



The Board of Trustees Minutes

Regular Meeting

Date: February 17, 2021

Attendees:	<i>Trustees</i>	<i>Staff</i>	<i>Guests</i>
	Jeffrey Armstrong	Andrew Mangels	
	Jennifer Darling	CJ Lynce	
	Will Perry	Pam Linger	
	Robert Plantz	Karen Hunt	
	Elizabeth Sheehe	Duane Gibson	
	Cata Wood		

The Board met in the Porter Room of Westlake Porter Public Library and by Zoom. Elizabeth Sheehe called the meeting to order at 6:30 pm.

Minutes

Bob Plantz moved to approve the minutes from the Organizational Board Meeting of January 20, 2021. Jeff Armstrong seconded the motion. All present were in favor.

Bob Plantz moved to approve the minutes from the Regular Board Meeting of January 20, 2021. Will Perry seconded the motion. Jennifer Darling pointed out the discussion at the January Board Meeting regarding people in the building should refer to forty people in the building, not forty percent. The minutes will be corrected. All present were in favor of approving the minutes as corrected.

Bob Plantz moved to approve the minutes of the Board Retreat of January 25, 2021. Jennifer Darling seconded the motion. All present were in favor.

Communications

Communications received through February 12, 2021 were delivered with the agenda.

Public Comments

There were no public comments.

Andrew Mangels introduced our newest Adult Services staff member, Cata Wood. Cata explained she has worked in libraries for over a decade and she is halfway through with grad school for Library Science. Her undergrad degree was in Women’s Studies. Ms. Wood thanked the Board for inviting her to the meeting. She had never been invited to a Board Meeting at any of her other jobs.

Administrative Reports

Manager’s Report

Duane Gibson, Building Services Manager, explained Building Services serves a three-pronged role that are all interrelated; Cleanliness (safety, appearance and longevity), Energy Efficiency (keeping funds directed to core mission) and Repair and Maintenance (Safety, aesthetics and longevity). Energy efficiency is important because the less money spent in the back of the house, the more money there is for the front of the house.

Will Perry asked Duane to explain enthalpy. Duane explained it is a complicated process that uses an algorithm of humidity, pressure and temperature to cool the building. It makes a calculation to ensure everything is being used as efficiently as possible.

At the beginning of the pandemic, it was difficult to get supplies. Admin did a great job helping him to obtain supplies. Jana Nassif obtained grants to help us right along.

Bob Plantz asked if the current HVAC system is now flexible enough to make changes in the footprint of the building for space planning purposes. Duane responded yes. It might need some duct work, which is easy to do, but there is more than enough capacity.

Jennifer Darling commented that Duane talked a lot about cost savings and said we appreciate that, thank you! She asked if sustainability is considered, cost vs environmental impact. Duane responded the cost savings have to make sense. The Director explained it extends beyond infrastructure. Nancy Abrahamson has owned the recycling program in the building and is always finding new ways to reduce. They live that value every day.

Mr. Gibson is also helping to offer more safety training to the staff.

Elizabeth Sheehe thanked Duane for a very informative presentation.

Human Resources Report

The Human Resources Report for January was delivered with the agenda.

Pam Linger, Human Resource Manager, reported she is in the implementation stage of training for 2021.

The EAC (Employee Advisory Committee) has discussed Staff Day quite a bit and come to the conclusion it must be held virtually again this year. None of our meeting rooms are large enough to accommodate everyone with social distance.

Assistant Director's Report

The Assistant Director's Report for January was delivered with the agenda.

CJ Lynce, Assistant Director, highlighted two recent initiatives. The Myrna Chelko Early Literacy Program launched on February 1. There are several activities for participants to engage in. When they have completed the program, they will receive a mini Suma the Puma with a bandana made by our own Board President, Elizabeth Sheehe. It is a wonderful way to encourage reading, literacy and the use of the library. Thank you, Elizabeth for your contribution of the bandanas! There were eighteen children registered in the first week and we are up to twenty-eight as of tonight. Mr. Lynce also thanked the Director, Rebecca Shook, Youth Services Manager, the Friends and the Chelko family.

The Director commented he believes this is the best initiative we have been involved with since Connecting for Kids. The program actively engages children before they get to school.

Mr. Lynce talked about the Neighborhood Crime Prevention program held last night at the suggestion of Elizabeth Sheehe in response to a string of home burglaries in Westlake. There was a fantastic turnout of 99 participants who were very appreciative of the common sense reminders. He is hoping to get permission from the Police Department and Law Department to archive the program. Jennifer Darling asked if they were not comfortable with a recorded version, would they be willing to do it again. Mr. Lynce related Guy Turner, Safety and Security Manager, has a nice working relationship with the Police Department and is instrumental in obtaining speakers.

Jennifer Darling had made a note of the police support at the shred it event as well as with the video thefts in 2020 in addition to this program. She asked if it was appropriate for a Board

member to write a note of thanks to the Police Department. The Director responded, wholeheartedly, without a doubt.

Financial Reports

The Financial Reports for January were delivered with the agenda.

Andrew Mangels reported in the Fiscal Officer's absence.

The most important item would be the Permanent Budget. The Director let the Board know if they have any questions he cannot answer, he will pass them on to Ms. Nassif and she could answer at the next meeting. He also acknowledged the Fiscal Officer does a nice job of laying things out in her reports.

Projections for the long-term budget include going through the next levy.

Director's Report

At the managers' meetings they have been looking at all the topics they cover and bring forward issues that might impact the library on a larger scale. Items are also vetted at Quality Council, which is about thirty percent of staff.

There are several pending retirements. Judy McNamara will be retiring in June. This is an important position and we need the right person to handle meeting rooms. Many tasks can be handled by current staff, but the meeting rooms need to be handled by somebody dedicated to interacting with the groups that meet here. Adult Services will back that person up. Admin is always looking at staffing issues. The Director has asked the managers to think about how they interact with Judy. It is Admin's intention to transition this role to a part time position.

In other retirements, Ann Salazar will be retiring later this year so they have been looking at what that means for Circ. Pam Linger will also be retiring so they have been looking at whether they should replace her with a full-time position or should they divide her duties up. Pam is doing an outstanding job of listing timelines and calendars and what is critical month by month. If her duties are divided, we will need to restructure who reports to whom.

Search OH Billing

The Director discussed Search Ohio billing. We had a Memo of Understanding (MOU) with two fellow libraries which agreed we would split the iii DCB charge (software to handle Search OH) three ways. We would pay the invoice and they would reimburse us.

We received an invoice that was considerably lower than expected but Mr. Mangels checked with our iii rep and he was assured it was correct. So we continued to pay the invoice and seek reimbursement from the other two libraries, which they continued to pay. It turns out one of the other libraries was also receiving an invoice from iii which they paid, along with reimbursing us. It turns out the iii rep made a mistake and the original invoice we received and divided was for half of the actual cost, resulting in one library overpaying and two libraries under paying. Therefore, we will be reimbursing the overpaying library.

Will Perry asked if we are owed a credit from iii? The Director tried to make that case for all the trouble this has caused but what they are offering is not that great. The equipment is now old and we will have to migrate to another system. If iii continues as host, they will give us a discount from 5 to 3 ½ percent. Their rep said if you are not happy with us, you can leave the consortium. There is a possibility to host elsewhere.

Front Door Project

We have a rough draft for reconfiguring the front doors. The Director is interested in hearing Jason Nolde's thoughts. The roughly \$100,000 price tag makes the project difficult. He is suggesting a Facilities meeting be called to look at the project more closely. Will Perry asked if cold air is the issue driving the project. The Director responded yes, along with trash constantly blowing in.

Elizabeth Sheehe asked how effective the temporary wind breaks are. The Director does not believe they have been very useful.

Jennifer Darling asked if we always get just one opinion. The Director explained we hired an architect to look at the issue. The next step would be to hire someone to add more detail to the design then the project would go out for bid because the total cost would be over \$50,000.

Reading Garden

The Director would like to move a little more quickly on the Reading Garden. Most of the plants have gotten out of control and need to be attended to. He asked the landscape architect for solutions to revitalize the plant life and for space that would be more inviting for a family to sit and be more kid friendly. The Director has also asked for them to look at the doors that lead out to the garden to make them more attractive. Another part of the plan spruces up the small space that is currently a butterfly garden. This is a nice opportunity to revitalize the space. He would like the plans to be shaped up enough for the next board meeting in order for the project to be completed by spring.

Bob Plantz asked how well used the Reading Garden has been—do people actually go out and spend time there. The Director responded we do not have people counters out there now but sometimes he is surprised it is not being used more often. He believes there is potential for the space to be used more. We are missing an opportunity to be able to hold events out there. Mr. Plantz asked what it would take to make the space more attractive. The Director believes the space does not currently signal come out and relax, bring your child out and read.

CJ Lynce pointed out prior to this summer, the space did not have Wi-Fi, which is now available at all outside areas.

Bob Plantz asked if that space could be used almost as a meeting room and for youth services programs. The Director explained we were planning for programs to take place outside before the pandemic and are excited about the possibilities of this refurbished space.

Elizabeth Sheehe would like the space used to teach children and adults to grow things and would like to see a Master Gardener space with something like plant a seed watch it grow.

The Director commented the "postage stamp" of land to the east of the parking lot is crying out for usage. This might be the perfect space for gardening.

Will Perry asked about seating areas in the Reading Garden. The Director explained they are looking at other areas in the space to put inviting seating. Mr. Perry suggested using a brick sponsor program to help with costs. The Director commented this could all be discussed in a Facilities Committee meeting.

Strategic Planning

The Director reported Allison will be available March 1 or the second week of March to go over data from the Strategic Plan.

The Director will set up a brown bag lunch for the Board to discuss real-life intellectual freedom issues that have come up in other library systems.

Bob Plantz asked if the snow plowing issues have been resolved? The Director admitted we are a pretty high maintenance contract but the bottom line was they should have been here to clear the snow last Monday but were not and that was a problem. The Building Services Manager has spoken with them twice and walked the entire area with three of the principal owners. The issue was they did not come out and no one called from here to ask them to come out.

The Director sent an email in response to a complaint from an employee that felt we should have closed during that snow event. The Director explained the lot was not plowed and that should not have happened. However, the Director pointed out we are public servants and we do not close easily, especially when every other business in the area is open. The other concern he has about closing early and putting staff on the road, let's say at 7 pm, the storm was not progressing at that point and the roads might have been more cleared by 9 pm, our normal closing time. The Director was on the road that evening and felt the roads were reasonable to drive on.

The Director felt he could have done a better job communicating with the staff and letting them know he was paying attention.

Duane Gibson reported the plow company felt they could wait until the library had closed. Mr. Gibson reminded them we need to have our staff safe when they leave the building. The company emphasized their intent is to make us happy and uphold their end.

Mr. Gibson also reported Jim Newton went out to shovel around all staff members' cars and removed snow from their cars before he left for the night.

Will Perry asked for an update on Portables. The Director reported the Assistant Director has stepped forward to be the Friends' Treasurer. In addition, Barb Gaudier is willing to give running Portables a try, so Portables will stay open. Mr. Mangels believes she will do an outstanding job.

The Director is trying to work with the owner of the café about Bromfield's future.

Bob Plantz moved to accept the Human Resource, Assistant Director, Financial, and Director's Reports. Will Perry seconded the motion. Roll call vote followed: Jeffrey Armstrong – yes, Jennifer Darling – yes, Will Perry – yes, Bob Plantz – yes, Elizabeth Sheehe – yes.

Board Reports

Board President's Report

The Board President had no report.

New Business

Amend Tornado Policy

The Director explained Rebecca Shook reminded him that when we hold training at only one time, a lot of the staff are not present. For instance, when we hold a drill for fire or a tornado. In response, with Aaron Spears help, he created a video for tornado information. He shared that video with the Board.

Will Perry moved to amend Section 5.8 Tornado of the Public Policy and Procedures Manual. Jennifer Darling seconded the motion.

Jennifer Darling asked why Group Services was crossed out and who would fill in if that person was not available. The Director explained we do not use the term Group Services any more. We are replacing Group Services with Meeting Room Coordinator. In the event that person is not available, Adult Services would be the backup.

Jennifer Darling stated it is good to know it is not the staff's responsibility to get people out since some are so resistant, but what do they do if someone will not leave? The Director explained the staff will bring people with them and lead them to cover but will not stay with someone refusing to vacate.

Elizabeth Sheehe explained the staff should offer the opportunity to go to cover. It is the patron's responsibility to leave after shelter is offered.

Roll call vote followed: Jeffrey Armstrong – yes, Jennifer Darling – yes, Will Perry – yes, Bob Plantz – yes, Elizabeth Sheehe – yes.

Resolution 5-21 Approve the 2021 Permanent Budget

The Director commented the Permanent Budget is important. Jana Nassif is the best Fiscal Officer we can have and he is comfortable this is a great plan. However, if the Board wants to be able to ask questions of her, it might be better to table passing until next meeting when Ms. Nassif can be present.

Bob Plantz commented since Kate Maver and Jason Nolde are not present this would be a good idea. Ms. Nassif has worked hard on this budget and it would be fair to give her a chance to hold forth on it.

Mr. Plantz asked, specifically, about the planning for Maker Space. Mr. Lynce is putting together equipment lists and space possibilities. We are also exploring a culinary space. Northeast Ohio PC Club donated the balance of their money upon dissolving their group expressly for the purpose of continuing technology education.

The approval of the 2021 Permanent Budget will be tabled until the March meeting.

Adjourn

The meeting adjourned at 8:31 pm.

Recorded by: Karen Hunt, WPPL Sr. Administrative Associate

Attested by:

Elizabeth Sheehe, WPPL Board President

Jennifer Darling, Board Vice President