

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY

Regular Meeting of the Board of Trustees,

Monday, February 21, 2011

Willowick Library Board Room, 7:00 p.m.

Present: Mrs. Fiorello, 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.

Sue Clark, Reference Assistant at the Willoughby Library, informed the Board that besides being employed by the library for over 30 years, she is turning 60 years old next week.

The President presented the minutes of the organizational meeting of January 24, 2011.

MOTION 14-11

Mr. Lehtoma moved and Mrs. Petruccio seconded that the minutes of the organizational meeting of January 24, 2011 approved as presented.

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

FISCAL OFFICER'S REPORT

MOTION 15-11

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

JANUARY LIST OF BILLS PAID: \$323,480.35

JANUARY STATEMENT (YTD)

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$165,898.00	\$323,632.97	\$2,534,933.53
Grants	- 0 -	- 0 -	- 0 -
Capital Projects Fund	- 0 -	- 0 -	287,293.35
Computer Information	- 0 -	- 0 -	208,486.31
Fiduciary Fund –Worrallo	- 0 -	- 0 -	17,190.09
TOTALS	\$165,898.00	\$323,632.97	\$3,047,903.28

JANUARY INVESTMENTS: \$2,170,458.48

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

Motion carried.

MOTION 16-11

Mrs. Webster moved and Mrs. Fiorello seconded that the Board approve the Compensation Report as presented.

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

MOTION 17-11

Mrs. Webster moved and Mrs. Petruccio seconded that the Board approve the 2011 permanent budget.

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

MOTION 18-11

Mrs. Webster moved and Mrs. Petruccio seconded that the Board approve the online payment of invoices.

On roll call the following vote was cast: Mrs. Fiorello, "Yes"; 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 19-11

Mr. Lehtoma moved and Mrs. Mismas 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. Mismas, "Yes"; Mrs. Petruccio, "Yes"; Mrs. Stevens, "Yes"; Mrs. Webster, "Yes."
Motion carried.

FACILITIES MANAGER'S REPORT

Mrs. Pelcic reported to the Board that we contracted with Giannetti Co. to have 19 truckloads of snow removed from the Willoughby Library parking lot for \$600.00.

The carpet tiles in the administrative office have started to curl up at the edges. The installers, MBU Carpet & Tile, have asked the carpet manufacturer to come out and look at the problem.

Mrs. Pelcic will get quotes for spring clean-up and mulching of the beds at Eastlake, Willoughby and Willowick libraries.

DIRECTOR'S REPORT

The PLF was up +12.85% from February of 2010.

We applied for a COSE Energy Efficiency Program grant but have not yet heard if the funding was approved.

Our phone system is becoming obsolete so we are looking at voice-over IP as a possibility to save on calls and upkeep.

We returned the signed paperwork for the 2011 portion of the Gates Grant and should be receiving a check soon.

Legislative Day is scheduled for March 24, 2011. Mrs. Williams is considering inviting Representative Fende to our library for a meeting in lieu of traveling to Columbus.

The library is participating in a program with the Willoughby-Eastlake schools to provide five laptops for students without access to home computers to complete homework in the library.

Mrs. Williams distributed the information for the OLC Trustee dinners.

MOTION 20-11

Mrs. Stevens moved and Mrs. Webster seconded that the Board approve the revision of the current teacher's loan policy.

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

Mrs. Williams asked the Board to approve changes to the name tag policy regarding accessorizing them.

MOTION 21-11

Mrs. Webster moved and Mrs. Mismas seconded that the Board approve the new name badge policy.

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

We received 46 applications for the Communications and Development Manager. Nine have been chosen for interviews, which will begin this week.

Employee of the Month – Sue Clark (Wyb)

MOTION 22-11

Mrs. Stevens moved and Mrs. Petruccio seconded that the Board approve the list of items declared surplus.

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

MOTION 23-11

Mrs. Webster moved and Mrs. Stevens seconded that the Board approve the gift of a Dell 17 inch

flat panel monitor to the Eastlake Library from Bernie Garrison.

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

Mrs. Williams discussed with the Board the option that Home Delivery patrons should be exempt from collections by Unique Management unless they abuse the privilege. The Board agreed.

COMMUNICATIONS

We received a letter from a former patron of the Willowick Library.

OLD BUSINESS

The May 16th Board meeting will be held at Willoughby, the July 18th meeting at Eastlake and the October 17th meeting at Willoughby Hills.

NEXT MEETING Monday, March 21, 2011, Willowick Public Library Board Room, 7:00 p.m.

MOTION 24-11

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.