

CALL TO ORDER

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

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

Absent: *no absences*

Also present:

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

Citizens present: WEPL staff; Patrick Culliton and Amanda Schoen

Additions to the agenda: Mr. Linderman added a resolution for the rain garden

Citizens comments: *no comments*

President El-Khoury presented the following minutes for approval:

- o March 16, 2026, Regular Meeting of the Board of Trustees

MOTION 24-26

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

- o March 16, 2026, Regular Meeting of the Board of Trustees

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

FISCAL OFFICER’S REPORT

| PLF | 2025 | 2026 | % Increase |
|--------------|--------------|--------------|-------------------|
| March | \$161,137.29 | \$193,324.01 | 19.97% |
| YTD | \$793,601.88 | \$783,645.14 | -1.25% |

MOTION 25-26

Mr. Mackey moved and Dr. Valentino seconded that the Board approve the March 2026 Fiscal Officer’s report:

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY

Regular Meeting of the Board of Trustees

Monday, April 20th, 2026, 6:00 p.m. WEPL Administrative Offices

| | |
|----------------------------|---------------------|
| MARCH LIST OF BILLS PAID: | \$655,397.00 |
| MARCH FINANCIAL STATEMENT: | YTD |

| | RECEIPTS | EXPENDITURES | BALANCES |
|--|-----------------------|-----------------------|-----------------------|
| General Fund | \$3,394,622.04 | \$2,093,546.96 | \$3,310,557.93 |
| Grants | \$0.00 | \$0.00 | \$0.00 |
| Corona Virus Relief Fund Public Library | \$0.00 | \$0.00 | \$0.00 |
| Carnahan Memorial Fund | 99,838.83 | 0.00 | 99,838.83 |
| Capital Projects Fund | \$9,532.82 | \$281,210.85 | \$1,184,685.07 |
| Building Construction | \$0.00 | \$0.00 | \$0.00 |
| Computer Information | \$0.00 | \$30,624.45 | \$24,575.55 |
| Eastlake Coal Plant | \$0.00 | \$0.00 | \$0.00 |
| Worrallo Fund | \$0.00 | \$0.00 | \$13,537.79 |
| TOTALS | \$3,503,993.69 | \$2,405,382.26 | \$4,633,195.17 |
| | | | |
| MARCH INVESTMENTS | \$3,737,984.06 | | |

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 “Yes”. Motion carried.

COMMITTEE REPORTS

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

FINANCE & PLANNING/AUDIT (Monin, Prengaman, Valentino, citizen-vacant) *did not meet*

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

MOTION 26-26

Ms. Clampitt moved and Mr. Monin 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*

MOTION 27-26

Mrs. Petruccio moved and Mr. Monin seconded that the Board approve the loan periods and limits policy for

the library of things and museum passes and the library of things waiver form.

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

ADMINISTRATION REPORT

MOTION 28-26

Mr. Monin moved and Mrs. Pregaman seconded that the Board approve the April 2026 Surplus List as presented.

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

MOTION 29-26

Mr. Monin moved and Dr. Valentino seconded that the Board approve the amended motion (#22-26) for a five-year agreement with OPLIN for four internet data lines, with a total cost of \$8,000.00 per year.

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. Pregaman “Yes”, Dr. Valentino “Yes”. Motion carried.

RESOLUTION 30-26

Mr. Mackey moved and Mrs. Petruccio seconded that the Board approve the rain garden on the administration office property, in collaboration with Chagrin River Watershed Partners.

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

Director’s Report/Eric Linderman

[Proposed Agreement with OPLIN for Data Lines](#)

At the March meeting I requested a motion to enter into a contract with OPLIN for internet data lines. I was incorrect in stating that this would be a 4-year agreement. It is, in fact, a 5-year agreement, so I am putting a corrected motion on the agenda for the April meeting.

Since I discussed this at the March meeting, I have done further study into our options, since our contract with OPLIN would not begin until July. Working with Amanda, we concluded that we should upgrade all our lines from 100 Mbps to 1 Gbps, especially since we experience slowness at the Willoughby Hills location. By working with OPLIN, we would have 1 Gbps data supplied directly from Columbus to each of our locations.

To compare apples to apples, I sent out revised bids to obtain new quotes from Spectrum and others. The best information I have obtained indicates that, for about \$6,000 per year less depending on Erate discounts, Spectrum could supply a 1 Gbps line to the Willowick library, which would then be split to the other locations.

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This does not satisfy our interest in moving away from a configuration using a central data hub at Willowick. I also received quotes from smaller providers that were substantially more expensive than any of the other options. Additionally, Amanda and I are studying a bid from AT&T Business that might be about \$3700 cheaper than the OPLIN option after the Erate discount.

At this time, I still recommend moving our internet service entirely to OPLIN. This will increase speed and reliability, and it will improve technical support for me and Amanda.

[Willoughby Hills Library Schaefer Room](#)

I drafted a lease agreement that has been reviewed by our legal counsel, Kelly Echols, at the Lake County Prosecutor's office. I am now reviewing her recommendations before I take that to the Willoughby Hills mayor and law director. I am hopeful to be using the space for programming by June.

[Facilities Update](#)

[Parking Lots](#)

I am working with Tom Johnson and the maintenance department, and also our marketing and public relations department, on work to take place at our Willowick and Willoughby Library/Library Administration lots. At Willowick, we have been talking for years about paving and redesigning the lot. I have concluded that we should move ahead with just repaving the lot. This will include putting new asphalt down on most of the lot and adding a concrete section near the garage. There is also a drain that needs to be raised to correct a large dip, which has been the subject of many complaints.

We have discussed the possibility of realigning the entrance to the Willowick Library, which cuts in at an angle next to a bus shelter. I think this is something that can be reconsidered in the future. I do not think that it is a major problem, and I would like to hold off on some optional projects while we watch the budget over the next two years.

At Willoughby, we are receiving quotes for removing the island that used to be a bank machine. That will allow us to add another row of diagonal parking. We are also going to complete necessary paving and/or seal coating in different sections of the lots. Additionally, we are receiving quotes to pour a new concrete section in front of the main entrance to the Willoughby Library to correct a tripping hazard which has not been remedied by prior attempts to grind down the existing concrete.

I am working with both our marketing department and Vitalone's Towing to create new signage to identify staff-only, library patron-only, and public parking sections. We recently had an abandoned vehicle towed from the Administration lot at our expense. New signs will alert vehicle owners that towed vehicles may be recovered, at the owner's expense, at Vitalone's lot.

[Window Shades at the Willoughby Library](#)

Since the last renovation project at the Willoughby Library, we have experienced problems due to bright light entering through the tall windows along Euclid Avenue. This is because that area was previously the adult non-

fiction area and had tall shelves blocking the light. Now, the children's area has shorter shelves, and this causes harsh light to shine on people working at the desks, and it also deteriorates spine labels on books very quickly.

In mid-April, we had a local window treatment company take measurements and recommend options for fabrics. I expect to receive a quote soon.

Meeting with Cleveland Foundation

Patrick, Cassie and I met with representatives from the Cleveland Foundation in March to discuss options for the formation of a library foundation. I view this as a vehicle for raising additional funds for capital projects. The Cleveland Foundation has a division that will manage funds for other philanthropic organizations. I learned that this option now requires an initial investment of \$100,000, which presents a challenge.

We did come away with an understanding that the best way to establish such a resource would be to work with an existing 501c3 organization. For us, that would be our Boosters group. While we will not be in a position to immediately generate the funds needed to work with the Cleveland Foundation, I am hopeful that we can work with the Boosters leadership to plant a seed for a new branch of fundraising dedicated to capital improvements. Several of us at Admin will meet with the president and vice president in late April or early May after their next book sale.

Policy Committee

I shared with the Board Policy Committee that we are working on revisions to outdated material in our circulation policy and also a social media policy for the library. These items will be discussed in preparation for the May meeting of the Board. In the meantime, we have a policy pertaining to our Library of Things and our Discovery Passes, that will be on the agenda of the April regular meeting.

Assistant Director's Report/Cassie Thayer-Styes

Staff Recognition

Over the past several weeks, the library system has faced challenging circumstances, including severe weather conditions and a power outage. During these events, staff demonstrated exceptional professionalism, ensuring the safety and well-being of both patrons and colleagues.

On March 31, 2026, during a tornado watch, all library locations successfully implemented emergency shelter procedures. Staff acted promptly to guide patrons to designated safe areas in a calm and efficient manner. Notably, the Willoughby Hills branch effectively navigated access to its basement shelter space under these conditions with no power. Patrons across multiple locations commended staff for their composure, clarity, and responsiveness, even when assisting individuals who were initially hesitant to comply. Each branch received at least one direct patron compliment regarding staff performance. These responses reflect the effectiveness of staff training and their ability to act decisively in high-pressure situations.

On April 13, 2026, a power outage affected the Administration Building, Eastlake Library, and Willoughby Library. While power was restored quickly at Eastlake, the outage lasted nearly two hours at the other locations.

Staff demonstrated flexibility and professionalism when placed on on-call status and asked to return to work on short notice. Although not all staff returned, the majority did so promptly, ensuring continuity of service.

Dewey Call Number Standardization

In alignment with CLEVNET standards and best practices recommended by the American Library Association and the Ohio Library Council, efforts are underway to transition responsibility for assigning Dewey Decimal call numbers for nonfiction materials back to the Materials and Processing department.

Centralizing this responsibility provides several key benefits. First, it ensures consistency in call numbers across all branches, improving browsability for patrons who use multiple locations. Second, it allows Reference and Circulation staff to dedicate more time to direct patron service rather than processing tasks. Finally, standardized call numbers are critical for maintaining catalog integrity, particularly in the event of a future migration from the current Sirsi system to another integrated library system, where inconsistencies could pose risks.

Some staff have expressed concerns regarding reduced control over their local collections. However, staff will retain autonomy over genre designations (e.g., romance, mystery, graphic novels), and existing genre labeling practices will remain in place. A formal procedure document is being developed to clarify workflows and address questions.

Additionally, plans are in progress to establish a selector committee. This group will provide a collaborative forum for staff to share input on workflows, genre labeling, and collection practices. The objective is to strengthen cross-departmental understanding and promote a more consistent and efficient system-wide approach.

Professional Development and Training

Over the past month, I have participated in several professional development opportunities, including completing the Ohio Sunshine Laws training, which covered the Open Meetings Act and Public Records Act. I have also met with vendors to review upcoming products and service enhancements, several of which may be introduced to patrons in the near future.

New Materials: Tonies Collection

In collaboration with Head of Children's Services, Sarah Vargo, we were able to successfully introduce Tonie2 Boxes and more Tonie characters into the collection. These interactive audio devices provide children with access to stories, music, and educational content through character-based play. When a Tonie character is placed on a Toniebox, it activates corresponding audio content, creating an engaging and screen-free experience for young users. Photo credit goes to Sarah Vargo.



Marketing & Publishing Relations Report/Patrick Culliton

[Summer Program Catalog](#)

The Summer Program Catalog is in draft and looks great! Our team and programming staff are proofing and editing and we plan for the catalog to go out on or around April 15.

[Filming with Kanopy Crew](#)

On March 23rd, Kanopy sent out two members of their staff to shoot short promotional videos of our staff recommending Kanopy titles. These will eventually be shared on Kanopy's social media channels. This was a fun day! We filmed at Eastlake, Willoughby, and Hills. Staff who recorded videos were, Patrick Culliton, Brianna Mayle, Bryn Wolanski, Sarah Osinsky, and Izzy Ziemak. Thank you to all who participated, and thank you to Sarah Osinsky for bringing this opportunity to WEPL!

[Pollinator Rain Garden](#)

We got the planting plan for the rain garden and plan to install the garden on May 14 / 15 (rain date)! The News-Herald will be coming out to cover the install.

[Library Signage Meeting](#)

We had a great meeting at Shaker Library with Lyndsey Brennan and Amy Switzer on March 4. They recently completed a large signage project and Lyndsey gave a great presentation that broke the entire process down and made it easy to envision for our own libraries. We then met with Kim Hoffman from FastSigns to discuss working with them on this project. We had a great conversation and tour of Willoughby Library. Cassie, Eric, and Patrick are working on next steps for this project and will update staff and the Board accordingly.

[News-Herald](#)

Willoughby Public Library hosts talk by 'Cleveland Curse' author, 3.3.26

Willowick Public Library hosts author talk on Cleveland's historic bars, 3.11.26

[Sponsorships](#)

United Way Celebrity Server \$500

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KidShow \$500

Paid Ads - Print

News-Herald -Books Special Edition

Lake County Visitors Bureau

Boosters

The boosters approved funding \$2500 for our seed Libraries. Thank you, Boosters!!

Michelle, Patrick, and Eric had a meeting Beth Frankos and Andrea Foust on March 3. We had a great conversation and ideasharing and look forward to this new chapter of our relationship! We appreciate their energy and immediate activity.

Outreach & Events

Breckenridge Book Club, 3.10.26 (MH)

KidShow Networking Event, 3.12.26 (MH)

Spring Into Reading Adult Challenge Live on Instagram with Brianna Mayle, 3.23.26 (MR)

Breckenridge Book Discussion, 3.26.26 (MH)

Why Senior Center Book Discussion, 3.30.26 (MH)

League of Libraries meeting, 3.31.26 (PC)

Blog Posts

Oscars Recommendations Blog, 3.2.26 (MR)

Program Pairing: Plants at War Blog, 3.9.26 (MR)

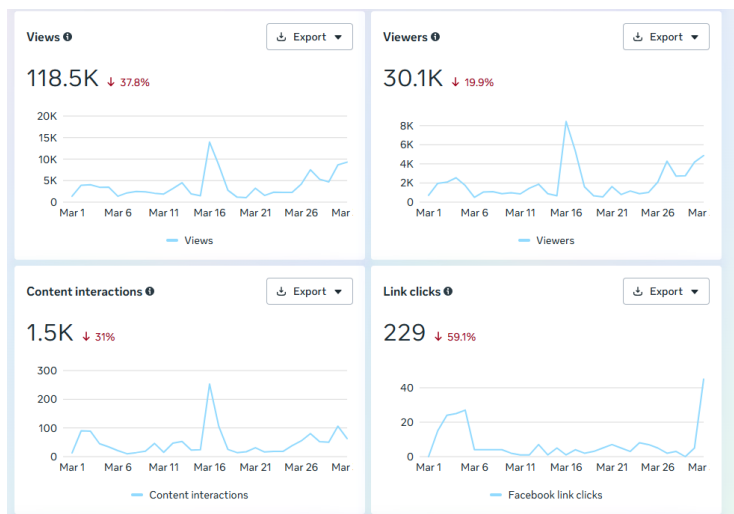
Professional Development

AI & Information Literacy: Building Critical Evaluation Skills for Generative AI – NEO-RLS, 3.10.26 (PC)

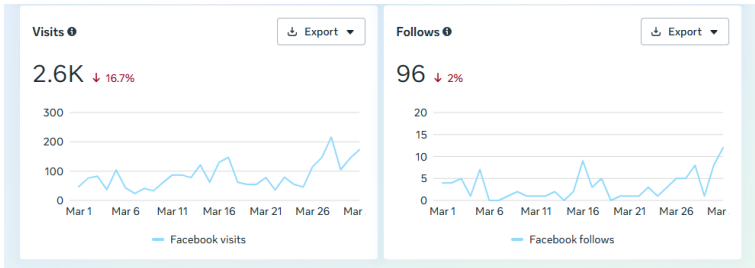
Resilient Communities: Sustainability Office Hours – ALA, 3.12.26 (PC)

Digital Media Stats

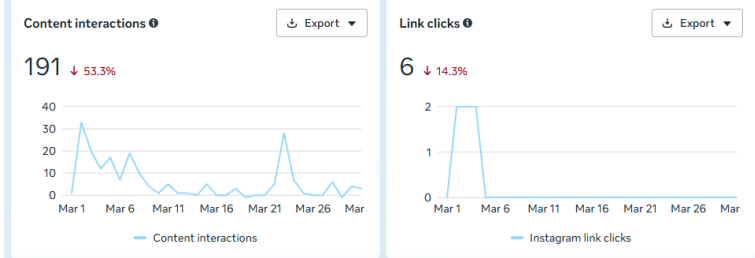
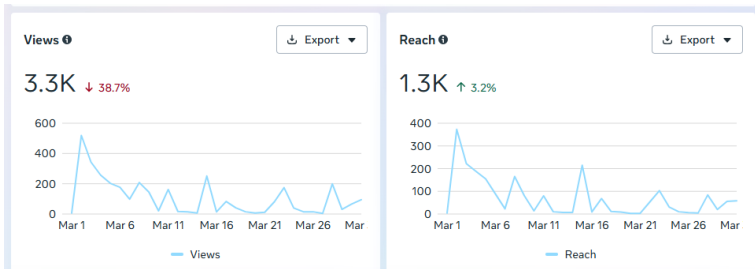
Facebook



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Instagram



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e-Newsletters (Now using MessageBee)

| e-newsletter 3.2.26 | | | | | | |
|--------------------------------|--------------|--------------|-------------|------------|-------------|------------|
| 03/02/2026 | 22854 | 20194 | 2249 | 390 | 5540 | 436 |
| Total | 22854 | 20194 | 2249 | 390 | 5540 | 436 |
| e-newsletter 3.23.26 | | | | | | |
| 03/09/2026 | 21925 | 20115 | 1304 | 487 | 6040 | 430 |
| Total | 21925 | 20115 | 1304 | 487 | 6040 | 430 |
| e-newsletter 3.23.26 | | | | | | |
| 03/24/2026 | 22037 | 20072 | 1351 | 591 | 5454 | 202 |
| Total | 22037 | 20072 | 1351 | 591 | 5454 | 202 |
| e-newsletter: Explore, 3.12.26 | | | | | | |
| 03/12/2026 | 21937 | 20080 | 1293 | 546 | 4959 | 283 |
| Total | 21937 | 20080 | 1293 | 546 | 4959 | 283 |

Koios (Google Ad Grant)

impressions

| | <u>Impressions</u> | <u>Clicks</u> | <u>CTR</u> | <u>Conversions</u> | <u>Grant Spent</u> |
|-------------------------------|--------------------|---------------|------------|--------------------|--------------------|
| ● Catalog | 4,559 | 240 | 5.3% | 108 | \$3351.38 |
| ● Cross Network Ads | 3,213 | 464 | 14.4% | 352 | \$2940.82 |
| ● Kanopy | 2,129 | 151 | 7.1% | 49 | \$721.15 |
| ● Website Discovery | 1,412 | 176 | 12.5% | 190 | \$240.67 |
| ● Digital Media | 773 | 94 | 12.2% | 46 | \$646.09 |
| ● Library Card | 717 | 136 | 19.0% | 124 | \$99.49 |
| ● Hoopla | 635 | 71 | 11.2% | 25 | \$452.97 |
| ● Notary Services | 562 | 36 | 6.4% | 11 | \$127.08 |
| ● Libby | 550 | 54 | 9.8% | 47 | \$383.31 |
| ● ABC Mouse | 445 | 49 | 11.0% | 14 | \$535.33 |
| ● Newspapers | 250 | 32 | 12.8% | 13 | \$212.57 |
| ● Passports | 200 | 9 | 4.5% | 3 | \$59.74 |
| ● Library Services | 91 | 11 | 12.1% | 10 | \$43.62 |
| ● Book Sales | 74 | 14 | 18.9% | 12 | \$73.60 |
| ● Featured Events | 73 | 20 | 27.4% | 14 | \$90.82 |
| ● Meeting Space | 67 | 8 | 11.9% | 0 | \$19.94 |
| ● Online Learning | 43 | 10 | 23.3% | 9 | \$38.51 |
| ● Homework Help | 40 | 2 | 5.0% | 1 | \$38.16 |
| ● Mango Languages | 31 | 4 | 12.9% | 4 | \$58.29 |
| ● Adventure Academy | 29 | 10 | 34.5% | 15 | \$5.90 |
| ● Local History and Genealogy | 21 | 3 | 14.3% | 1 | \$58.64 |
| ● LinkedIn Learning | 17 | 6 | 35.3% | 0 | \$75.15 |
| ● Electronic Device Lending | 12 | 2 | 16.7% | 1 | \$2.13 |
| ● Toy Library | 10 | 1 | 10.0% | 1 | \$15.39 |
| ● Tax Info | 4 | 1 | 25.0% | 0 | \$18.69 |

Children's Services Manager's Report/Sarah Vargo

The Discovery Pass program has launched! All the information about the collection is available on our website. Thanks to everyone who helped get everything up and running! Here are some of the comments on the Facebook Post:

“Very excited for this to be added!!! Thank you.”

“This is so awesome!” x4

“So Awesome!! Thank you!!”

Once again, we will be offering free kid's lunches at the Willowick Library. Meals will be served Monday-Friday, June 1-August 7. There is no registration, no questions asked. Just free food for kids and increased craziness for the staff at Willowick. A huge thank you to Willowick's staff for dealing with it all with a smile. Also thank you to Mitz and Patrick for covering for me!

Library Systems Manger's Report/Amanda Schoen

The technology team has been working hard the first quarter of the year to keep updates moving to both patrons and staff. Highlights include:

- New staff PCs to replace PCs that have reached 5 years old this year. By next year, the goal is to move all staff PCs to a 4-year replacement cycle. This will be dependent on RAM prices for PCs stabilizing within the next year. Prices for new PCs have increased significantly.
- The new book lockers have been installed and are currently running at every branch. Currently, Willowick Library sees the most use with Willoughby Hills close behind. Since March, 403 items have been checked out using the lockers at all branches. With more PR, hopefully the circulation numbers will increase. We have also worked with Patrick to get a quote on wrapping the lockers with WEPL branding which will hopefully make the lockers more visually appealing and increase circulation.
- New ticketing software will be implemented next month in conjunction with Clevnet. This will allow us to more easily track and customize tickets for WEPL related technology issues.
- The News Herald archives have temporarily been moved to an external hard drive housed at each branch's reference desk. The technology department has been looking into different vendors to host the archives online for library card users from home. We hope to identify a preferred vendor and implement such a project into the 2027 budget.
- We have finally identified a wireless printing solution that will likely work for our patrons in TBS's ePrintIT software. TBS is the vendor that supplies the library's highly popular and each to use fax and scanning machines at each branch. ePrintIT is serverless software which will allow patrons to print wirelessly. The software has been included in the 2026 budget and we hope to demo it soon with the vendor to decide soon on whether to purchase.

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- A draft of a cybersecurity library policy has been drafted and will be presented to the board for approval at the May meeting. A cybersecurity policy is required by all Ohio public entities in compliance with HB 96 passed by the State House last summer. The deadline for implementation is July.
- Jenny's technology classes are in demand with patrons. In addition to her regular classes at Willowick on Monday nights, her one-on-one technology classes are always in demand. Jenny has made a great effort to increase her outreach efforts. She regularly holds classes at the Willoughby Senior Center, the Willowick Senior Center, and at Breckenridge. Her AI class at Willowick is by far the most popular class she offers, with a waiting list each time it comes up in a programming cycle.

Willowick Branch Report/Kathleen Jozwiak

Programming

- 593 nonperishable items were collected at all the branches for the Empty Bowls food drive. It was held February 1-March 12. Amy, Heather and Brianna were particularly helpful getting items to locations. This was a partnership with Eastlake Women's Club and North Coast Lions. The actual Empty Bowls event of soup, bread and dessert on March 12 raised \$1632 for three local food pantries: Wickliffe Family Resource Center, Willow Praise food pantry (Willowick) and First United Church of Christ food pantry (Eastlake). The nonperishable food items were delivered to the same pantries.
- We are collecting for Two Men and a Truck's Movers for Moms April 6 - May 5.
- There will be children's outreach at the Royalview Carnival April 18. We also are at the Touch a Truck Event at Willow Praise Church with Eastlake staff on the same day.
- Sarah is working with the city of Willowick on a Touch A Truck event.
- 29 people attended the program on property taxes with auditor Chris Galloway on April 9.
- Alex is holding an origami paper crane making class on May 5. They will be on display in the library through the month of May. Her goal is to reach 1,000.
- Heather is starting a Tween Pokémon Club in May.

Building

- Sarah (person-in-charge) and Heather, along with the rest of the staff, did a good job getting everyone to the lower level and monitoring the situation during the tornado warning.
- We've had two days of hot temperatures inside the building during March due to HVAC issues.

Willoughby Hills Branch Report/Holly Ferkol

We received our new lockers. Our patrons will be happy because so many of our patrons use the lockers. Brianna and I do a Pop-Up Library event each month at the Willoughby Hills Senior Center in our building.

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Seniors visit our table and look at our books and ask us questions about our resources and services. Brianna also has a Book Discussion group at Willoughby Hills Senior Apartments. David has a Deposit Collection at the Willoughby Hills Senior Apartments.

There were many interesting programs given including: Line Dancing for Adults Ages 50+ (which was a 4-part series), Learn to Sew a Lined Tote Bag, Learn to Knit Series, Historical Women in Mathematics, Egg-Cellent Magic Show, Video Game Lounge, Willoughby Hills Storytime, Willoughby Hills Homeschool Family Playgroup, Music & Movement, Lego Club, and Tales from Under the Big Top. We are planning for our Signature Event, a Day with Agatha Christie, which will be held on December 3rd.

OLD BUSINESS

OLC Library Trustee Dinner, Thursday, May 7th at Embassy Suites by Hilton Cleveland Rockside. The Library SUV has been reserved; another driver is needed. Mr. Mackey volunteered to be a driver.

NEW BUSINESS

Mr. Monin would like to add to the May agenda a discussion on how the Carnahan Trust funds will be used.

BOARD AWARD RECIPIENT DISCUSSION

President El-Khoury will present the award at 9:00 a.m.

NEXT MEETING, Monday, May 18th, 2026, 6:00 p.m., at **Willoughby Library**

ADJOURNMENT

MOTION 31-26

Mrs. Petruccio moved and Mr. Mackey seconded that the Board adjourn at 6:40 p.m.

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

Respectfully submitted,

Board President

Board Secretary
