

**WILLOUGHBY-EASTLAKE PUBLIC LIBRARY**

**Regular Meeting of the Board of Trustees,**

**Monday, March 15, 2010,**

**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 Webster at 7:01 p.m.

The President presented the minutes of the regular meeting of February 15, 2010 and the special meeting of March 1, 2010. The February 15<sup>th</sup> minutes should reflect that Mrs. Williams presented three books to the library in thanks to Mrs. Fiorello for serving as Board President for 2009.

**MOTION 30-10**

Mrs. Mismas moved and Mrs. Stevens seconded that the Board approve the minutes of the regular meeting of February 15, 2010 and the special meeting of March 1, 2010 be approved as submitted.

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.

**FISCAL OFFICER'S REPORT**

**MOTION 31-10**

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

FEBRUARY LIST OF BILLS PAID: \$402,326.80

**FEBRUARY FINANCIAL STATEMENT (YTD)**

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$833,403.15	\$707,261.55	\$1,748,794.80
Grants	- 0 -	- 0 -	- 0 -
Capital Projects Fund	3.05	-0 -	210,629.53
Computer Information	78.78	- 0 -	182,100.92
Fiduciary Fund –Worrallo	- 0 -	- 0 -	17,188.37
<b>TOTALS</b>	<b>\$833,484.98</b>	<b>\$707,261.55</b>	<b>\$2,158,713.62</b>

FEBRUARY INVESTMENTS: \$1,703,044.16

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**

### **POLICY/BY-LAWS**

#### **MOTION 32-10**

Mr. Mackey moved and Mr. Lehtoma seconded that the Board approve the update to the bulletin board 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.

### **PERSONNEL/FINANCE**

#### **MOTION 33-10**

Mrs. Stevens moved and Mrs. Petruccio 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**

The Ford cargo van had \$683.00 worth of repairs, which should, according to the mechanic, keep it running for another 100,000 miles. Bob Thompson installed a metal partition to separate the cargo area from the passenger area.

The Board was given copies of a letter sent to the Linda Morton and Debbie Gambill of the Friends of the Library, thanking them for the \$7,000.00 donation towards the purchase of the new passenger van.

### **DIRECTOR'S REPORT**

#### **MOTION 34-10**

Mrs. Stevens moved and Mrs. Mismas seconded that the Board approve the discard of an inoperable Victor adding machine.

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.

The March PLF distribution is down 14.9%, year to date is down 18.6% compared to 2009.

Mrs. Williams is not attending Legislative Day because State Representative Lorraine Fende is unable to meet with the Lake County attendees.

The OLC Trustees dinner will be held on Thursday, April 22<sup>nd</sup> at the Holiday Inn in Independence.

The Library is participating in the ARRA BTOP (Broadband Technologies Opportunities Program) grant by Connect Ohio and the State Library to receive funds for computers and computer training for the public. We are requesting 12 new desktops, 24 replacement desktops and a 12 laptop mobile lab. Mrs. Williams has submitted the necessary paperwork and if the grant is successful, the funds will be available in 2012.

Mrs. Williams recently attended a fundraising workshop at Lakeland that was put on by the Foundation Center-Cleveland. She has purchased several books that were recommended by the presenter that should help with the process.

The owner of the building beside the Willoughby Library decided not to place a dumpster on Library property. A truck with a dumpster attached was parked on the sidewalk instead.

The libraries are receiving an increasing number of emails from organizations that would like us to print out their posters/brochures to display in our buildings. Although we are happy to place the items on our bulletin board, the expense of printing/copying them is prohibitive. The Policy Committee will meet at 6:45 prior to the April Board meeting to update the Bulletin Board policy, FMLA policy and updates to the NBU handbook.

Employee of the Month – Christine Lippucci (Willoughby Hills)

## **COMMUNICATIONS**

### **NEW BUSINESS**

**NEXT MEETING**, Monday, April 19, 2010, Willoughby Library Meeting Room, 7:00 p.m.

### **MOTION 35-10**

Mrs. Petruccio moved and Mr. Lehtoma seconded that the Board adjourn the meeting at 7:40 p.m.

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