

**WILLOUGHBY-EASTLAKE PUBLIC LIBRARY**  
**Regular Meeting of the Board of Trustees, Monday,**  
**December 15, 2008, Willowick Library Board Room, 7:00 p.m.**

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

The meeting was called to order by President Mismas at 7:07 p.m.

The President presented the minutes of the regular meeting of November 17, 2008 and the Finance/Personnel Committee meeting of December 1, 2008.

**MOTION 107-08**

Mr. Lehtoma moved and Mrs. Stevens seconded that the Board approve the minutes of the regular meeting of November 17, 2008 and the Finance/Personnel Committee meeting of December 1, 2008 be approved as submitted.

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

**FACILITIES MANAGER'S REPORT**

**MOTION 108-08**

Mrs. Petruccio moved and Mr. Mackey seconded that the Board approve an HVAC service agreement for 2009 with Air Conditioning Enterprises for \$7,932.00.

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

**FISCAL OFFICER'S REPORT**

**MOTION 109-08**

Mrs. Stevens moved and Mrs. Petruccio seconded that the Board approve the November Fiscal Officer's report:

**NOVEMBER LIST OF BILLS PAID: \$417,339.35**

**NOVEMBER FINANCIAL STATEMENT (YTD)**

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$4,422,312.92	\$4,360,268.20	\$1,961,666.55
Grants	- 0 -	- 0 -	- 0 -
Capital Projects Fund	5,869.11	-0 -	208,540.45
Computer Information	4,975.93	- 0 -	179,535.84
Fiduciary Fund –Worrallo	437.53	196.04	17,207.73

TOTALS                                      \$4,433,595.49                                      \$4,360,464.24                                      \$2,366,950.57

NOVEMBER INVESTMENTS: \$2,068,361.18

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

**MOTION 110-08**

Mr. Mackey moved and Mrs. Webster seconded that the Board approve a contract with Insurance Exchange for liability insurance for 2009 for \$20,722.00.

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

**MOTION 111-08**

Mrs. Webster moved and Mrs. Petruccio seconded that the Board approve the year-end appropriation transfers as necessary.

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

**MOTION 112-08**

Mrs. Stevens moved and Mrs. Webster seconded that the Board approve fund transfers in the following amounts: \$10,000 to the computer fund and \$40,000 to the capital fund but only if there is a \$1.5 million carryover into 2009.

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

Mrs. Bocciarelli explained the reimbursement for the personal property tax and informed the Board that the library will not receive the C.A.T. tax directly.

**MOTION 113-08**

Mrs. Stevens moved and Mrs. Petruccio seconded that the Board approve the I.R.S. mileage rates that have been reduced to \$.55/mile.

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

**COMMITTEE REPORTS**

**PERSONNEL/FINANCE**

**MOTION 114-08**

Mrs. Petruccio moved and Mr. Lehtoma seconded that the Board approve the 2009 temporary budget.

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

### **MOTION 115-08**

Mrs. Stevens moved and Mrs. Petruccio 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. Petruccio, “Yes”; Mrs. Stevens, “Yes” ; Mrs. Webster, “Yes”. Motion carried.

## **POLICY/BY-LAWS**

### **DIRECTOR’S REPORT**

### **MOTION 116-08**

Mr. Lehtoma moved and Mrs. Webster seconded that the Board approve the employee Health Insurance coverage for 2009 with Anthem.

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

The Masonic Temple in Willoughby is being sold. Ms. Dugan and Mr. Bracken toured the building but decided for several reasons, including the fact that the building has only three parking spaces, that it is not feasible to consider the purchase at this time.

The Ohio Library Council presented a webcast regarding funding for libraries in the state. It is expected that there will be a cut of between six and eight percent for 2009.

The Board discussed a collections threshold and whether the library should offer an amnesty week to retrieve materials. No decision was made but it will be discussed at the Wednesday Manager’s meeting and Ms. Dugan will report back to the Board at the January meeting.

Each building sent Christmas cards with postage provided by the Friends of the Library.

Employees of the month were Rose Sizler (Willoughby), Jeannie Radtkin (former employee from Willoughby Hills), and Leslie Vano (Eastlake).

## **NEW BUSINESS**

The Board discussed the officers for 2009 and committee assignments. President -Lisa Fiorello, Vice-President –Pat Webster and Secretary –Lisa Stevens. Committee assignments are as follows: **Audit** – Chair – Connie Mismas, Lisa Stevens, Cindy Orr; **Building** – Chair – Dave Lehtoma, Diane Petruccio, Jeff Mackey; **Personnel/Finance** – Chair – Jeff Mackey, Connie Mismas, Lisa Stevens; **Policy/By-Laws** – Chair – Diane Petruccio, Dave Lehtoma, Pat Webster.

### **MOTION 117-08**

Mr. Lehtoma moved and Mrs. Stevens seconded that the 2009 Board meetings be held on the 3<sup>rd</sup> Monday of each month with the exception of the January organizational meeting which will be

held on the 4<sup>th</sup> Monday.

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

**MOTION 118-08**

Mr. Lehtoma moved and Mrs. Petruccio seconded that the Board adjourn into Executive session at 8:26 p.m.

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

**MOTION 119-08**

Mrs. Webster moved and Mrs. Stevens seconded that the Board return from Executive session at 8:50 p.m.

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

**MOTION 120-08**

Mrs. Petruccio moved and Mr. Mackey seconded that the Board approve a 2% salary increase for non-bargaining unit members.

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

**MOTION 121-08**

Mrs. Webster moved and Mr. Lehtoma seconded that the Fiscal Officer receive a 2% salary increase with a mid-year evaluation in July.

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

**NEXT MEETING**, Monday, January 26, 2009, Willowick Library Board Room, 7:00 p.m.

**MOTION 122-08**

Mrs. Petruccio moved and Mr. Lehtoma seconded that the Board adjourn the meeting at 8:54 p.m.

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