

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY
Regular Meeting of the Board of Trustees,
Monday, June 21, 2010, Willowick Library Board Room, 7:00 p.m.

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

The meeting was called to order by President Webster at 7:04 p.m.

MOTION 47-10

Mrs. Stevens moved and Mr. Lehtoma seconded that the Board approve the minutes of the regular meeting of May 17, 2010 be approved as corrected. MOTION 44-10 should read: *Mrs. Stevens moved and Mr. Lehtoma seconded that the Board approve the revision to policy 4.12.* Under the Director's report: The updated NBU Personnel Policy handbook was sent for review to the Lake County Prosecutor's office.

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

FISCAL OFFICER'S REPORT

MOTION 48-10

Mr. Mackey moved and Mr. Lehtoma seconded that the Board approve the May Fiscal Officer's report:

MAY LIST OF BILLS PAID: \$353,163.63

MAY FINANCIAL STATEMENT (YTD)

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$2,720,727.96	\$1,863,742.10	\$2,479,639.06
Grants	- 0 -	- 0 -	- 0 -
Capital Projects Fund	1,588.48	- 0 -	212,214.96
Computer Information	1,178.38	- 0 -	183,200.52
Fiduciary Fund –Worrallo	- 0 -	- 0 -	17,188.37
TOTALS	\$2,723,494.82	\$1,863,742.10	\$2,892,242.91

MAY INVESTMENTS: \$2,209,552.23

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

PERSONNEL/FINANCE

MOTION 49-10

Mr. Mackey moved and Mrs. Fiorello 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 MANAGER'S REPORT

MOTION 50-10

Mrs. Stevens moved and Mrs. Petruccio seconded that the Board approve a contract with Surface Engineering for asphalt repair, crack sealing, seal coating and line striping for the following amounts: Eastlake - \$3,930.00; Willoughby - \$2,396.00; Willowick - \$2,610.00.

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 was down 13% for June, 2010 compared to June, 2009. Year to date, the PLF is down 14.4% compared to this time last year.

A draft of the annual report was distributed to the Board. Mr. Lehtoma suggested that the Board and members of Administration be listed. Mrs. Stevens suggested that the report be posted online.

Mrs. Williams discussed what steps should be taken when dealing with staff who have not returned materials in a timely fashion or have kept materials out for several months in spite of repeated attempts to have them returned. The Board suggested that we should see what other local libraries policies are regarding this issue. Mrs. Williams also asked the Board their opinions on whether staff should be allowed to take library property home for personal use, i.e. tables.

The library purchased five computers with money from the Gates grant.

We are waiting for a response from the County Prosecutor on the NBU Personnel Policy handbook.

Mrs. Williams discussed library regionalization and the possible implications for our system.

MOTION 51-10

Mrs. Stevens moved and Mr. Mackey seconded that the Board approve the list of items declared surplus and given to the Friends of the Library.

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.

Employees of the Month – Kim Sullivan (Willowick) Michelle Maloney (Eastlake)

NEW BUSINESS

The will be no July meeting.

MOTION 52-10

Mrs. Webster moved and Mrs. Stevens seconded that the Board adjourn into Executive session at 8:06p.m.

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

MOTION 53-10

Mr. Lehtoma moved and Mrs. Stevens seconded that the Board return to regular session at 8:26 p.m.

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

MOTION 54-10

Mr. Mackey moved and Mrs. Petruccio seconded that the Board accept salary adjustments for job duties and educational changes as outlined by the Director.

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.

The non-bargaining unit will get an extra vacation day in lieu of a salary adjustment.

NEXT MEETING, Monday, August 16, 2010 Willoughby Hills Community Center, 7:00 p.m.

MOTION 55-10

Mrs. Petruccio moved and Mr. Lehtoma seconded that the Board adjourn the meeting at 8:30 p.m.

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