

**CALL TO ORDER**

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

Roll Call:

Present: Ms. Clampitt, Mr. Mackey, Mr. Monin, Mrs. Petruccio, Mrs. Prengaman, Dr. Valentino.

Absent: Mrs. El-Khoury

Also present:

Director Eric Linderman; Assistant Director Cassie Thayer-Styes; Fiscal and Compliance Officer Vicki Simmons; Executive Assistant/Board Liaison Trisha Lastoria. Eastlake Building Manager Amy Winter.

Citizens present: *no citizens present*

Additions to the agenda:

Mr. Linderman stated that item 2b from the Fiscal Officer’s section has been removed.

Citizens’ Comment: *no comments*

Ms. Lastoria administered the oath of office to Mrs. Prengaman

Vice-President Monin presented the following minutes:

- Regular Meeting of the Board of Trustees, September 15, 2025

**MOTION 101-25**

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

- Regular Meeting of the Board of Trustees, September 15, 2025

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

Amy Winter gave a tour of the maker space area to the Board and administration staff, explaining each machine and what items they can create. Questions and comments were made after the presentation.

**FISCAL OFFICER’S REPORT**

PLF Fund Distribution

PLF	2024	2025	% Increase
October	\$ 179,432.41	\$ 194,752.64	8.54%
YTD	\$ 1,958,080.54	\$ 2,052,923.90	4.84%

**MOTION 102-25**

Mr. Mackey moved and Dr. Valentino seconded that the Board approve the September 2025 Fiscal Officer’s report:

SEPTEMBER LIST OF BILLS PAID:	<b>\$859,457.42</b>
SEPTEMBER FINANCIAL STATEMENT:	YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$7,252,400.97	\$5,436,301.94	\$3,287,380.08
Grants	\$0.00	\$0.00	\$0.00
Corona Virus Relief Fund Public Library	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$48,924.39	\$2,018,535.04	\$1,581,250.25
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>\$7,301,619.24</b>	<b>\$7,485,461.43</b>	<b>\$4,911,665.99</b>
SEPTEMBER INVESTMENTS	<b>\$4,095,506.49</b>		

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

**RESOLUTION 103-25**

Mrs. Petruccio moved and Dr. Valentino seconded that the Board approves the resolution authorizing the Fiscal & Compliance Officer to sign on behalf of the Library for the Carnahan trusts.

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

**COMMITTEE REPORTS**

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

BUILDINGS (**Petruccio**, Mackey, Prengaman) *did not meet*

**MOTION 104-25**

Mr. Mackey moved and Dr. Valentino seconded that the Board approves the Giannetti Landscaping snow removal services for the winter of 2025-2026 for \$8,580.00 at the Willowick, Eastlake and Willoughby libraries.

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

FINANCE AND PLANNING (**Monin**, Valentino, Prengaman) *did not meet*

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

**MOTION 105-25**

Dr. Valentino moved and Mrs. Prengaman 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**

**RESOLUTION 106-25**

Mrs. Petruccio moved and Dr. Valentino seconded that the Board approves the 2026 Holiday Closure Schedule as presented with the inclusion of Martin Luther King Day being a closed and paid holiday.

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

**MOTION 107-25**

Mr. Mackey moved and Dr. Valentino seconded that the Board approves the Board Committee members for the remainder of 2025.

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

**MOTION 108-25**

Mrs. Petruccio moved and Dr. Valentino seconded that the Board approves the October 2025 surplus list as presented.

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

**MOTION 109-25**

Dr. Valentino moved and Mr. Mackey seconded that the Board approves the 60-month agreement with Gillmore Security at \$65.00 per month, for fire alarm monitoring at the new administration location.

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

**MOTION 110-25**

Dr. Valentino moved and Mrs. Petruccio seconded that the Board approves the 60-month agreement with Gillmore Security at \$165.00 per month, for monitoring, repair, and mobile app for security alarms at the new administration location.

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

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**Director’s Report/Eric Linderman**

[New Administration Location](#)

*General Update*

As of the last construction meeting on October 14, the project is at 90% completion. There is still a lot of painting to be done, and the construction manager has struggled with the progress being made by the painting contractor. With our furniture moves scheduled for November 6 and the week of November 10, we are pushing to have most of the painting done before that, with the possibility of working around furniture while painting the trim.

Trane has installed most of the HVAC systems but has encountered a section of bad pipe that was not seen before. This is a group of pipes that supply hot water to the radiators in Cassie’s new office. With the difficulty of installing new pipes in this existing construction, it was decided to replace the hydronic radiators with electric heaters. The cost for this is \$28,612.90, which includes three new electric baseboards in Cassie’s office and the rerouting of pipes that supply heat to other rooms.

*Ribbon Cutting*

Patrick, Cassie and I will meet with Mayor Fiala later this month to talk about a ribbon cutting event. With the November transition in mind, we are planning a holiday-themed open house in December.

The mayor is also interested in discussing opportunities for the green space in front of the new Admin. So far, we have talked briefly about a reading garden, and I told him about our upcoming collaboration with the

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Chagrin River Watershed Partners, led by Patrick, to place a rain garden/monarch weigh station at the back of the property near the building.

The above-mentioned rain garden will occupy a small corner of the overall space, so we have a lot of room to plan for some permanent additions while allowing for abundant lawn space for programming. I am excited to meet with Bob Fiala, who aside from being the mayor, is an accomplished architect who will no doubt have useful input in this discussion. I will keep the Board posted as the discussion develops.

## Issue 21

In September, I spoke at a League of Women Voters voter education forum at Breckenridge Village, along with several candidates for office and the director of Lake Metroparks, to give a presentation and respond to questions. I counted approximately 100 in the audience, largely composed of Breckenridge residents.

For my presentation, I talked briefly about the issue on the ballot and then spoke about the services we provide. During the question-and-answer section, I responded to a question about the purpose of the new administration location, and I emphasized the work of our materials processing staff as well as the public spaces inside and out. I was also asked for my views on book banning, which was prompted by presentations made by school board candidates. Recalling my discussions over the spring and summer about the state budget, I talked about the importance of our public libraries as a resource for all parents and children, who may differ in their interests and values.

## Labor Management/Safety Committee

Our collective bargaining agreement requires the library to have a committee of five management staff and five from the bargaining unit to discuss concerns raised by staff, such as safety issues and procedures in need of clarity. A recent recurring topic has been concerns about patron behavior at the Willowick Library. Staff members have voiced frustration about problems with teenagers and with adults, especially at the public computers.

To help make decisions about our responses to these situations, I have been tracking incident reports, which document unusual activities. I am also spending a three- or four-hour shift per week at the Willowick Library to get more first-hand experience.

The Labor Management/Safety Committee (LMSC) has always included the assistant director as a permanent member of the committee, so I am transitioning this responsibility to Cassie. At the September meeting, we included Cassie as a guest and will rotate her onto the committee in future meetings.

## Snow Plowing and Salting Contract

We received estimates from Giannetti Co. LLC for plowing and salting the lots of the Willoughby, Eastlake and Willowick libraries. The total for this is \$8,580. This is substantially cheaper than one competing quote I received.

We have been satisfied with Giannetti for many years for both plowing and landscaping, so I recommend approval of a 2026 contract with them.

### Cargo Van

The new cargo van has been ordered, and the build date for that is October 20. The dealer will quote the trade of our old 2013 van once the new van has arrived. Patrick will order the magnetic WEPL logos that we have on our other vehicles.

### Assistant Director's Report/Cassie Thayer-Styes

#### New Interlibrary Loan (ILL) Staff Member

On October 6, the Interlibrary Loan Department welcomed Shaley Vahcic to the team. Shaley has quickly adapted to her responsibilities and is actively learning about the library system and the CLEVNET consortium. We are pleased to have her on board and look forward to her continued contributions.

#### Baker & Taylor Transition

Earlier this month, our primary book vendor, Baker & Taylor, announced a phased shutdown of operations, culminating in a full closure by January 4, 2026. Anticipating potential instability last month, Sara Osinsky, Collection & Digital Services Manager, and I had already started transitioning our account to a new vendor, Brodart.

Due to this proactive approach, we were among the first libraries to initiate the switch, and Brodart has assured us a fast-tracked onboarding process. We are targeting implementation in late November or early December, with selector training to follow shortly thereafter to ensure a smooth start in 2026.

In the interim, all outstanding Baker & Taylor orders are being redirected to our secondary book vendors and Amazon for the remainder of the current ordering cycle through November. Selectors have been instrumental in supporting this transition, and MAP staff are adapting well to the temporary changes.

#### CLEVNET App Issues

Technical issues with the CLEVNET app are ongoing. The developer is actively working to resolve them and continues to provide daily updates. I have remained the primary point of contact for patrons, staff, and the CLEVNET team. Many patrons have expressed appreciation for the continued communication and efforts to address the situation.

### Marketing & Publishing Relations Report/Patrick Culliton

#### Photographs

Homeschool School Pictures, 9.18.25  
Bad Family Photos, 9.25.25

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees  
Monday, October 20th, 2025, 6:00 p.m., Eastlake Public Library

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## News-Herald

Willoughby Hills Library offering tastes, sounds of New Orleans, 9.15.25

## Professional Development and Outreach

NEO-RLS: Canva 2 Webinar, 9.17.25 (MH)  
PR & Marketing Networking Meeting - NEO-RLS, 9.25.25

## Paid Print and Digital Ads

News-Herald Kids School Guide, \$250  
Fine Arts 2025-2026 Season Program Ad, \$500. Ad will run Sept. 26, 2025 to June 21, 2026.  
Library Card Signup Month ad in Macaroni Kid as part of our paid contract.

## Boosters Funding

Women in History program: \$224  
Little Italy program: \$150  
Thank you, Boosters!

## Paid Facebook Ads

Sept. 27: Print, Scan, Fax services  
Sept. 29, Scholastic titles on Hoopla

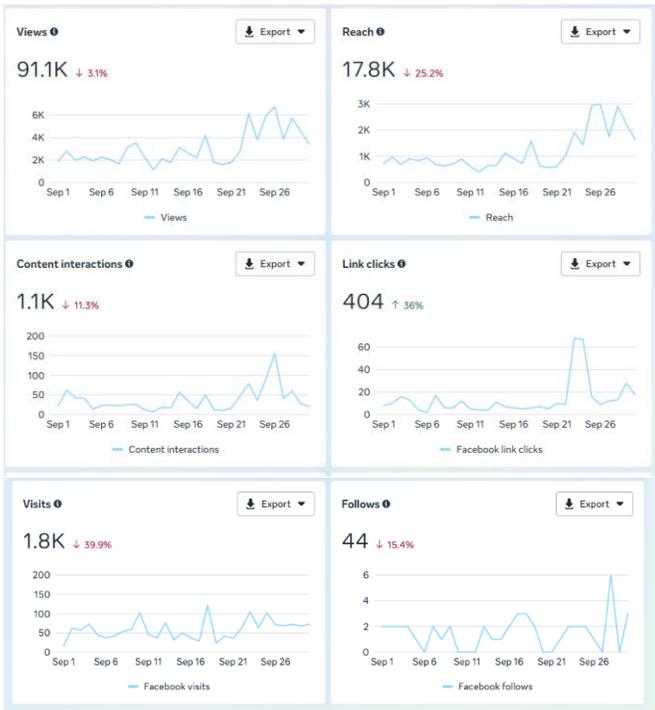
## Digital Media Stats

### E-newsletters

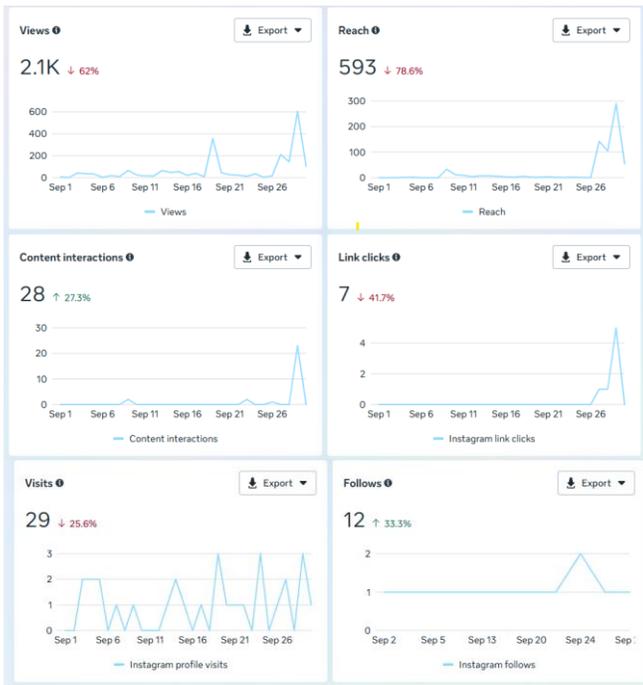
<i>Emails - sort by date</i> ▼	Unique Opens	Unique Views	Total Clicks	Unique Clicks	Individual Link Clicks	Bounces	Unsubscribes
<b>Levy Information</b> (★ item) Folder: WEPL E-Newsletters Subject: November 2025 Levy Information to 11,187 people on 9/29/25	5,475 49.34%	11 0.1%	203	86 0.77%	115	90	0
<b>Copy of Hills closing 9.22</b> (★ item) Folder: WEPL E-Newsletters Subject: Willoughby Hills Library Closing at 2:30 pm, 9/22/25 to 11,215 people on 9/22/25	5,522 49.55%	19 0.17%	152	35 0.31%	84	71	0
<b>9.22.25</b> (★ item) Folder: WEPL E-Newsletters Subject: We Can't Wait To See You! Upcoming Programs, Streaming Movies and Children's Sho... to 11,233 people on 9/22/25	4,691 42.04%	20 0.18%	361	188 1.67%	274	74	0
<b>9.8.25</b> (★ item) Folder: WEPL E-Newsletters Subject: Easing into Autumn: Programs, Scholastic Books, Streaming Movies, and More to 11,277 people on 9/8/25	4,508 40.15%	13 0.12%	418	188 1.67%	304	50	0

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees  
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Facebook



Instagram



*Google Ad Grant (Koios)*

	<u>Impressions</u>	<u>Clicks</u>	<u>CTR</u>	<u>Conversions</u>	<u>Grant Spent</u>
● Digital Media	4,709	330	7.0%	168	\$1339.10
● Catalog	2,060	179	8.7%	98	\$2563.70
● Kanopy	1,879	144	7.7%	52	\$861.02
● Cross Network Ads	1,724	265	15.4%	174	\$2903.10
● Website Discovery	1,710	166	9.7%	191	\$243.21
● Libby	1,354	89	6.6%	65	\$529.71
● Hoopla	502	44	8.8%	14	\$472.24
● Library Card	221	90	40.7%	129	\$103.64
● Notary Services	196	16	8.2%	5	\$189.16
● Newspapers	178	32	18.0%	8	\$313.62
● ABC Mouse	60	17	28.3%	0	\$187.15
● Featured Events	56	14	25.0%	11	\$106.69
● Online Learning	43	10	23.3%	10	\$103.30
● Homework Help	34	2	5.9%	0	\$26.98
● Passports	28	8	28.6%	4	\$98.26
● Local History and Genealogy	22	1	4.5%	0	\$18.19
● Book Sales	17	1	5.9%	1	\$1.05
● Mango Languages	13	1	7.7%	2	\$7.50
● Library Services	10	3	30.0%	0	\$27.34
● Meeting Space	10	1	10.0%	0	\$18.96
● Electronic Device Lending	4	0	0.0%	0	\$0.00
● Toy Library	3	0	0.0%	0	\$0.00
● Tax Info	3	0	0.0%	0	\$0.00

**Children’s Services Manager Report/Sarah Vargo**

Summer Reading was a big success again this year. Every age group had increases and the summer lunches also saw increased demand. Children’s is very close to hitting precovid totals. The adult department has already exceeded them. We are already looking forward to 2026 and the Unearth a Story theme (dinosaurs, archeology, etc.).

I have begun the Storytime Observations and our children’s staff have exceeded my expectations. I’m so grateful to have such a wonderful team to work with. I hope this process will lead me to be able to provide better training and support for them. I’m also working on developing training for all reference staff about serving youth in the library.

I’m excited to announce that coming in 2026, WEPL will have Musuem passes available for check out at the Willoughby Library. We’re working on policies and a budget. At this time, Stan Hywet Hall & Gardens, Western Reserve Historical Society, Akron Art Museum, and McKinley Presidential Library and Museum have all said that they will work with us. Many others have said no, but we will continue to work on finding other options.

**Library Systems Manager Report/Amanda Schoen**

In the last few months, the Technology department has been busy with a variety of projects. Here are highlights of a few of them.

Internet at the new administration building has been installed by Spectrum. Clevnet is installing network equipment on Friday October 17<sup>th</sup>. Verkada is installing security cameras and door buzzers on Monday October 20<sup>th</sup> and Tuesday October 21<sup>st</sup>. Verkada’s systems allow staff members to remotely open doors for deliveries and other guests. Currently, the technology team members are located at 3 WEPL locations due to space

limitations. The increased space at the new administrative building will allow the entire department to be in one location.

The Technology Department would like to that the Library Boosters for the purchase of the XTool S1 Laser Cutter for the Eastlake Makerspace. This will allow us to run programs to help patrons create projects out of wood and acrylic. This is a highly popular tool from other local makerspaces like the Mentor Library Hub. Plans are already being made to offer programing on this tool for both teenagers and adults.

Our partnership with Bibliotheca to install new outdoor book lockers at all branches is well underway. We have a tentative timeline of December for the delivery and installation of the new lockers. The lockers from Bibliotheca will replace old lockers purchased in 2021 from Package Concierge. The library has had a plethora of issues with he Package Concierge lockers so we made the decision to go with a dedicated library locker vendor rather than lockers which were originally manufactured for package delivery at apartment buildings.

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

#### **Community**

I am secretary again for North Coast Lions Club. Some of the service projects of the club are/were volunteering at the Cleveland Food Bank, putting together chemo kits, promoting vision health at the Family Resource Center of Wickliffe and assisting at vision screenings at Willoughby-Eastlake schools. Upcoming fall fundraisers include an Amish Wedding Dinner, Sip N Paint, Sherwood Forest Greenery, and Empty Bowls (March 2026). In addition, members will be grilling and serving hot dogs for the library's Signature Event: Things That Go Bump in the Night.

#### **Programming**

Doug's program on The Glory Days of WMMS was a big hit in July with 76 in attendance.

The tie dye program for teens and tweens saw increased attendance this year at 62.

The Old-Fashioned Picnic in August went well with 63 in attendance. The rocket car rides were the star of the show. The music was fantastic and the talk on Euclid Beach was great. The apple pie bars and cookies were also a hit. Mayor Vanni led the Pledge of Allegiance and Father Beck gave an invocation. North High choir student Keziah Campbell sang the National Anthem. It was nice to have community involvement.

A Taste of New Orleans with the Zydeco Kings was a systemwide assistant managers' event held at Hills Sep. 20 with 57 in attendance. The band was fantastic, and the cornbread and fry cakes were a hit. We couldn't have asked for a more beautiful weather day. Thanks to Brianna for hosting, Doug for making perfect NOLA coffee and Chris for helping set up and serve.

Our Signature Event Things That Go Bump in the Night will be held October 11, from 6-9 pm with music, ghost stories, a costume contest, hot dogs and smores. The Scouts will be assisting with the Smores.

Our Victorian Tea will be October 18 with 5 sweet and savory settings and two types of tea.

ESOL moved locations for the summer due to our HVAC issues; it had been 61 in meeting room 1. It was very chilly. I often had a blanket on in my office. ESOL has moved back for the fall as we are a more convenient location for some of their attendees who are able to walk here.

Children's programming is going strong with the popular Legos club and the newly added tween gaming.

Upcoming programs include author Anna Huber, a talk on Little Italy, a talk on the Front Row Theatre, creating stained glass panels, strudel demo and tasting, teen and tween Raptor Encounters, financial aid and FAFSA programs for teens, children's annual Halloween party and a pumpkin cooking class for kids. The systemwide assistant manager's Christmas music program with Opus 216 will be Dec. 7 at Willowick.

### Collection

Cassie had us purchase more items for Library of Things. Some new items will include laptops, game controllers, stud finder, water tester, DVD players, small Cricut, small laminator, and a metal detector. We will be storing these in the computer lab closet.

Lora put in a large order of large print that Sarah O. was able to get from Thorndike.

### Outreach

We are a collection site again for Movers for Meals (Two Men and a Truck) Oct. 6 - Nov. 6. The box is already full.

### Building

The side garage door was finally replaced. It's working well. We haven't had more issues not being able to get into the building.

Mark replaced carpet squares for us in the lower level at the bottom of the steps. It looks so nice!

### **Willoughby Hills Branch Report/Holly Ferkol**

Our new Circulation Support Staff member is Elle Vanek. Tammie Carabotta will be leaving her Head of Circulation position on December 12, 2025. There have been many issues with our air conditioning this summer and the heating and cooling company that the City of Willoughby Hills uses has determined that we need a new unit. Mayor Halum said the unit would be replaced next year. Our carpets were cleaned by Lake County Cleaning last week.

There were many successful programs in the last few months. Children's programs included storytime which is always popular, Meet Kit with 14 in attendance, Laketrans at the Library with 22 in attendance, Baby Art with 30 in attendance and the Monster Truck Party which had 621 people in attendance. Rachael Chicone organized this event which included a school supply drive. Children got to climb up on the Monster Truck while their family took pictures of them to remember this great day. Many patrons thanked our staff for bringing such a fun

and innovative program to our library. This program was the largest Children’s program we have ever had at the Willoughby Hills Library.

There was a Car Tips for Teens program with 9 teens in attendance. Sewing Class: Learn to Use Your Sewing Machine and Sew a Fabric Pumpkin were offered to teens as well as adults and both were well attended. Many adult programs were available to patrons. Yoga Nidra had 11 in attendance, Stretch & Balance for Seniors had 16 in attendance, Explore Your Chakras had 15 in attendance, Moving into Memory Care had 11 in attendance, and Line Dancing for Adults Ages 50+ series had around 12 seniors in all 4 classes of the series. Getting Started with Medicare had 15 in attendance, Taste of New Orleans with Zydeco Kings gave a concert with 57 in attendance, and there was a Women in History: an Evening with Dorothy Fuldheim program with 54 in attendance. This program was brought to our patrons thanks to the W-E Library Boosters.

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OLD BUSINESS     *no old business*

NEW BUSINESS

Vacancy – citizen for Audit Committee. The Board will discuss at the Organizational meeting in December.

The self-evaluations for the Fiscal & Compliance Officer and Director will be due to the Board by December 1<sup>st</sup>, and evaluations will be given at the December Organizational meeting.

Mr. Mackey will not be present at the November meeting.

**NEXT MEETING**, Monday, November 17th, 2025, 6:00 p.m.  
**New Administrative Offices** 38115 Euclid Avenue, Willoughby

**ADJOURNMENT**

**MOTION 111-25**

Mrs. Petruccio moved and Dr. Valentino seconded that the Board adjourn at 7:03 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