

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY
Regular Meeting of the Board of Trustees,
Monday, November 21, 2011 Willowick Library, Jane Geiser Room 7:00 p.m.

CALL TO ORDER

Additions to the agenda:

Add to E. Director's Report: #10 Items to declare surplus*

Add to Old Business: 1. a. David Lehtoma's Resignation Letter

Present: Mrs. Fiorello, Mr. Lehtoma, Mr. Mackey, Mrs. Petruccio, Mrs. Stevens, Mrs. Webster

The meeting was called to order by President Stevens at 7:05 p.m.

The President presented the minutes of the regular meeting of October 17, 2011.

MOTION 81-11

Mrs. Petruccio moved and Mr. Lehtoma seconded that the minutes of the regular meeting of October 17, 2011 be approved as submitted.

On roll call the following vote was cast: Mrs. Fiorello, "Yes"; Mr. Lehtoma, "Yes"; Mr. Mackey, "Yes"; Mrs. Petruccio, "Yes"; Mrs. Stevens, "Yes"; Mrs. Webster, "Yes". Motion carried.

FISCAL OFFICER'S REPORT

MOTION 82-11

Mrs. Webster moved and Mrs. Fiorello seconded that the Board approve the October Fiscal Officer's report:

OCTOBER LIST OF BILLS PAID: \$ 356,899.44

OCTOBER FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$5,402,461.98	\$3,800,352.29	\$4,294,778.19
Grants	611.00	- 0 -	611.00
Capital Projects Fund	\$ 865.37	- 0 -	\$288,158.72
Computer Information	\$ 0.00	- 0 -	\$208,486.31
Fiduciary Fund - Worrallo	\$ 0.00	- 0 -	\$17,190.09

TOTALS \$ 5,403,938.35 \$3,800,352.29 \$4,809,224.31

OCTOBER INVESTMENTS: \$2,909,498.28

On roll call the following vote was cast: Mrs. Fiorello, "Yes"; Mr. Lehtoma, "Yes"; Mr. Mackey, "Yes"; Mrs. Petruccio, "Yes"; Mrs. Stevens, "Yes"; Mrs. Webster, "Yes". Motion carried.

MOTION 83-11

Mrs. Webster moved and Mrs. Petruccio seconded that the Board approve a change in the Supplemental Insurance Vendor from AFLAC to ALPHA Group and increase the individual's maximum spending account from \$2,000.00 to \$2500.00 per year.

On roll call the following vote was cast: Mrs. Fiorello, "Yes"; Mr. Lehtoma, "Yes"; Mr. Mackey, "Yes"; Mrs. Petruccio, "Yes"; Mrs. Stevens, "Yes"; Mrs. Webster, "Yes". Motion carried.

MOTION 84-11

Mrs. Petruccio moved and Mrs. Webster seconded that the Board approve continuing medical insurance through Kaiser for 2012 with some plan changes, at an increased cost of 2.5%.

On roll call the following vote was cast: Mrs. Fiorello, "Yes"; Mr. Lehtoma, "Yes"; Mr. Mackey, "Yes"; Mrs. Petruccio, "Yes"; Mrs. Stevens, "Yes"; Mrs. Webster, "Yes". Motion carried.

COMMITTEE REPORTS

POLICY/BYLAWS

PERSONNEL/FINANCE

MOTION 85-11

Mr. Lehtoma moved and Mrs. Petruccio seconded that the Board approve the Personnel Actions report.

On roll call the following vote was cast: Mrs. Fiorello, "Yes"; Mr. Lehtoma, "Yes"; Mr. Mackey, "Yes"; Mrs. Petruccio, "Yes"; Mrs. Stevens, "Yes"; Mrs. Webster, "Yes". Motion carried.

FACILITIES MANAGERS REPORT

The damaged window at the Eastlake Library was repaired at a cost of \$174.00.

We are waiting for a recommendation on a carpet company that is familiar with this type of adhesive before proceeding with repairs.

The water heater pump that moves hot water through the building at Willowick was replaced by

ACE at a cost of \$802.00.

Air Conditioning Enterprises submitted their preventative maintenance contract for renewal with no price increase for 2012. The recommendation is to accept the annual contract at a cost of \$7,932.00.

MOTION 86-11

Mr. Lehtoma moved and Mrs. Webster seconded that the Board approve the heating and air conditioning contract with Air Conditioning Enterprises for 2012 at a cost of \$7,932.00.

On roll call the following vote was cast: Mrs. Fiorello, "Yes"; Mr. Lehtoma, "Yes"; Mr. Mackey, "Yes"; Mrs. Petruccio, "Yes"; Mrs. Stevens, "Yes"; Mrs. Webster, "Yes". Motion carried.

DIRECTOR'S REPORT

PLF Distribution

For the month of November, the PLF distribution is 6.5 % lower than the November 2010 distribution. This is due to the change in the budget that occurred with the start of the state fiscal year in July. For the year to date, the PLF is 5.7% higher than last year's 11 month total.

Fundraising/Saving

The library has not received confirmation of the grant from Connect Ohio Grant, but has started offering the classes which are filled to capacity. This shows the need for this type of training still exists. The library will pay for these classes, and then start with the grant after the first of the year.

The library received the funds for the Ohio Ready to Read grant and has ordered and received the materials which include the 2nd edition of Every Child Ready to Read.

The foundation investigative meeting has been postponed due to illness. Mrs. Stevens will send Reed a get well card from the Board.

Cheryl Kuonen attended a workshop on Passports & Libraries. She will be coordinating this program.

The Willoughby-Eastlake School Credit Union is donating 50% of the interchange income earned from WES Credit Union Visa Card Program. Card holders designate the proceeds from their card, and they are able to choose a WE School, the WE School Foundation or the WE Library. The library received a check from the first year for \$819.91.

Lake County Libraries Meeting Response

Mrs. Williams presented a letter for Board approval that will be sent to the Board of Trustees of the Madison Public Library. The letter contains the recommendation made at the October Board Meeting regarding the funding formula. Mr. Lehtoma recommended that the spreadsheets Mrs. Williams and Mrs. Bocciarelli had prepared for that meeting be included with the letter.

MOTION 87-11

Mr. Lehtoma moved and Mrs. Webster seconded that the Board approve the letter to the Board of Trustees of the Madison Public Library regarding the redistribution of Lake County Libraries' funding.

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

CLEVNET Directors Meeting

The 2012 total cost for CLEVNET reflects a 1% increase for the library. The cost is based upon the library’s inventory, the number of computers and the circulation. Over the past 10 years, the Willoughby-Eastlake Library has experienced and 11.94% increase in contract costs, which breaks down to approximately 1.2% per year.

Lake County Library Directors Meeting

Mrs. Williams hosted the November meeting of the Lake County Library Directors. The directors discussed the availability of Nook, Kindle and iPads for staff to use and learn as well as how to meet the need for eBook collections. The Library will purchase some Nook and Kindles in order for staff to learn how to use these devices. Cheryl Bracken offered to do focus groups with public to determine their mobile device needs.

The Morley and Perry libraries have started using a self-checking system. The levies for the Madison and Kirtland Libraries both passed. Nancy Fisher is retiring from the Wickliffe Public Library. NEO-RLS will handle the director search.

Staff Development Day

The Staff Development Day was a great success. Mrs. Williams summarized the highlights from the day’s events, and reported that the staff evaluations were very positive. The Staff Development Day Committee will meet in December to start preparations for next year. Mr. George Ely of the U.S.O. gave the library a coin that commemorates the 70th anniversary of the U.S.O.

Gifts

MOTION 88-11

Mrs. Webster moved and Mrs. Petruccio seconded that the library accept the gifts of \$819.91 from the Willoughby-Eastlake Credit Union and the commemorative coin from the U.S.O.

On roll call the following vote was cast: Mrs. Fiorello, “Yes”; Mr. Lehtoma, “Yes”; Mr. Mackey, “Yes”; Mrs. Petruccio, “Yes”; Mrs. Stevens, “Yes”; Mrs. Webster, “Yes”. Motion carried.

Flood Recovery

Mrs. Williams provided an update on the flood recovery work. The library will need to install two backflow prevention valves: one for each drain on either side of the building.

Employee of the Month

The employees of the month were Donna Kulpa, Willowick Children’s Department for finding a children’s book for a coworker; Jeannette Eason, Willoughby Children’s Department for designing and preparing fun and festive crafts for the Halloween Spooktacular, and Colleen Kelly, Technology Department for getting the Flip cameras for the buildings to use. Karen Yuko was Employee of the Year.

Surplus Items

Mrs. Williams recommended that two items be declared surplus: the old Sears Craftsman Lawn Mower, no tag number, as the engine blew up and can’t be repaired; and 1 broken book truck

from the technical services department, tag number 0159.

MOTION 89-11

Mrs. Fiorello moved and Mrs. Webster seconded that the library declare the Sears Craftsman Lawn Mower, no tag number, and the broken book truck, tag 0159, as surplus items.

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

COMMUNICATIONS

Mrs. Williams shared a thank you letter from the Mr. Doug Ely for inviting the U.S.O. to be a part of the staff development day.

Press releases for October were shared.

OLD BUSINESS

Mrs. Stevens presented Mr. Lehtoma's letter of resignation from the Board of Trustees.

MOTION 90-11

Mrs. Petruccio and Mrs. Webster seconded that the Board accept the resignation of Mr. Lehtoma.

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

There were three applicants for the Board from Willoughby Hills. Interviews will be arranged for either Monday, December 9 or December 16 beginning at 6:30 p.m. Board members were invited to submit interview questions to Mrs. Stevens, who will compile them. The entire Board will interview the candidates.

NEW BUSINESS

Mrs. Williams advised the Board that the library should go for the next levy in the fall or 2012. They need to begin planning for the levy early next year.

NEXT MEETING, Monday, December 19, 2011, 7:00 p.m., Willowick Library, Jane Geiser Room.

MOTION 91-11

Mrs. Petruccio moved and Mrs. Webster seconded that the Board adjourn the meeting at 8:00 p.m.

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