

**WILLOUGHBY-EASTLAKE PUBLIC LIBRARY
Organizational Meeting of the Board of Trustees,
Monday, January 25, 2010,
Willowick Library Board Room 7:00 p.m.**

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

The meeting was called to order by Vice-President Webster 7:00 p.m.

Deborah Mullen, Union President, read a letter to the Board on behalf of the bargaining unit, asking that the NBU members not receive salary increases.

Vice-President Webster presented the minutes of the December 21, 2009 regular meeting and special meeting of December 29, 2009.

MOTION 1-10

Mr. Lehtoma moved Mrs. Mismas seconded that the minutes of the regular meeting of December 21, 2009 and special meeting of December 29, 2009 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. Webster, "Yes". Motion carried.

Bond was set for the Fiscal Officer and Assistant Fiscal Officer.

MOTION 2-10

Mr. Mackey moved and Mrs. Mismas seconded that the Board accept the bonds for the Fiscal Officer (\$75,000), and the Assistant Fiscal Officer (\$25,000).

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

Suzan Bocciarelli took the oath of office as Fiscal Officer.

The nominating committee report was presented.

MOTION 3-10

Mrs. Webster moved and Mrs. Petruccio seconded that the Board approve the nominating report as presented: President – Mrs. Webster; Vice-President – Mrs. Stevens; Secretary – Mrs. Petruccio and 2010 Committee members as attached.

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

FISCAL OFFICER'S REPORT

MOTION 4-10

Mr. Mackey moved and Mrs. Mismas seconded that the Board approve the December Fiscal Officer's report:

DECEMBER LIST OF BILLS PAID: \$346,797.10

DECEMBER FINANCIAL STATEMENT (YTD)

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$4,174,305.48	\$4,274,038.29	\$1,622,613.81
Grants	- 0 -	- 0 -	- 0 -
Capital Projects Fund	1,382.53	- 0 -	210,626.48
Computer Information	841.35	- 0 -	182,022.14
Fiduciary Fund –Worrallo	160.30	179.66	17,188.37
TOTALS	\$4,176,689.66	\$4,274,217.95	\$2,032,450.80

DECEMBER INVESTMENTS: \$1,800,595.32

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

AUTHORIZATION MOTIONS

MOTION 5-10

Mrs. Webster moved and Mr. Lehtoma seconded that the Board authorize the Fiscal Officer to invest Library funds in 2010 in accordance with the current Library Investment Policy.

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

MOTION 6-10

Mrs. Webster moved and Mrs. Petruccio seconded that the Board approve the following authorization motions:

- The President or Vice-President of the Board, along with either the Fiscal Officer or Assistant Fiscal Officer is authorized to sign checks written against the General Fund.
- That any of the following four (4) persons be authorized to open the library’s one (1) safety deposit box as needed: President, Vice-President, Fiscal Officer and Director.

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

MOTION 7-10

Mrs. Webster moved and Mrs. Mismas seconded that the Fiscal Officer be authorized to transfer funds on the Library’s books from one account to another during 2010 as needed.

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

MOTION 8-10

Mrs. Petruccio moved and Mr. Lehtoma seconded that the Board approve the request for advance

of taxes collected.

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

MOTION 9-10

Mr. Mackey 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. Petruccio, "Yes"; Mrs. Webster, "Yes." Motion carried.

COMMITTEE REPORTS

PERSONNEL

MOTION 10-10

Mr. Mackey 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. Petruccio, "Yes"; Mrs. Webster, "Yes". Motion carried.

FACILITIES MANAGER'S REPORT

The City of Willowick performed a commercial sewer dye test at the Willowick Library. We received notification that the dye test passed.

The library received a check from Motorists Insurance in the amount of \$311.53 to repair the rear bumper on the cargo van that was damaged during a rear-end collision.

The area in the Willoughby Library parking lot that was trenched by the Masonic Temple has sunk. The Temple officials have been notified and will let their contractor know so repairs can be made when the weather improves.

DIRECTOR'S REPORT

Legislative Day is scheduled for March 24, 2010. Further information will be forthcoming.

MOTION 11-10

Mrs. Webster moved and Mrs. Petruccio seconded that the Board approve closing the library on Columbus Day, October 11, 2010 in order to have a Staff Development Day.

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

Mrs. Williams distributed a job description for the newly formed "circulation manager" position. The position would encompass Head of Circulation responsibilities, along with some of the responsibilities associated with the Assistant Building Manager position. The Children's Assistant position at the Willowick Library has been filled internally. The four open page

positions have been posted internally as well.

We received the first check from the Gates Foundation in the amount of \$5,850.00

Suzan Bocciarelli was chosen as employee of the month for January.

MOTION 12-10

Mr. Lehtoma moved and Mrs. Mismas seconded that the Board approve the list of surplus equipment and supplies for discard as presented.

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

MOTION 13-10

Mr. Mackey moved and Mr. Lehtoma seconded that the Board approve the list of gifts from the second half of 2009.

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

Board meeting locations in 2010 are as follows: April 19th – Willoughby; July 19th – Willoughby Hills and September 20th – Eastlake.

Mrs. Williams distributed the BU/NBU comparison of salary increases. Several Board members asked questions of Mrs. Williams and Mrs. Bocciarelli, and agreed to adjourn into Executive Session at the end of the meeting for further discussion.

COMMUNICATIONS

Mrs. Williams shared several thank-you notes she received, including one from the local Kiwanis Club thanking us for allowing them to put barrels in the buildings for food collections, one from each of the staff members who recently retired, and one from the Friends, thanking us for the gift cards they received as a thank-you from the staff for their hard work for the library.

The Western Lake County Chamber of Commerce has given the library a free membership.

NEXT MEETING, Monday, February 15, 2010, 7:00 p.m. Willowick Library Board Room.

MOTION 14-10

Mr. Lehtoma moved and Mrs. Petruccio seconded that the Board adjourn into Executive Session at 8:00 p.m. to discuss pay increases for NBU employees.

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

MOTION 15-10

Mr. Mackey moved and Mrs. Mismas seconded that the Board return from Executive session at 8:20 p.m.

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

MOTION 16-10

Mr. Mackey moved and Mr. Lehtoma seconded that the Board approve a salary increase of 1.5% for the 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. Webster, "Yes". Motion carried.

MOTION 17-10

Mr. Mackey moved and Mrs. Mismas seconded that the Board adjourn into Executive session at 8:23 p.m. to evaluate the Director and the Fiscal Officer.

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

MOTION 18-10

Mrs. Petruccio moved and Mr. Lehtoma seconded that the Board return from Executive session at 8:52 p.m.

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

MOTION 19-10

Mr. Mackey moved and Mr. Lehtoma seconded that the Board approve a salary increase of 1.5% for the Director and the Fiscal Officer.

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

MOTION 20-10

Mrs. Webster moved and Mrs. Petruccio seconded that the Board adjourn the meeting at 8:56 p.m.

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