

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY
Regular Meeting of the Board of Trustees,
Monday, July 18, 2011 Willowick Library Jane Geiser Room, 7:00 p.m.

CALL TO ORDER

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

The meeting was called to order by President Stevens at 7:00 p.m.

The President presented the minutes of the regular meeting of June 20, 2011.

Approval of the June 20, 2011 minutes was tabled due to a lack of a quorum from that meeting.

FISCAL OFFICER'S REPORT

Mrs. Bocciarelli presented the June, 2011 Fiscal Officer's Report:

JUNE LIST OF BILLS PAID: \$ 361,673.25

JUNE FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$3,049,370.37	\$2,272,198.62	\$3,469,840.25
Grants	- 0 -	- 0 -	- 0 -
Capital Projects Fund	\$ 759.89	- 0 -	\$288,053.24
Computer Information	\$ 0.00	- 0 -	\$208,486.31
Fiduciary Fund - Worrallo	\$ 0.00	- 0 -	\$17,190.09
TOTALS	\$ 3,050,130.26	\$2,272,198.62	\$3,983,569.89

JUNE INVESTMENTS: \$2,503,468.42

MOTION 55-11

Mr. Lehtoma moved and Mrs. Webster seconded that the Board approve the June Fiscal Officer's report.

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

Mrs. Bocciarelli reported that the State Auditor's Office performed a desk review of the Library's

audit report for the year ending December 31, 2010 and 2009. The Library's audit report is acceptable and requires no modifications.

Mrs. Bocciarelli reported that the IRS increased the mileage rate to 55.5 cents effective July 1, 2011.

MOTION 56-11

Mrs. Fiorello moved and Mrs. Webster seconded that the Board approve the increase in the mileage rate to 55.5 cents.

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

COMMITTEE REPORTS

PERSONNEL/FINANCE

MOTION 57-11

Mrs. Webster 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. Mismas, "Yes"; Mrs. Stevens, "Yes"; Mrs. Webster, "Yes". Motion carried.

FACILITIES MANAGERS REPORT

Ms. Rogers reported that Buck Weiss met with the architect this afternoon to provide his recommendations. The Board would like to have a chart with the recommendations from each contractor so they can compare repair options.

Surface Engineering was contacted to do a free analysis of the paving needs of the three building, with priority given to Eastlake Library; however, no response was received.

The 1999 Ford van had the radiator replaced and repairs made at a cost of \$434.42. The power steering line was repaired without cost. Yano's Automotive Service delivered the van to the library.

Air Conditioning Enterprises recommended that the coils and screens on 4 of Eastlake's condensers one of Willowick's condenser coils be cleaned at the following costs: Eastlake: \$702.00 and Willowick: \$188.00.

Some cleaning issues with men's room at Eastlake were referred to Lake County Cleaning. Lake County Cleaning recommended repainting the stalls in the men's room for \$280.00.

We have been informed that IGS is our new supplier via the SCO auction process. We can enter the Variable Rate Capped Program that will cap our prices at \$7.50/mcf through the March, 2012 billing period.

DIRECTOR'S REPORT

July, 2011 PLF distribution is up 19.66% from 2010 but it is still down 12.3% from 2008. For the year to date, the PLF is up 12.45%, but still down from 2008 by 18.1%.

The Library has created a brochure for the Annual Fund Drive, which will be inserted in the fall newsletter. It will also be available at the buildings.

Circulation and materials spending for 2010 increased the Library's percentage of the overage by almost 1%.

The Library has submitted for a refund of over \$12,000 for its telecommunications from the past fiscal year.

Eric Linderman has been selected as the new Assistant Director. Eric's first day will be August 15, 2011.

In order to facilitate the impending changes regarding OPERS pickup, Mrs. Williams proposed to make the change for the non bargaining unit staff now, so that the Library will be in compliance should this become law. This would require that the Library abolish the OPERS fringe benefit plan, Resolutions #93-05 and #70-03 for OPERS pick up for non bargaining employees. The Library cannot make any changes for the bargaining unit at this time, as they are covered by their bargaining agreement.

Mrs. Williams also recommended that the Library create a salary reduction pick up plan for all non-bargaining employees, including the Director and Fiscal Officer, beginning with the July 8, 2011 payroll. This would allow for the OPERS contributions to be tax deferred, as per the Internal Revenue Code. This is currently in place for the bargaining unit.

MOTION 58-11

Mrs. Webster moved and Mrs. Mismas seconded that the Board approve the motion to abolish the OPERS pick up for non bargaining employees.

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

MOTION 59-11

Mrs. Mismas moved and Mr. Lehtoma seconded that the Board approve the motion to create a salary reduction pick up plan for all non-bargaining employees, including the Director and Fiscal Officer.

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

The Policy/Bylaws Committee will meet ten minutes before the next Board meeting.

Employee of the month – Karen Battaglia, ILL Page in the Technical Services Department for her willingness to participate in the libraries' parades, especially the extremely hot Eastlake parade.

COMMUNICATIONS

The Library received a letter from a Willowick Library patron expressing gratitude to the staff for organizing all the summer reading programs.

OLD BUSINESS

NEW BUSINESS

Mrs. Petruccio previously indicated her desire to serve another term on the Board of Trustees.

MOTION 60-11

Mrs. Webster moved and Mr. Mackey seconded that the Board approve a motion for Diane Petruccio to serve on the Board of Trustees for another term.

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

NEXT MEETING, Monday, September 19, 2011, 7:00 p.m., Eastlake Public Library Meeting Room.

MOTION 61-11

Mrs. Webster moved and Mrs. Mismas seconded that the Board adjourn the meeting at 7:50 p.m.

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