

CALL TO ORDER

The meeting was called to order by Mr. Mackey at 6:00 p.m.

Present: Ms. Clampitt, Mr. Mackey, Mr. Monin, Mrs. Petruccio

Absent: Mr. Buttari, Mrs. El-Khoury, Mrs. Roseum

Also present:

Director Eric Linderman; Assistant Director Cassie Thayer-Styes; Fiscal and Compliance Officer Vicki Simmons; Executive Assistant/Board Liaison Trisha Lastoria, library staff Patrick Culliton and Amanda Schoen.

Additions to the agenda: *no additions*

MOTION 54-25

Mr. Monin moved and Mr. Mackey seconded that the Board approve the nomination of Diane Petruccio and appointment of Diane Petruccio for Board President pro-tem.

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

Citizen’s Comment: *no comments*

President Petruccio presented the following minutes:

- May 19, 2025, Policy Committee Meeting
- May 19, 2025, Regular Meeting of the Board of Trustees

MOTION 55-25

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

- May 19, 2025, Policy Committee Meeting
- May 19, 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
June	\$ 223,899.45	\$ 245,158.05	9.49%
YTD	\$ 1,152,059.22	\$ 1,263,419.39	9.67%

MOTION 56-25

Mr. Monin moved and Mr. Mackey seconded that the Board approve the May 2025 Fiscal Officer’s report:

MAY LIST OF BILLS PAID:	\$929,767.13
MAY FINANCIAL STATEMENT:	YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$4,053,109.16	\$3,026,331.90	\$2,498,058.31
Grants	\$0.00	\$0.00	\$0.00
Corona Virus Relief Fund Public Library	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$34,426.34	\$842,933.72	\$2,742,353.52
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
Fiduciary Fund-Worrallo	\$293.88	\$0.00	\$13,259.35
TOTALS	\$4,087,829.38	\$3,899,890.07	\$5,283,447.49
MAY INVESTMENTS	\$4,657,978.68		

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

COMMITTEE REPORTS

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

BUILDINGS (**Petruccio**, El-Khoury, Mackey) *did not meet*

FINANCE AND PLANNING (**Monin**, Buttari, El-Khoury) *did not meet*

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

MOTION 57-25

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 58-25

Mr. Monin moved and Mr. Mackey seconded that the Board approve the June Surplus list as presented.

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

MOTION 59-25

Mr. Mackey moved and Mr. Monin seconded that the Board approve the Organizational Chart.

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

MOTION 60-25

Mr. Monin moved and Mr. Mackey seconded that the Board approve the five-year data plan with Watchfire for digital signs at the Eastlake and Willowick Libraries.

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

MOTION 61-25

Mr. Mackey moved and Mr. Monin seconded that the Board approve the five-year contract with Proline Technology, Inc. for security cameras at the new Administration Offices.

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

MOTION 62-25

Mr. Mackey moved and Mr. Monin seconded that the Board approve the contracts for utilities, including a 24-month contract for natural gas and a 36-month contract for electric.

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

Director’s Report/Eric Linderman

Health Benefits

In late May, we began the transition to a new insurance broker, McGohan Brabender, for our health insurance, as well as the dental, vision and COBRA plans. At this time, we have transitioned the Employee Navigator process, which is the interface between our HR platform (Paylocity), and the insurance broker. I have also authorized McGohan Brabender to shop rates for our upcoming enrollment process. Our internal healthcare committee has been kept updated on this process.

The immediate plan is to get the best rates for 2025-2026, and preferably, continue with our current Cigna plans to avoid the difficulty of transitioning our staff to a new carrier. At this time, our offer from Cigna is high, so our goal is to either negotiate Cigna's price to a better figure or else move to a different insurance company. The longer-term plan will be to explore different options including participation in an insurance consortium. Our new broker representative, Mike McGrath, is knowledgeable about these options for public and government employers, so I am expecting to have productive discussions about this as we move forward. Moving to a consortium would be a major change to the management of our insurance plans, and it may require some examination of points within the relevant section of our collective bargaining agreement, so the discussion will take place in preparation for the 2026-2027 period.

New Administration Location

Currently, drywall is going up and taping has started, while HVAC installation is underway. Much of the project has moved on to finer work including molding, door hardware, and wallpaper removal.

There have been two recent modifications to the original plan. The installation of the garage door and air curtain at the loading area necessitated a widening of part of the hallway. So, the deputy fiscal officer's space now has a bump-out of about two feet into the room that is not indicated on the plans. Also, due to a need for additional support, the office of our marketing department has sections of walls that come out about four feet into the center of that room on each side.

I have selected a company called Environments 4 Business (E4B) to provide furniture and also handle the moving of furniture from Eastlake City Hall to the new location in Willoughby. Renee Lanza from GPD recommended E4B and another company to consider for this part of the project, so I met with representatives of both companies and received quotes. E4B had better prices for both the furniture and the moving and used state government cooperative pricing for the furniture.

State Budget

The state budget (HB 96) has passed through the Ohio Senate without the changes public libraries have wanted. The Senate budget retains the conversion of the Public Library Fund from a percentage of the General Revenue Fund to a line-item appropriation, paving the way for possibly difficult struggles down the line to retain our current levels of state funding.

Despite the concerns expressed by many of us who lead public libraries, the Senate budget retains vague language that will require us to place material related to sexual orientation or gender identity or expression in a portion of the library that is not open to the view of minors. I have been to several recent meetings with other library directors and discussed numerous questions about how to interpret and work with this provision. A concern I have is whether we will be able to continue to employ high school students who are under 18 as part of our successful summer intern program, which has been popular with both students and their parents.

ArtsFest

Planning for the 2025 Willoughby ArtsFest is going well. I chair the committee that plans the event, and work closely on this with Dana Wolfe, who is the executive director of the Willoughby Western Lake County Chamber of Commerce. Dana has been especially effective in developing a dedicated partnership between the

Chamber, the Willoughby municipal departments, and WEPL. This year, Chris Gumal's very popular "Tiny Art Show" will be featured in the event as part of the Willoughby Library's involvement in ArtsFest.

Assistant Director's Report/Cassie Thayer-Styes

[New Collection and Digital Services Manager](#)

I am happy to announce that our search for the next Collection and Digital Services Manager is complete. Sarah Osinsky will start on July 28. Sarah comes to us from Geauga County Public Library, where she is currently employed as a Collection Development Librarian. Her experience with collection management, as well as reference services, also includes work at Euclid Public Library and Mentor Public Library. I chose Sarah because of her experience with collection development and management, including weeding materials. I believe that she will work well with our staff on their collection goals as well as provide tech services, collection services, and interlibrary loan with guidance and new ideas. I am happy to continue working with MAP/Collection Services/ and interlibrary loan during the interim.

[Visit to Midwest Tape](#)

On June 3, staff from tech services, collection services, and interlibrary loan accompanied me to visit our Midwest Tape vendor location in Holland, Ohio. This vendor is where we receive many of our DVD and CD orders. It also houses Hoopla, our online streaming of audiobooks, eBooks, music, and videos. It was a great way for us to network and get ideas on how to better work with each other and advocate for resources we subscribe to. We received new ideas on ordering workflows and met with our account managers to learn about upcoming projects they are hoping to launch in 2026. In addition to networking, this also provided a great opportunity for team building.

Marketing & Publishing Relations Report/Patrick Culliton

[United Way of Lake County Food Drive Results](#)

United Way of Lake County's food drive collected a total of 8,552.5 pounds of food from 14,154 donations. This food will help stock the shelves of over 40 food pantries in the county. WEPL contributed 321 pounds of food!

[News-Herald](#)

Willowick Public Library hosts talk on Geneva-on-the-Lake's history, 5.9.2025
Willowick Public Library to provide free summer lunches for kids, 5.15.25
Lake County libraries unveil summer reading contests, 5.24.25
Library Work is Good Fit (Feature on Eric), 5.27.25

[Professional Development & Outreach](#)

Penguin Random House Book & Author Fest (MH), 5.8.25
NEO Outreach Networking Mtg (MH), 5.28.25

Paid Print & Digital Ads

NEOP SRC Ad \$250 May Issue

Today's Family SRC Ad \$350 May Issue






NH Summer Fun Edition-SRC Ad \$300 May Issue

NEW: We started a 12-month ad campaign with My Senior Center. We will have ads running on the check-in screens at Willoughby Senior Center for 12 months. We will update the ads quarterly.

Boosters Funding

The Boosters funded the Edible Gardening program at Willowick. Thank you, Boosters!

Paid Facebook Ads

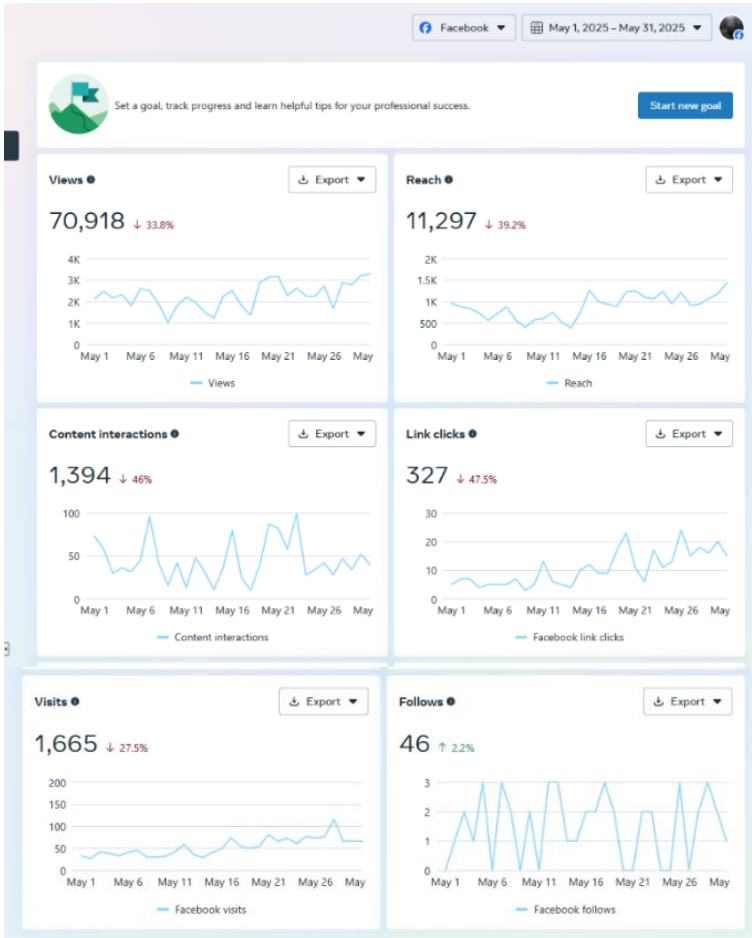
 <p>Boosted Facebook post May 19 • Created by Michelle H... Link clicks Sign up for our e-newsletter and stay in the know on library...</p>	Completed	887 Views	794 Reach	3 Link clicks	\$9.91 Spent of \$10.00 ⓘ
 <p>Boosted Facebook post May 16 • Created by Michelle H... Link clicks Learn everything from creating a website to being a great cook wit...</p>	Completed	915 Views	823 Reach	4 Link clicks	\$9.88 Spent of \$10.00 ⓘ
 <p>Boosted Facebook post May 15 • Created by Michelle H... Link clicks Age is just a number when it comes to learning to code. Fiero...</p>	Completed	755 Views	728 Reach	7 Link clicks	\$9.96 Spent of \$10.00 ⓘ
 <p>Boosted Facebook post May 1 • Created by Michelle Hu... Link clicks LOTE4Kids, a database of children's eBooks and audiobooks in variou...</p>	Completed	782 Views	693 Reach	5 Link clicks	\$9.96 Spent of \$10.00 ⓘ
 <p>Boosted Facebook post Apr 17 • Created by Michelle Hu... Link clicks Did you know we have self-serve faxing at all of our Libraries? In...</p>	Completed	1,031 Views	836 Reach	19 Link clicks	\$9.92 Spent of \$10.00 ⓘ

Digital Marketing Stats for March

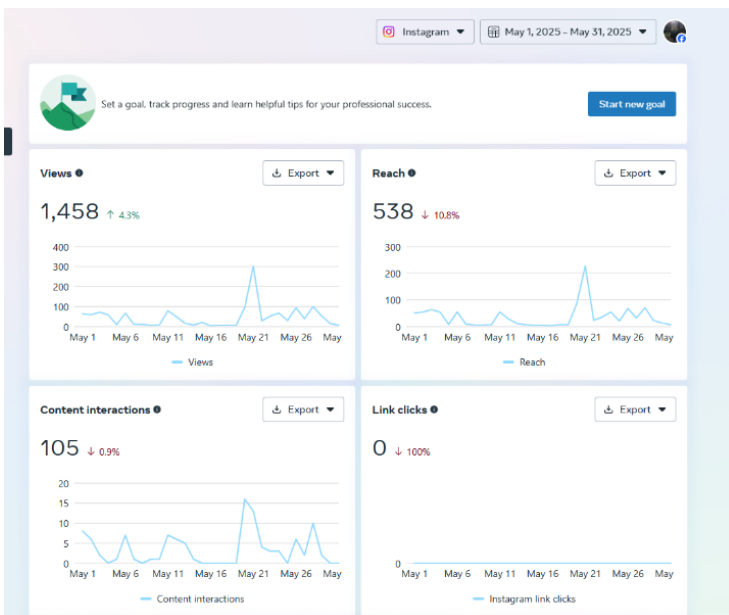
E-newsletters

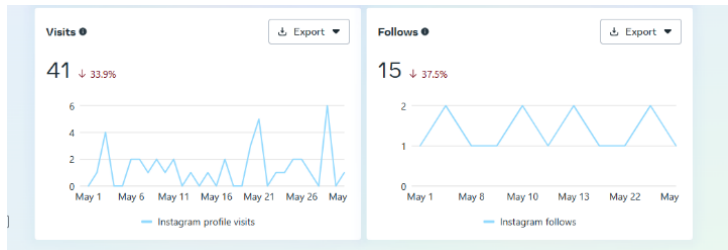
<p>SRC Registration 5.26.25 (★ item) Folder: WEPL E-Newsletters Subject: Summer Reading Starts June 2! Register Today! to 11,664 people on 5/26/25</p>	5,291 45.54%	13 0.11%	323	207 1.77%	231	45	0
<p>5.19.25 (★ item) Folder: WEPL E-Newsletters Subject: Save the Date for Summer Reading, Memorial Day Hours, Upcoming Programs, and M... to 11,682 people on 5/19/25</p>	4,537 39.01%	13 0.11%	525	162 1.39%	239	52	1
<p>Hills closing 5.15.25 (★ item) Folder: WEPL E-Newsletters Subject: Willoughby Hills Library Closing at 6 pm to 11,711 people on 5/15/25</p>	5,628 48.26%	8 0.07%	107	9 0.08%	19	48	0
<p>Closed for SDD (★ item) Folder: WEPL E-Newsletters Subject: All Willoughby-Eastlake Libraries Closed Mon., May 12 to 11,726 people on 5/11/25</p>	5,813 49.77%	16 0.14%	307	51 0.43%	71	47	0
<p>5.5.25 (★ item) Folder: WEPL E-Newsletters Subject: Fun in the Sun at the Library! to 11,756 people on 5/5/25</p>	4,742 40.54%	23 0.2%	825	188 1.6%	387	59	0

Facebook

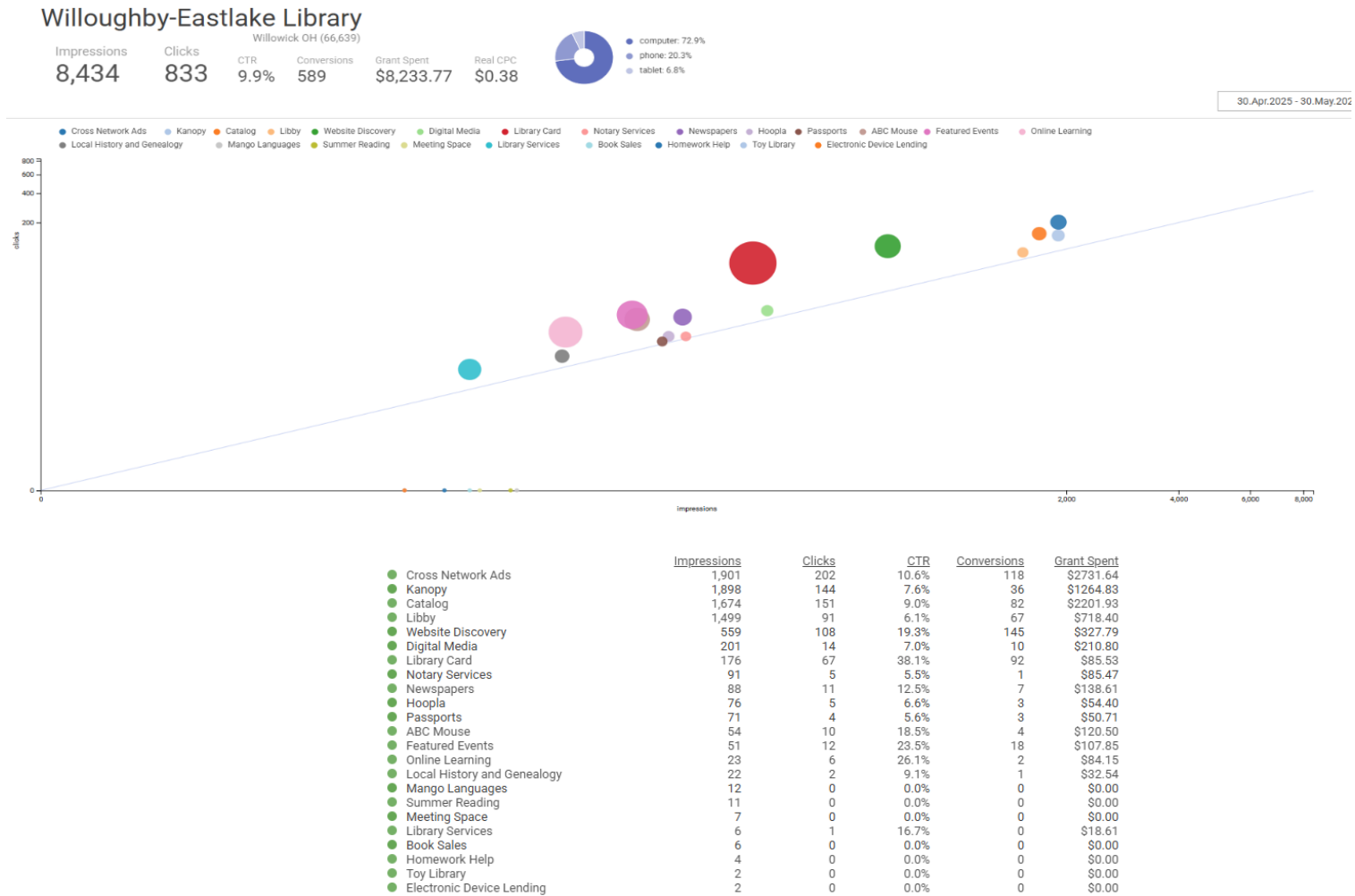


Instagram





Koios (Google Ad Grant)



Children’s Services Managers Report/Sarah Vargo

Summer has begun! Summer Reading signups are on pace with last year, and we ran out of the first day of free lunches in 11 minutes. Many of the summer events already have full or nearly full registration lists. Our normal busiest time of the year looks like it will continue to thrive this year. If the lunch demand continues to be high, we will increase the number we receive from the Greater Cleveland Foodbank.

I’ve started working on a training and onboarding system for children’s staff. The goal is to have more consistent training, motivation, and advocacy for all of the children’s staff to ensure we’re all on the same page.

At the last meeting with all of the children's staff I conducted WEPL Storytime 101 training. This ensures that everyone has the same basic understanding. We're also making efforts to make sure that all of the children's staff have received the Early Literacy 101 training that Ohio has been using for many years now. The next step is getting all of the staff trained on the Science of Reading. This is the research that Governor Dewine based his 2023 ReadOhio initiative on. This will influence education and curriculum going forward. Most of us have taken or are set to take an introductory webinar from NEO-RLS, and at my request, an in person deeper dive workshop will be presented at Mentor Library in October that we will send as many staff to as possible.

Library Systems Managers Report/Amanda Schoen

In the last few months, the Technology department has been busy deploying new technology purchases for various staff initiatives. Highlights include:

- New Chromebooks for board members who desired them over iPads.
- New iPads for Children's programming at each branch.
- A new meeting room camera to stream board meetings and library programming.
- A new large speaker and portable microphones for programming.

Work also continues on network plans for the new administration building. Spectrum has created a quote for a direct end to end connection to our cloud servers hosted by OPLIN. This is beneficial as the building will no longer be relying on Willowick Library for internet connection. So, if the power goes out at Willowick, the administration building will still have internet access. We are also looking into security cameras, door access cameras, and intercoms with Verkada. Verkada has unique AI technology which allows grouping of faces on camera, making it easier to find people of interest.

We have worked with Spectrum to update the internet equipment at Willoughby Hills. Spectrum will also be in this summer to update the internet infrastructure at Willowick, which will greatly increase the internet speed at all branches.

Willowick Library Branch Report/Kathleen Jozwiak

Outreach

We participated in the Willowick City Parade that ends at the St. Mary Magdalene Festival again this year. A big thanks to Doug, Sarah, Erin (and her daughters), and Jean (and her granddaughter). Doug drove his sports car and Sarah provided bubble machines. We handed out mini bubble wands this year. The kids seemed to get a bigger kick out of the bubbles blown during the parade than the ones they could take home! But they were happy with those too. It is disappointing though that each year it seems there are less participants in the parade and less people watching. Some of our regulars gave us big kudos as we walked by.

Sarah participated in the Celebration of Mama event at Osborne Park May 31. She wore her winter coat and had a blanket! We appreciate her dedication.

I was able to attend the Lions state convention at Sawmill Creek Resort with a special Helen Keller program at Cedar Point. One hundred years ago she gave a speech to the Lions to adopt vision as their cause and they accepted. We were in the same hall where she gave her speech. It was a once in a lifetime special event.

Programming

Gale asked us to try an ongoing puzzle swap. A table near the reference desk is showcasing several. "Leave one, take one." It's on the honor system. We will see how it goes.

Summer reading is off to a busy start. Sarah does an amazing job getting all the kids and families involved. Heather has engaged the teens with the scavenger hunt, which has already proven quite popular.

Kids' Lunches were also off to a busy start.

The assistant managers are holding two systemwide events. September 20 will be the Zydeco Kings either at Willoughby Hills or Willowick. It will be outdoors, weather permitting. We will have cornbread and fry **cakes** and chickory coffee to round out the New Orleans theme. On December 7, Opus 216 will play classical Christmas music and some Irish fiddle music at Willowick. There will be a hot chocolate bar to accompany the festive mood.

Sarah is holding Touch-A-Truck June 6.

Staff

I am so happy to share that Heather is now our YA librarian and will soon be finishing library school.

Building

A big thanks to maintenance for addressing so many issues lately (HVAC, elevator, alarms, and reorganizing the lower level). Eventually, we will have all of the magazines upstairs across from the circulation desk with more room for children's in the lower level.

Willoughby Hills Branch Report/Holly Ferkol

Mary Lou Caine, who worked in Circulation, has left our library to return to retirement. Katie Slocum was hired for the 12-hour position in Circulation. Katie worked as an external sub for our libraries and worked in the WEPL System in the past in the Circulation department. She also worked at the Euclid Public Library earlier in her career. We had some problems with our air conditioning for several days, but the air conditioning is working fine now.

Staff Development Day was held at the Willoughby Hills Community Center on May 12, 2025. We had many speakers and activities for our staff. The Willoughby Hills Community Center is a great location since there is so much room to spread out during the day and at lunch and breaks. There were many Children's programs in May including Spring Nature Walk & Craft with 6 children in attendance and the Willoughby Hills Playgroup. Our first Willoughby Hills Lego Club had 5 children in attendance.

Learn How to Use Your Sewing Machine was a success with 6 patrons in attendance. Take Control of Your Passwords on iPhone, iPad, and Mac was a popular program with adults. Murder at the Hills book discussion group had 10 patrons attending the program. Movies at the Hills featured Sonic the Hedgehog 3 with 10 patrons in attendance. Our LGBTQ+ Allies Lake County program had 13 patrons in attendance. Our staff has been preparing for the Summer Reading Challenge.

OLD BUSINESS

Update on the Willoughby/Willoughby Hills Board Member vacancy: decide on date next week to hold Special Board meeting to weed through applicants to get down from 17 to 5. Post notice for Willoughby Hills vacancy.

NEW BUSINESS

Add agenda item for Special Board meeting – Board Officers

NEXT MEETING, Monday, July 21, 2025, 6:00 p.m., **Willowick Public Library**

ADJOURNMENT

MOTION 63-25

Mr. Monin moved and Mr. Mackey seconded that the Board adjourn at 6:52 p.m.

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

Respectfully submitted,

Board President

Board Secretary