151.40
ABC Mouse	35	4	11.4%	2	\$40.61
Book Sales	30	8	26.7%	15	\$48.88
Meeting Space	29	3	10.3%	4	\$53.31
Mango Languages	22	0	0.0%	0	\$0.00
Homework Help	11	0	0.0%	0	\$0.00
Toy Library	6	0	0.0%	0	\$0.00
Library Services	3	0	0.0%	0	\$0.00
Tax Info	2	0	0.0%	0	\$0.00

Children’s Service Manager Report/Sarah Vargo

The Library Booster’s purchased a capsule vending machine and toys for each library’s children’s department. We are so excited to share these with our families as part of this year’s summer reading challenge. The best part is that the machines can be used all year round to offer a more enticing version of a treasure chest to reward kids that participate in various activities around the libraries like scavenger hunts. We also purchased additional toys that we think the kids will be really excited about earning.

It’s finally spring, which means new books at our storywalks at Osborne Park in Willoughby and the new walk at Manry Park in Willowick. I was able to create professional looking backgrounds for the books using Canva

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and our poster printer. These make the walks look much nicer and allow me to add more advertising and value-added aspects to the walks. There are a lot of exciting new park trails coming around the area, which I learned more about at the State of the Cities address. I've already been working with the Willoughby Hills Mayor to add one to their trail once it happens and I'm excited about other opportunities in Willoughby and Willowick.

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

The new cybersecurity training initiative has been in full swing this spring at WEPL. Staff have been engaged and there has been a lot of positive feedback. This campaign will continue throughout the year in an effort to improve cyber security awareness.

Network planning for new admin continues. Plans have been made with Clevnet for equipment and with our contractor, Fineline, for the installation of network cabling, a network rack, and patch panels. Gillmore Security has been contracted for the installation of security cameras at the new building. Clevnet also installed new network equipment at Willoughby Library including new Wi-Fi access points, new switches, and a new gateway.

New phones have been installed at Admin, Willoughby, and Hills to replace 5-year-old models. We hope to replace the phones at Willowick and Eastlake by the end of the year.

Book lockers are on our radar to be replaced in 2026 due to multiple issues with the lockers at Eastlake and Willoughby. Meetings with vendors are taking place and a decision on replacing them will be made by the fall in order to plan for 2026.

A new mobile device management policy has been put in place to manage all WEPL's Apple devices. This will restrict app installation and allow us to purchase new apps from Apple as a tax-exempt organization.

Jenny Sutter's technology classes will be taking a hiatus for the summer but will return in the fall. They are well attended. The most popular service she offers by far is 1 on 1 technology classes. From January through April, she helped 17 patrons in these 1 on 1 classes. Word about this service is spreading among the WEPL community and the service is in demand.

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

#### **Passports**

We still have not received the okay from the regional office about our passport recertification for 2025. Things are very delayed this time around. However, the good news is that Shania was officially approved as a passport agent by the regional office. She learned in no time and quickly started processing applications on her own. We are now taking digital passport photos for those interested. The regional office made that option available recently for renewals. We researched, tested and soft-launched the service. As soon as the other branches are ready, we can advertise the new addition.

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### Outreach

We were happy to help Eastlake Library out with AARP tax appointments on 2/12 due to their power outage. We have several collections going on. We have collected more items than I thought for Project Hope for the Homeless, the county's only homeless shelter. I am happy with the public's response during the Lenten collection. We have received a nice donation of food for United Way's collection. And our newest Movers for Moms with Two Men and a Truck (through May 2) has already brought in cleaning items.

North Coast Lions met at Eastlake's Makerspace to make T-shirts and learn about all the things one can do there. My club had a fun night out. I attended the Lion's District Convention on March 22. There was a business meeting, an awards luncheon and a service project. We put together 250 large care bags for the homeless. brought two back for our collection.

Heather, the YA Associate, attended an orientation night for Willowick Middle School and promoted summer reading.

### Miscellaneous

We ordered a higher chair (a stool) to assist with passport pictures and a step stool for the family restroom sink.

### Personnel

Ashley Mastrangelo started as our newest children's associate.

### Programming

Unfortunately, we took our community puzzle down. After our May 25 puzzle swap, we will try that instead on the floor.

The seeds at Willowick were gone in 7 days and that included one small replenishment from seeds that Hills sent us. The assistant managers organized a successful program.

Gale and Lora's History of the Metroparks parts one and two were full.

Our second Around the World event was held April 12.

The teen *Make a Candy Bar* program was full with a waiting list.

The children's spring fling was well attended.

Sarah will be holding Touch a Truck on June 6 at Shoregate United Methodist Church.

Heather has set up a tour of Lincoln Electric Welding School for teens on August 11. The kids will be able to try virtual reality welding.

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We will be having an Old-Fashioned Picnic on August 9. We are excited to have booked Euclid Beach Rocket Car rides.

**Willoughby Hills Branch Report/Holly Ferkol**

Brianna Mayle started as our Assistant Manager at the end of March. She came from the Reference department at Euclid Public Library. Laura O'Donnell resigned from managing the Willoughby Hills Recreation Office and David Patton has replaced her. His prior position was at Lake County General Health District. We had many successful programs in March and April. Our storytimes and Music and Movement programs were well attended with 25 or more kids in attendance most of the days. Meet Julie: An America Girl program had 12 kids attending the program.

We had a Tiny Art Reception for our Tiny Art program with 122 patrons in attendance. The Line Dancing for Adults Ages 50+ series was a great success with most classes having 20 in attendance. The Power of Positive Reinforcement Training for Dogs had 24 in attendance. Patrons loved our Learn to Sew a Small Toy for a Cat program. Our biggest program was Meet Author Paul Landis who wrote the Final Witness with 127 attending the program. He answered many questions and signed his book after the talk. Many patrons told us they really enjoyed this program.

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**OLD BUSINESS**

OLC Library Trustee Dinner, Thursday, May 8th at Embassy Suites by Hilton Cleveland Rockside

**NEW BUSINESS**

**MOTION 44-25**

Mrs. Petruccio moved and Mr. Monin seconded that the Board accept the resignation of Frank Buttari effective until his successor is chosen and qualified.

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.

**UPDATE ON FILLING THE WILLOUGHBY BOARD MEMBER VACANCY**

Mr. Linderman went over the process and timeline with the Board; the posting will go out this week.

**BOARD AWARD RECIPIENT DISCUSSION**

Mrs. Petruccio would like the Board to send her their recommendations this week.

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**NEXT MEETING**, Monday, May 19th, 2025, 6:00 p.m., at Willoughby Library with a tour of the Administration Building before the meeting

**ADJOURNMENT**

**MOTION 45-25**

Mrs. Petruccio moved and Mr. Mackey seconded that the Board adjourn at 6:44 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