

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY
Regular Meeting of the Board of Trustees,
Monday, September 19, 2011 Eastlake Library Meeting Room, 7:00 p.m.

CALL TO ORDER

Reed Robertson was added to the agenda after citizen's comments.

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

The meeting was called to order by President Stevens at 7:03 p.m.

The oath of office for Diane Petruccio to serve another term as a board member was not administered as the notary public was not present.

The President presented the minutes of the regular meeting of June 20, 2011. Approval of the minutes from the regular meeting of June 20, 2011 was tabled due to a lack of quorum from that meeting.

The President presented the minutes of the regular meeting of July 18, 2011.

MOTION 62-11

Mrs. Webster moved and Mrs. Mismas seconded that the minutes of the regular meeting of July 18, 2011 be approved as submitted.

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

Mrs. Stevens welcomed Mr. Linderman as the new Assistant Director.

Reed Robertson discussed his past experiences setting up a foundation. He stated that he was willing to chair an organizational committee for a Library Foundation. Mrs. Mismas, Mrs. Stevens, and Mrs. Webster expressed interest in serving on an organizational committee. A meeting is tentatively planned for the third week in October; however, no date was scheduled yet.

FISCAL OFFICER'S REPORT

MOTION 63-11

Mrs. Webster moved and Mr. Lehtoma seconded that the Board approve the July and August Fiscal Officer's reports:

JULY LIST OF BILLS PAID: \$ 365,704.66

JULY FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$3,647,480.45	\$2,638,014.22	\$3,702,134.73
Grants	- 0 -	- 0 -	- 0 -

Capital Projects Fund	\$	759.89	- 0 -	\$288,053.24
Computer Information	\$	0.00	- 0 -	\$208,486.31
Fiduciary Fund - Worrallo	\$	0.00	- 0 -	\$17,190.09
TOTALS		\$ 3,648,240.34	\$2,638,014.22	\$4,215,864.37

JULY INVESTMENTS: **\$2,505,132.46**

AUGUST LIST OF BILLS PAID: \$ 366,026.69

AUGUST FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$4,911,060.54	\$3,009,282.04	\$4,594,447.00
Grants	- 0 -	- 0 -	- 0 -
Capital Projects Fund	\$ 759.89	- 0 -	\$288,053.24
Computer Information	\$ 0.00	- 0 -	\$208,486.31
Fiduciary Fund - Worrallo	\$ 0.00	- 0 -	\$17,190.09
TOTALS	\$ 4,911,820.43	\$3,009,282.04	\$5,108,176.64

AUGUST INVESTMENTS: \$2,905,655.94

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

MOTION 64-11

Mrs. Mismas moved and Mrs. Webster seconded that the Board approve the resolution accepting amounts and rates.

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

The Board of Trustees, acting as the records commission, examined and discussed the one-time disposal of obsolete records.

MOTION 65-11

Mrs. Webster moved and Mrs. Mismas seconded that the Board accept the one-time disposal of obsolete records.

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

COMMITTEE REPORTS

POLICY/BYLAWS

MOTION 66-11

Mrs. Webster moved and Mrs. Mismas seconded that the Board approve the change in the non-bargaining unit manual to delete the 2% employer pickup in the OPERS contribution.

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

The policy/bylaws committee recommended that building managers should seek volunteers for snow removal.

PERSONNEL/FINANCE

Mrs. Williams explained that the library is pursuing participation in the County Regionalization Program. The increase of one hour for the employees listed on the personnel actions report will enable more staff to participate in the health insurance program.

MOTION 67-11

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

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

FACILITIES MANAGERS REPORT

At Eastlake Library, the work was completed on painting the stalls in the men's room. The air conditioning coils were cleaned at a cost of \$702.00. The storm sewer drain in the West Driveway was cleaned, and a reducer that had been contributing to the problem was removed.

At Willoughby Library, the repairs to the entrance doors by the parking lot were completed. A leak in the refrigerant piping and recharge system in the Historical Society Office was repaired at a cost of \$848.00 A thermostat that served twin air conditioners and furnaces was repaired for \$846.00. An obsolete furnace that provides heat to the children's room will be replaced with a high efficiency furnace at a cost of \$4,595. Work on the furnace should begin the last week in September.

At Willowick Library, the condenser coils on one air conditioning unit was cleaned at a cost of

\$188.00. The gaskets and seals on 2 boilers were replaced at a cost of \$1,018. The handle and lock on the back door by the garage was replaced at a cost of \$177.90.

Following heavy rains on September 10, the furnace room flooded into the Technical Services department, and the board room flooded as well. The head of maintenance was able to clean up the water and dry the rooms.

At Willoughby Hills, the carpeting has developed extensive rippling or 'rucking'. The manufacturer and installer has been contacted to determine the cause and to find a solution to this problem.

Concrete repairs at each building are needed due to cracks, deterioration of patchwork and joints, as well as the existence of trip hazards caused by uneven slabs. Options for the library include a company that does concrete grinding and one that does concrete leveling.

Mrs. Williams reported that the library is still waiting for the city to film the second storm water sewer from the street to the Willowick Library. Next year, the drain outside the Jane Geiser room will need to be repaired.

DIRECTOR'S REPORT

For the month of August, the PLF distribution is down 6.77% from 2010, and the month of September is down by 6.7%. For the year to date, the PLF is up by 8.6% because the latest cuts did not take place until July1.

The annual fund drive has raised about \$420 so far.

Mrs. Williams, Mr. Linderman, and Ms. Kuonen met with Bill Boxler of Tech Wise regarding a ConnectOhio grant for computer training. The Library would provide the meeting space and take reservations, while Tech Wise would provide the equipment and training that the grant requires.

MOTION 68-11

Mrs. Mismas moved and Mr. Lehtoma seconded a motion to add a line item "agency fund" to the budget to accommodate the Connect Ohio Grant fund, and to allocate funding for 150 hours of training.

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

The Library is applying for an Ohio Ready to Read grant that will provide funds for materials for the second edition of Every Child Ready to Read. The Library is also applying for the Choose to Read Ohio grant that highlights Ohio authors and provides funds to purchase books written by Ohio authors.

The Board of Trustees of the Madison Public Library has asked to have a joint meeting of library directors, fiscal officers and representatives from the Boards of Trustees of the Lake County Libraries to discuss the way that funding from the state is distributed in our county. The funding distribution in the county was last reviewed in 1994. Mrs. Williams, Mrs. Bocciarelli, and Mr. Mackey will represent the library at the meeting.

The staff development day committee has chosen Friday, November 11 as a tentative date for Staff Development Day.

MOTION 69-11

Mrs. Webster moved and Mrs. Mismas seconded that the Board approve closing the library on Friday, November 11 for Staff Development Day.

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

The Christmas holiday this year falls on a Saturday/Sunday, which makes scheduling difficult for the managers. Closing on the Friday before the holiday would make it easier for scheduling most of the staff and allow more flexibility to honor vacation requests.

MOTION 70-11

Mr. Lehtoma moved and Mrs. Mismas seconded that the Board approve closing the library on Friday, December 23, 2011.

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

Mrs. Williams announced that a large stuffed bear had been donated to the Willoughby Hills Library for the children’s area.

MOTION 71-11

Mrs. Webster moved and Mrs. Mismas seconded that the Board accept the gift of the stuffed bear for the Willoughby Hills Library.

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

An obsolete Brother 400XL labelmaker has been declared a surplus item.

MOTION 72-11

Mrs. Mismas moved and Mrs. Webster seconded that the Board approve the surplus item.

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

Employees of the month are July: Mollie Burns, Willowick, for her fabulous idea for fixing a coworker’s eBay lowdown catastrophe; August: Sherry Tyson, Willoughby Hills, for participating in the Eastake Home Days parade on a very hot Sunday afternoon, and Jan Kilker, Willoughby, for her creative book displays.

The next On the Road Board Meeting will be held October 17 at Willoughby Hills.

COMMUNICATIONS

Mrs. Williams shared the current correspondences that had been received as well as publicity regarding the library.

The Library received \$12,255 from AT&T for e-rate reimbursement.

OLD BUSINESS

There was a discussion of the library issuing photo ID library cards that could be used as state certified identification cards and raising revenue via handling passport applications. However, photo ID cards must come from a state certified agency, such as the Bureau of Motor Vehicles. Mrs. Williams will investigate the Cuyahoga County Library passport application service.

NEW BUSINESS

Mr. Lehtoma announced his intention to resign from the Board effective January 1, 2012. Sara Matthews, a retired Cleveland State University professor, is interested in serving on the board. The Library will advertise for a replacement board member.

NEXT MEETING, Monday, October 17, 2011, 7:00 p.m., Willoughby Hills Community Center, Historical Society Room.

MOTION 73-11

Mrs. Mismas moved and Mrs. Webster seconded that the Board adjourn the meeting at 8:25 p.m.

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

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