

**WILLOUGHBY-EASTLAKE PUBLIC LIBRARY**  
**Regular Meeting of the Board of Trustees, Monday, May 17, 2010,**  
**Willowick Library Board Room, 7:00 p.m.**

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

Sue Clark, Library Associate at the Willoughby Library, addressed the Board concerning library funding and the budget.

The meeting was called to order by President Webster at 7:03 p.m.

**MOTION 41-10**

Mr. Mackey moved and Mr. Lehtoma seconded that the Board approve the minutes of the regular meeting of April 19, 2010 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.

**FISCAL OFFICER'S REPORT**

**MOTION 42-10**

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

APRIL LIST OF BILLS PAID: \$412,098.28

APRIL FINANCIAL STATEMENT (YTD)

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$2,315,129.38	\$1,509,094.23	\$2,428,688.35
Grants	- 0 -	- 0 -	- 0 -
Capital Projects Fund	1,457.97	- 0 -	212,084.45
Computer Information	1,175.84	- 0 -	183,197.98
Fiduciary Fund –Worrallo	- 0 -	- 0 -	17,188.37
TOTALS	\$2,317,763.19	\$1,509,094.23	\$2,841,159.15

APRIL INVESTMENTS: \$2,408,145.38

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 43-10**

Mr. Mackey moved and Mrs. Petruccio seconded that the Board approve the proposed 2011

budget as presented.

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**

The Policy Committee met at 6:30 before the regular meeting.

### **MOTION 44-10**

Mrs. Stevens moved and Mr. Lehtoma seconded that the Board approve the revisions to the NBU handbook, including clarifications on breaks, Sunday hours compensation and adoption of a sick leave bank for NBU members and a revision to policy 4.12.

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

## **PERSONNEL/FINANCE**

### **MOTION 45-10**

Mr. Mackey moved and Mrs. Stevens 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.

## **FACILITIES MANAGER’S REPORT**

### **DIRECTOR’S REPORT**

PLF distribution was down 8.4% for May, 2010 compared to May, 2009. Year to date, the PLF is down 14.7% compared to this time last year.

We are #5 in the nation on the Hennen’s American Public Library Ratings for libraries our size.

The updated NBU Personnel Policy handbook was sent for review.

A draft of the annual report will be distributed at the June meeting.

Employees of the Month – David Zahler (Willoughby Hills), Jill Carroll (Willoughby)

## **COMMUNICATIONS**

### **OLD BUSINESS**

A local Girl Scout troop made a profit of \$400.00 at their plant sale to benefit the butterfly garden at the Eastlake Library.

It was suggested that “fundraising updates” be placed on the monthly Board agenda.

**NEW BUSINESS**

**NEXT MEETING**, Monday, June 21, 2010 Willowick Library Meeting Room, 7:00 p.m.

**MOTION 46-10**

Mrs. Petruccio moved and Mr. Lehtoma seconded that the Board adjourn the meeting at 7:33 p.m.

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