

CALL TO ORDER

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

Roll Call:

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

Absent: Dr. Valentino

Also present:

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

Citizens present: *no citizens present*

Additions to the agenda:

Mr. Linderman stated that a motion will be added to change the Audit Committee as a sub-committee of the Finance & Planning Committee.

Citizen's Comment: *no comments*

President El-Khoury presented the following minutes:

- Records Committee Meeting of the Board of Trustees, November 17, 2025
- Regular Meeting of the Board of Trustees, November 17, 2025

MOTION 119-25

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

- Records Committee Meeting of the Board of Trustees, November 17, 2025
- Regular Meeting of the Board of Trustees, November 17, 2025

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

MOTION 120-25

Mr. Mackey moved and Mr. Monin seconded that the Board accept the bonds for the Fiscal Officer at \$75,000 and the Financial Assistant at \$25,000 for 2026.

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

Ms. Lastoria administered the oath of office for Fiscal Officer to Ms. Simmons.

FISCAL OFFICER’S REPORT

Public Library Fund Distribution

PLF	2024	2025	% Increase
December	\$ 225,450.77	\$ 201,017.22	-10.84%
YTD	\$ 2,412,680.03	\$2,454,958.33	1.75%

MOTION 121-25

Mr. Monin moved and Mrs. Petruccio seconded that the Board approve the November 2025 Fiscal Officer’s report:

NOVEMBER LIST OF BILLS PAID:	\$892,814.33
NOVEMBER FINANCIAL STATEMENT:	YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$7,871,063.48	\$6,636,305.35	\$2,706,039.18
Grants	\$0.00	\$0.00	\$0.00
Corona Virus Relief Fund Public Library	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$55,121.35	\$2,339,236.71	\$1,266,745.54
Building Construction	\$0.00	\$0.00	\$0.00
Computer Information	\$0.00	\$32,314.45	\$28,086.31
Eastlake Coal Plant	\$0.00	\$0.00	\$0.00
Worrallo Fund	\$572.32	\$0.00	\$13,537.79
TOTALS	\$7,926,757.15	\$9,007,856.51	\$4,014,408.82
NOVEMBER INVESTMENTS	\$3,665,480.62		

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

MOTION 122-25

Mr. Monin moved and Mrs. Prengaman seconded that the Board approve to accept the gift of \$10,000.00 from the Carnegie Corporation of New York as part of the “Carnegie Libraries 250” initiative.

On roll call the following vote was cast: Ms. Clampitt “Yes”; Mrs. El-Khoury “Yes”; Mr. Mackey, “Yes”;

Mr. Monin, “Yes”; Mrs. Petruccio, “Yes”; Mrs. Prengaman “Yes”, Dr. Valentino “Absent”. Motion carried.

MOTION 123-25

Mr. Monin moved and Mrs. Petruccio seconded that the Board approve accepting the two Carnahan trusts.

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

MOTION 124-25

Mrs. Petruccio moved and Mr. Monin seconded that the Board approve to establish the “Carnahan Trusts” fund.

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

MOTION 125-25

Mr. Mackey moved and Mrs. Prengaman seconded that the Board approve the request for the Advance of Taxes collected.

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

MOTION 126-25

Mr. Mackey moved and Mr. Monin seconded that the Board approve the 2026 IRS mileage rate, when posted. In the interim, the 2025 amount of .70 cents will be used.

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

AUTHORIZATION MOTIONS

MOTION 127-25

Mrs. Petruccio moved and Mr. Mackey seconded that the Fiscal Officer be authorized to transfer funds on the Library’s books from one account to another during 2026 as needed.

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

MOTION 128-25

Mr. Mackey moved and Mrs. Petruccio seconded that the Board authorize the Fiscal Officer to invest Library funds in 2026 in accordance with the current Library Investment Policy.

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

MOTION 129-25

Mrs. Petruccio moved and Mr. Mackey seconded that the Board approve the following authorization motion:

- The President or Vice-President of the Board, along with either the Fiscal Officer or Assistant Fiscal Officer is authorized to sign checks written against the General Fund.

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

MOTION 130-25

Mr. Monin moved and Mrs. Prengaman seconded that the Board approve the 2026 Property, Auto and Blanket insurance with Selective Insurance for \$28,283.00

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

MOTION 131-25

Mr. Mackey moved and Mrs. Petruccio seconded that the Board approve the 2026 Employment Practices, Directors & Officers Liability Policy with Selective Insurance for \$2,071.00

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

COMMITTEE REPORTS

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

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

FINANCE AND PLANNING (Monin, Valentino, Prengaman)

Mr. Monin stated that the committee met prior to this meeting to discuss the 2026 temporary budget.

MOTION 132-25

Mr. Monin moved and Mrs. Petruccio seconded that the Board authorize the transfer of \$245,706.97 from the unencumbered General Fund balance to the Capital Projects Fund.

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

MOTION 133-25

Mr. Monin moved and Mrs. Petruccio seconded that the Board authorize the transfer of \$27,113.69 from the unencumbered General Fund balance to the Computer Information Fund.

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

MOTION 134-25

Mr. Monin moved and Mrs. Prengaman seconded that the Board approve the 2026 Temporary Budget as presented.

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

PERSONNEL (Monin, Valentino, Clampitt)

Mr. Monin stated that the committee met prior to this meeting to discuss the Audit Committee and the 2026 slate of officers and committees.

MOTION 135-25

Mrs. Petruccio 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.

RESOLUTION 136-25

Mr. Mackey moved and Mr. Monin seconded that the Board adopt the resolution to approve the 2026 Non-Bargaining Personnel salaries increase of 5% and applicable longevity increases effective the first full pay period of January 2026 as presented.

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

MOTION 137-25

Mr. Monin moved and Mr. Mackey seconded that the Board approve for NBU salaried employees, except the Director and Fiscal Officer, an additional 27th pay in 2026.

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

APPROVAL OF SLATE OF OFFICERS AND COMMITTEE MEMBERS FOR 2026

Mr. Monin presented the slate of officers for 2026.

MOTION 138-25

Mr. Monin moved and Mrs. Prengaman seconded that the Board approves abolishing the standing Audit Committee and re-establish it as a sub-committee under the Finance & Planning Committee.

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

MOTION 139-25

Mrs. Petruccio moved and Mr. Mackey seconded that the Board approve the nominating report as presented:

President	Mrs. El-Khoury
Vice-President	Mr. Monin
Secretary	Ms. Clampitt

2026 Committee members:

Buildings Committee: Mrs. Petruccio-**Chair**, Mr. Mackey, Mrs. Prengaman

Finance & Planning/Audit: Mr. Monin-**Chair**, Dr. Valentino, Mrs. Prengaman, vacant (citizen)

Personnel Committee: Ms. Clampitt-**Chair**, Dr. Valentino, Mr. Monin

Policy Committee: Mr. Mackey-**Chair**, Ms. Clampitt, Mrs. Petruccio

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

POLICY (Mackey, Clampitt, Petruccio)

did not meet

ADMINISTRATION REPORT

MOTION 140-25

Mr. Mackey moved and Mrs. Petruccio seconded that the Board approve the December 2025 Surplus List.

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

RESOLUTION 141-25

Mr. Monin moved and Mr. Mackey seconded that the Board approve the resolution honoring the service of the Library Boosters.

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

RESOLUTION 142-25

Mr. Mackey moved and Mrs. Petruccio seconded that the Board adopt the resolution to approve the 2026 CLEVNET membership contract at a cost of \$186,230.26.

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

RESOLUTION 143-25

Mr. Monin moved and Mrs. Prengaman seconded that the Board approve the resolution for the 2026 Board meeting dates and locations.

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

ADMINISTRATION REPORT

Director’s Report/Eric Linderman

[New Administrative Offices](#)

The administration staff is completely moved into the new space, and we have been happy with our new workspaces. The general use space in front is very nice, and we have begun discussions about how to use and manage that room for public events.

Tom and I are managing repairs at Eastlake City Hall for damage caused mainly by our daily book deliveries. We are working with Ken Skilton from Lakeland Management to obtain cost estimates, which I have not yet received.

The biggest expense is going to be replacement of four doors, along with pieces of the doorframes. Unlike the new administrative offices in Willoughby, the space at Eastlake City Hall was not designed for public library processing work. The deep gouges in the cherry woodwork cannot be patched and stained with acceptable results. New doors, with a matching finish, will be built and each piece of damaged trim will be replaced.

In addition to the doors, there is a lot of patching and painting that will be completed to repair damage to the walls. A section of ceramic tile, which was also damaged by the daily shipments, is going to be replaced.

Looking ahead, the new administrative office has been remodeled to suit the usual impact of our processing work. The delivery areas are reinforced with durable plastic that covers the walls and corners. The flooring is made of durable, flexible vinyl.

Working with Lake County Cleaning, we have transferred cleaning services from the Eastlake City Hall space to our new location. Due to the additional number of rooms on two floors, the cost for this increased \$443 per month.

[Willoughby Hills Schaefer Room](#)

I am recommending that we move ahead with the lease of the Schaefer Room in the lower level of the Willoughby Hills Library. We began planning for this early in 2025, but the progress on it was paused as we became more focused on the renovation project at the new administrative offices. Leasing the Schaefer Room will give us additional space dedicated to library programming according to schedules that we set. It will also provide additional off-the-floor space for our managers in the Schaefer room, as well more space in the library for collections.

One of the next steps will be to agree upon a two-year lease for approval at an upcoming Board meeting. We will also resurface our prior discussions about furniture. With all of these considerations, I predict that we can be in a position to use the space by the summer.

[Ohio Library Council Annual Convention](#)

I and several others from the library attended the annual convention and expo that was held in Cleveland this year. I attended a workshop on HR law, an Ohio Library Council presentation on current legal issues in libraries, and a program about services to LGBTQ+ patrons. Many on the staff have told me they got a lot of good information from this conference.

[Meeting with Liz Crosby](#)

This month, Donna and I met with Liz Crosby, an attorney with Schneider Bell in Cleveland, who specializes in HR law. We currently work with Jack Petronelli on our labor relations issues, including the three-year collective bargaining agreement, and we will continue that relationship.

We are going to work with Liz when we are in need of occasional advice on compliance issues regarding FMLA, ADA and worker's compensation. I know Liz from my work on the board of the Willoughby-Western Lake County Chamber of Commerce. I am confident in her expertise, which she often shares in her workshops on employment law offered through the area chapter of SHRM.

Budgets

Cassie and I met with managers in November and developed budgets that are figured into the temporary budget that Vicki has created. Between December and January, I will be working on getting updated pricing and planning for major projects including work in the parking lots at Willowick and Willoughby and improved signage at all of our public locations.

Assistant Director's Report/Cassie Thayer-Styes

Willoughby Hills Circulation Supervisor Search

The search for a new Circulation Supervisor at the Willoughby Hills branch has been extended. During this period, we are fortunate to have a dedicated team of staff available to support the branch, alongside a strong building management team providing interim assistance.

OLC 2025 Conference and Expo

The 2025 Ohio Library Council (OLC) Conference and Expo took place in Cleveland, OH, from Wednesday, November 19 to Friday, November 21. Nine staff members from various departments attended the conference, either for the full duration or specific sessions. This event provided valuable learning opportunities, and I personally gained insights that will be beneficial for our library's ongoing initiatives. Additionally, it was a great chance to network with other members of Clevnet, fostering collaboration and sharing of best practices.

Administration Move

After several weeks of having administrative staff split between the ECH location and the new administration building, I am pleased to report that we are now fully settled into our new space. The transition has been smooth with minimal disruption to operations, including Interlibrary Loan deliveries and book orders. While we are experiencing a small backlog of book processing, our MAP staff has been working diligently to address this. Despite brief interruptions, we continue to be among the first libraries to make new releases available to our patrons.

Library of Things

Both the Willoughby and Eastlake branches have submitted their orders for the Library of Things collection. Now that all branches have completed their submissions, we are on track to catalog and process these items, along with creating lending policies and user guides, with a projected completion date of early 2026. Among the items requested by patrons are a VHS-to-DVD converter, DVD players, portable chargers, CD players, and a karaoke machine. We are excited to introduce these new resources to our patrons and look forward to expanding the range of items available for checkout.

Marketing & Publishing Relations Report/Patrick Culliton

Our New Home!

We love being in our new offices in Downtown Willoughby!! We love the space and views! What a welcome breath of fresh air to carry into the new year!

ALA Advancing Sustainability in and Through Libraries

In early November, Patrick applied to be one of 100 library employees across the country to take part in Resilient Communities: Advancing Sustainability in and through Libraries project through the American Library Association. He was selected!! This initiative of the ALA, in collaboration with the Sustainable Libraries Initiative, will inform public library workers about the principles and practices of sustainable librarianship and empower them to begin taking action in their own communities. Patrick will complete “Sustainable Librarianship: Core Competencies and Practices,” a four-part asynchronous e-course. In addition to free tuition for the course, participants will engage in a community of practice with advisors and peers over the course of six months.

News-Herald

International chess master to take on 30 challengers at Willoughby library, 11/10/25
 Willoughby Hills Public Library hosts panel discussion on Senior Living, 11/25/25

Opus 216 to play Christmas music at Willowick library, 11/25/25

Paid Facebook Ads (Boosts)

Passports, 11/7/25
 Digital Newspapers, 11/14/25

Boosters Funding

Tea Blending program, Eastlake, \$200
 Explore the USS Cod, Willowick, \$100
 Thank you, Boosters!

Professional Development and Outreach

Supporting Neurodivergent Library Users, 11/12, NEO-RLS, Miranda
 Building Strong Volunteer/Friends Programs 11/13, NEO-RLS, Michelle
 Lake County Winterfest, Sponsored by United Way, 11/20/25, Michelle and Vicki

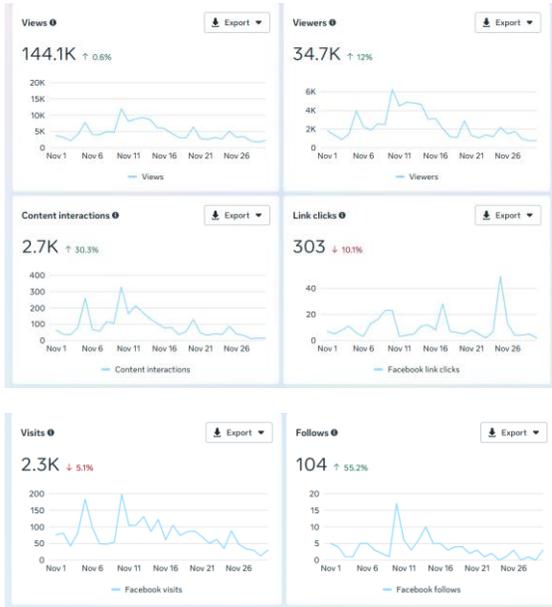
Digital Media Stats

E-newsletter

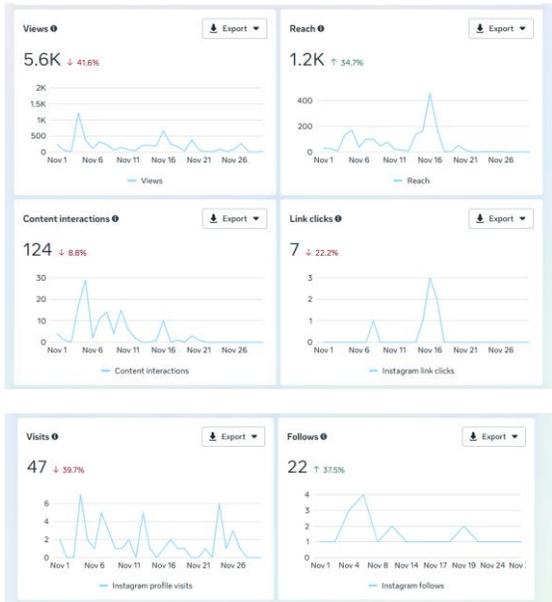
11.17.2025 (item) Folder: WEPL E-Newsletters Subject: WE are Grateful for YOU! to 11,013 people on 11/17/25	4,716	15	363	187	294	86	0
	43.16%	0.14%		1.7%			
Levy Thank you (item) Folder: WEPL E-Newsletters Subject: Thank You!!! to 11,043 people on 11/6/25	5,637	19	122	57	98	83	0
	51.43%	0.17%		0.52%			
11.3.2025 (item) Folder: WEPL E-Newsletters Subject: Programs, Passports, and Pies, Oh My! to 11,066 people on 11/3/25	4,211	14	491	311	414	85	1
	42.9%	0.13%		2.81%			

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Organizational Meeting of the Board of Trustees
Monday, December 15, 2025, WEPL Administrative Offices, 6:00 p.m.

Facebook



Instagram



Google Ad Grant (Koios)

impressions

	Impressions	Clicks	CTR	Conversions	Grant Spent
● Catalog	3,863	138	3.6%	65	\$2249.83
● Kanopy	3,050	223	7.3%	93	\$1417.91
● Cross Network Ads	1,824	246	13.5%	154	\$2879.26
● Libby	1,203	76	6.3%	58	\$468.94
● Website Discovery	726	131	18.0%	163	\$169.80
● Hoopla	468	60	12.8%	25	\$519.63
● Notary Services	281	20	7.1%	6	\$171.10
● Library Card	176	75	42.6%	103	\$41.46
● Digital Media	162	11	6.8%	11	\$172.58
● ABC Mouse	114	24	21.1%	7	\$251.60
● Newspapers	101	11	10.9%	4	\$127.94
● Featured Events	35	12	34.3%	10	\$41.28
● Homework Help	29	2	6.9%	1	\$38.61
● Mango Languages	28	1	3.6%	1	\$11.85
● Book Sales	25	3	12.0%	3	\$37.57
● Online Learning	24	5	20.8%	2	\$48.50
● Local History and Genealogy	23	1	4.3%	0	\$9.12
● Passports	16	5	31.3%	5	\$41.90
● Library Services	8	2	25.0%	0	\$0.67
● Meeting Space	8	1	12.5%	2	\$1.33
● Tax Info	5	0	0.0%	0	\$0.00
● Toy Library	2	0	0.0%	0	\$0.00
● Electronic Device Lending	1	0	0.0%	0	\$0.00

Children’s Service Manager’s Report/Sarah Vargo

Most of the last couple months have been dominated by preparing for the move to new admin and the actual move. The 2025-2026 school year library cards for new students will begin next month instead of October/November as it usually is done. This allowed us to get moved and to avoid the holiday season.

I joined the Ohio Library Council’s Membership Committee last month. We work to build and support OLC membership. My first task is to write a Member Spotlight article about myself. The committee thought my 25+-year history with OLC was a great spotlight on how someone’s reason for being a member changes over time.

Children’s staff at the buildings are busy hosting holiday events, while I work on preparing orders for next year’s Take Your Child to the Library Day and Summer Reading. We’re excited to offer the bracelet making week-long event again in 2026 for TYCLD. The 2026 Summer Reading theme is about dinosaurs, so we want to get our dino themed toy order in asap to avoid missing out on what is sure to be fun themed giveaways. I’m also preparing to make final appeals to local museums for the launch of the Museum Pass program in January.

Library Systems Manager’s Report/Amanda Schoen

The move to new administration building is finally complete. The technology team was busy making sure the transition was smooth from Eastlake City Hall to our new home in Willoughby. A lot of work was put in behind the scenes to ensure a smooth transition including:

- The establishment of a new Spectrum contract for the building. The internet connection at the administration now directly connects to our OPLIN servers in Columbus. The building is no longer reliant on Willowick for a hub connection to our servers. That will lead to more up time for the administration location. It is the goal of the technology team to establish direct connections to our OPLIN servers at each branch next year to ensure a reliable connection when power or weather conditions take down an internet connection.
- All IT equipment was moved and connections were reconfigured.

- A new trunk was configured for our VOIP (phone) system.
- Security cameras (by Verkada) were installed.

In addition to all the hard work put in by the technology team behind the scenes to get the building ready, the team is now housed under one roof now with Gabe Fiorello (Library Systems Technician) and Jenny Sutter (Technology Training Librarian) moving from Willowick and Eastlake respectively to the new administrative building. Our team will continue to remain mobile to respond to the needs of all branches.

The installation of the new book lockers for all branches continues to remain on schedule. Bibliotheca has been a very responsive and proactive vendor to work with. The installation will take place at each branch in mid-January. Staff training is included in the installation cost. There will be advertising for the new lockers when they are up and running.

Jenny's technology training classes continue to be a big hit with patrons. She has many classes planned for the spring including Monday night classes at Willowick, walk in Wednesdays at Willoughby, open houses at Eastlake for both tech help and makerspace help, and homeschool coding classes at Willoughby Hills. A new set of traveling laptops has been budgeted for in 2026. This will allow Jenny to take her formal training classes to all branches. Jenny started outreach work in 2025. This included presenting a program to the Lake County Retired Teachers Association in November about Artificial Intelligence. She even received a wonderful note with fantastic feedback. See below:

Thank you for allowing Jenny Sutter, your Technology Training Librarian, to make a presentation on Artificial Intelligence to our organization. She clearly had spent a great deal of time on her presentation. Even though it is such a broad topic, she did a great job of covering a lot of material in a short time with a clear and easily understood voice. Our membership found it enlightening, if a bit overwhelming and frightening. She overcame the challenge of a room not entirely conducive to a PowerPoint presentation with the always challenging use of audiovisual materials and followed up by sending a link for our members to review.

I believe that Willoughby Eastlake library was well represented by Jenny and we appreciate your donation of her time and talent.

Connie Irvin
Program Chair
Lake County Retired Teachers Association

Willowick Library Branch Report/Kathleen Jozwiak

[Programming](#)

Things That Go Bump in the Night was a lot of fun with Doug getting in character emceeding the event. We even had our neighborhood black cat show up, unafraid walking around everyone and entering our garage twice!

The systemwide event put together by the assistant managers was held Sunday, December 7 at Willowick. Christmas music by Opus 216 was beautiful. We had Christmas cookies and a hot chocolate bar. The group received a standing ovation!

Sarah is having her annual Noon Year's Eve event on December 31, which is always a big hit with families. It always fills up to capacity.

The Christmas Sing-along with Ashley was December 3.

Associate One

We are in the process of hiring a 16-hour associate one position to work at all three desks (adult reference, teen and children's).

Building

Mark replaced lights in our lobby and foyer. Charlie helped fix the ceiling tiles there. They had to set up the tall scaffolding. They worked diligently for two days!

Passports

We received a request from Passport Services to fill out a form regarding attestation of organizational status. They are removing groups who are not eligible. They are only allowing government entities to be passport acceptance agencies. Specifically, they are removing 501c3 organizations. Vicki assisted with completion of the form which Lori, as our passport services manager, had to sign and submit. Passport Services responded that they are evaluating our status and will follow up with us. Meanwhile we are to continue accepting applications.

Lions

I am chairing the scholarship committee again. Graduating seniors who live in Willowick, Eastlake or Wickliffe are eligible to apply.

Willoughby Hills Branch Report/Holly Ferkol

Our library will be getting new After-Hours boxes soon. Our patrons are already asking when the new lockers will be available. We have had some heating issues recently. The City of Willoughby Hills contacted a heating and cooling company that repaired our unit last week. Tammie Carabotta is leaving on December 12, 2025, and we are searching for a new Head of Circulation for the Willoughby Hills Library.

Our library has had many programs for Children including Lego Club with 15 in attendance and Balloon Fun with Flower Clown with 57 in attendance. Storytime has been popular along with Music and Movement for children. Willoughby Hills Playgroup has also been a success. Our library will have a Holiday Party for children on 12/11/25.

Murder at the Hills book discussion group met in November. There were 14 in attendance for our Lakeland Civic Orchestra Pre-Concert Talk. We had an Author event in November for Laura Purnell. Selecting an Assisted Living Community for Your Loved One was a success. There was a panel of professionals for this program, and they provided information and answered questions regarding selecting an assisted living community.

OLD BUSINESS

Mrs. Petruccio asked that a reminder be sent to staff for the Board award nominations.

NEW BUSINESS *no new business*

NEXT MEETING:

Monday, January 26, 2026 (**4th Monday**), Regular Board meeting 6:00 p.m., WEPL Administrative Offices

MOTION 144-25

Mr. Monin moved and Mr. Mackey seconded that the Board adjourn into executive session to discuss the evaluations of the Director and Fiscal Officer at 6:54 p.m.

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

The Board returned from executive session at 7:26 p.m.

MOTION 145-25

Mr. Monin moved and Mrs. Petruccio seconded that the Board approve the proposed \$147,000.00 salary for the Director’s position effective the first full pay period of January 2026.

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

MOTION 146-25

Mr. Monin moved and Mr. Mackey seconded that the Board approve the proposed \$135,000.00 salary for the Fiscal Officer’s position effective the first full pay of January 2026.

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

ADJOURNMENT

MOTION 147-25

Mrs. Petruccio moved and Mr. Monin seconded that the Board adjourn at 7:27 p.m.

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

Respectfully submitted,

Board President

Board Secretary