

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY
Regular Meeting of the Board of Trustees,
Monday, October 17, 2011 Willoughby Hills Library, Historical Society Room 7:00 p.m.

CALL TO ORDER

Additions to the agenda:

Add to E. Director's Report: 6. Gifts – 2 computer monitors*

Add to G. Old Business: Advertising for Board Member

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

The meeting was called to order by President Stevens at 7:01 p.m.

Citizen's Comment

Susan Clark commented that she was glad that the library is doing well so far this year.

Mrs. Williams reported that Vicki Simmons administered the Oath of Office for Diane Petruccio on Saturday, September 24, 2011 in the Library Administration Office.

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

MOTION 74-11

Mr. Lehtoma moved and Mrs. Fiorello seconded that the minutes of the regular meeting of June 20, 2011 be approved as presented.

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

The President presented the minutes of the Policy/Bilaws Committee Meeting and the regular meeting of September 19, 2011.

MOTION 75-11

Mrs. Webster moved and Mr. Lehtoma seconded that the minutes of the Policy/Bilaws Committee Meeting and the regular meeting of September 19, 2011 be approved as submitted.

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

Mrs. Bocciarelli presented the September, 2011 Fiscal Officer's Report. She pointed out that there were several new investments. Ms. Simmons assisted with the decisions, and attended the Fiscal Officers Meeting.

MOTION 76-11

Mrs. Petruccio moved and Mr. Lehtoma seconded that the Board approve the September Fiscal Officer's report:

SEPTEMBER LIST OF BILLS PAID: **\$ 421,986.19**

SEPTEMBER FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$5,042,937.83	\$3,154,422.18	\$4,581,184.15
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	\$ 5,043,697.72	\$3,154,422.18	\$5,094,913.79

SEPTEMBER INVESTMENTS: **\$2,907,527.93**

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

POLICY/BYLAWS

PERSONNEL/FINANCE

MOTION 77-11

Mrs. Fiorelli 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. Petruccio, "Yes"; Mrs. Stevens, "Yes": Mrs. Webster, "Yes". Motion carried.

FACILITIES MANAGERS REPORT

After contacting seven contractors, Concrete Surface Repair was the only company to submit a price quote for repairs. At Eastlake and Willoughby, the grinding and patching were completed. At Willoughby, the parking lot entrance and some sidewalk slabs on Euclid Avenue were ground

and patched. There are a number of sidewalk slabs that will need to be replaced next year. Work at Willowick is being completed this evening. Mr. Lehtoma suggested that for the concrete work that still needs to be done at Willoughby, contractors should be contacted earlier in the year.

The new furnace was installed in Willoughby. New gaskets were installed on the boilers at Willowick. They both developed leaks, and Air Conditioning Enterprises is working on resolving this.

Willoughby Hills carpeting can be repaired.

Four companies submitted quotes for snowplowing. Giannetti was the low bid again this year.

MOTION 78-11

Mr. Lehtoma moved and Mrs. Webster seconded that the Board approve the snowplowing contract with Giannetti Company for the 2011/12 season in the following amounts: Eastlake - \$1180 + \$350 for sidewalks; Willoughby - \$750 + \$200 for sidewalks; Willowick - \$1,515 + \$350 for sidewalks.

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

For the month of October, the PLF distribution is 6.4 % lower than the October 2010 distribution. For the year to date, the PLF is 7% higher than last year's 10 month total. The library is doing better than it was in 2009.

Fundraising/Saving

Paperwork was submitted for the Connect Ohio Grant to provide funds for training the public on the use of computers, internet, and email. The program runs through June 2012. Another grant opportunity with Connect Ohio involves funds for iPads and similar devices, and providing public training on the use of them. The first training will be at Willowick next month. The mobile training lab will be at Willowick next year.

The library received the Ohio Ready to Read grant which provides funds for materials for the 2nd edition of Every Child Ready to Read.

The foundation investigative meeting has been postponed due to illness.

Mrs. Williams distributed information from CCPL regarding passport service. The library can do a trial of this service at one building, possibly Willowick, and see how it goes. The library does not need a vendor's license for this.

Mr. Mackey, Mrs. Bocciarelli and Mrs. Williams attended the Lake County Libraries Meeting regarding the funding formula. Mrs. Williams and Mrs. Bocciarelli took a leadership role by extensively researching the funding formula in the county. The representatives from each library were asked to return to their boards and determine if the formula is broken, what changes need to be made now, and to make a recommendation of the time frame to regularly review the formula.

The recommendation of the board is that the formula is not broken, but should be reviewed every five years. Mrs. Williams will draft a letter to the other Lake County Libraries stating the Board's recommendation.

Staff Development Day will be held on November 11, 2011 at the Croatian Lodge in Eastlake. Mrs. Williams announced the speakers and programs for this event.

The Employee of the Month is Joan Groesch, Eastlake Library, for helping out with a backup of materials at the circulation desk.

Rich Morgan donated two nineteen inch flat screen computer monitors to the library.

MOTION 79-11

Mrs. Fiorello moved and Mrs. Petruccio seconded that the Board accept the gift of two nineteen inch flat screen computer monitors.

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

COMMUNICATIONS

There was a discussion of the television ads for State Issue 2. Mrs. Lehtoma noted that librarians don't seem to be mentioned in any of the ads.

OLD BUSINESS

The library needs to advertise for a representative from Willoughby Hills to serve on the Board of Trustees. The deadline should be in three weeks so that the Personnel Committee can review the applications if many are received. All board members will interview the candidates.

An update on the sewer project was requested. Mrs. Williams indicated that the city took new pictures of the drains. Weiss Company had the best idea for resolving the problem as well as the best price.

NEW BUSINESS

NEXT MEETING, Monday, November 21, 2011, 7:00 p.m., Willowick Library, Jane Geiser Room.

MOTION 80-11

Mrs. Petruccio moved and Mrs. Webster seconded that the Board adjourn the meeting at 8:05 p.m.

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