



The Board of Trustees Minutes

Regular Meeting

Date: July 21, 2021

Attendees:	<i>Trustees</i>	<i>Staff</i>	<i>Guests</i>	
	Jeffrey Armstrong	Will Perry	Andrew Mangels	Jeni Delfs
	Jennifer Darling	Elizabeth Sheehe	Jana Nassif	Noemi Dister
	Kate Maver		CJ Lynce	Emily Lindberg
	Jason Nolde		Karen Hunt	

The Board met in the Porter Room of Westlake Porter Public Library. Elizabeth Sheehe called the meeting to order at 6:32 p.m.

Minutes

Will Perry moved to approve the minutes from the Regular Board Meeting of June 16, 2021. Kate Maver seconded the motion. All present were in favor.

Communications

Communications received through July 15, 2021 were delivered with the agenda.

Public Comments

There were no public comments.

The Director introduced two new employees: Noemi Dister, a Circulation Shelver and Emily Lindberg, a part-time Youth Services Associate. Elizabeth Sheehe welcomed them and commented the Board likes to meet new employees and is grateful they are here.

Administrative Reports

The Director explained he would like to add a demonstration of Monday.com, which he is using to track the Strategic Plan.

Technical Services Report

The Director introduced Jeni Delfs, Cataloging Librarian, stating we are lucky to have her as our cataloging librarian. She is extremely knowledgeable and a great team member.

Ms. Delfs shared she is currently working on cataloging the new board games we will begin circulating. Technical Services has also been changing over the way graphic novels are shelved. Juvenile and Young Adult graphic novels had previously been interfiled in Fiction. They will now have their own call numbers and section on the shelves.

Ms. Delfs proposed adding the subject heading "Undocumented immigrants" to any records that currently have the subject heading "Illegal aliens" just as Ohiolink has recently done because many believe the term "illegal aliens" is pejorative. Ms. Delfs believes it is a good idea to make changes to the catalog that are reflected in society.

Jennifer Darling asked where these terms are used. Ms. Delfs explained when searching the catalog they would be under subject. Ms. Darling asked why we would keep both headings. Ms. Delfs explained people might search for the subject in that way.

Kate Maver commented more and more people will search for the new terms so it would be helpful to have both links.

Jennifer Darling thanked Ms. Delfs for her great presentation. Ms. Delfs answered questions before she could ask them.

Ms. Delfs explained every item in our collection goes through Tech Services. They assign Dewey Decimal numbers, add RFID tags that correspond to a code and make sure series are connected. It is all about findability and to make things discoverable.

Elizabeth Sheehe thanked Ms. Delfs for the interesting report.

Jeni Delfs left the meeting at 7 pm.

Assistant Director's Report

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

The Assistant Director reported another very successful parade for the 4th of July.

The Art Walk has been populated with artwork that Youth Services solicited from students in K through sixth grade.

A new delivery company, STAT Courier, began services for the statewide delivery system at the end of June, replacing Priority Dispatch. The transition has had some expected bumps, but the State Library of Ohio is working with STAT Courier to address and resolve the issues.

Outdoor programming is taking off. We will continue primarily outdoors until September and then transition to indoor, most likely with some precautions.

The Assistant Director was sworn in as the NEO/RLS Trustee President yesterday. This has been a great partnership and opportunity for WPPL to have input state-wide.

Financial/HR Reports

The HR and Financial Reports for June were delivered with the agenda.

The Fiscal Officer reported the Library's audit began on July 1 with an auditor from the Auditor of State's office coming onsite several days to perform field work. We expect to have an audit report by the end of August.

The EAC met last week and focused mostly on Staff Week. There was a suggestion to the EAC that the WPPL t-shirts be available for purchase. Those attending the baseball game will receive a shirt with the purchase of a ticket. It was decided Staff may purchase a blue t-shirt for \$10 and the white t-shirt for \$5.

Will Perry asked how often we are audited. The Fiscal Officer explained an audit is conducted each year. Elizabeth Sheehe commented we have always had glowing reviews.

Jason Nolde asked Noemi Dister and Emily Lindberg their thoughts on the onboarding process. Ms. Dister explained she found it to be an easy transition. The Staff have been very helpful. Ms. Lindberg agreed and commented that coming from a different library system, she cannot say enough about how awesome it has been. She really appreciates the opportunity to meet with the Board.

Director's Report

The Director invited the Board to the Farrell Foundation open house on August 10. He explained the Farrell Foundation helps families with Alzheimer's and will be a key partnership for us.

The Director explained people rate the Library on Google. Overall, we have a very high rating. Unfortunately, one gentleman did not have a positive experience. The Director responded to his concerns.

The Director reported on the program *Five Days of Democracy* coming up in partnership with the City Club and the other eight libraries in Cuyahoga County.

Last year, our medical coverage was moved to the Council of Government (COG) to keep costs down with great coverage. There is an employee who would like the opportunity to have a higher deductible plan with a lower premium. Unfortunately, COG does not offer such a plan.

The Director has been working with the Marketing and PR Department to develop a Welcome postcard inviting new Westlake families to the Library.

The Foundation is prepping for the Westlake Bay Village Art Festival.

The Director shared Monday.com, the tool we are using to monitor the Strategic Plan.

Space planning is moving forward. The next step is to use focus groups. Departments will meet to discuss their needs. There will be community boards where the public will be invited to comment. The process should take about nine weeks to complete. There is a more immediate need in circulation. A team is being formed to visit Ohio libraries to look at more efficient set ups for RFID.

Lighting and electricity issues are slowing up plans for the Reading Garden. We are waiting on cost estimates to be able to send the project out to bid.

I Made a Difference Award

Robert Jones was nominated by Duane Gibson for notifying him of a constant and substantial leak in the boiler room so it could be addressed quickly. His attention to detail and consistent “going above and beyond” attitude certainly helped prevent what could have been a very costly and disruptive event.

Kate Maver asked if the issue with a large increase in lawyer fees has been addressed. The Director explained it was largely a misunderstanding of expectations. When what we were asking for was clarified, the fee was comparable with previous work. The lawyer apologized for the misunderstanding.

Jennifer Darling recently heard a discussion on the radio talking about the rate of opening a text message was higher than opening an email. She asked if there were any discussions about using text messages. Mr. Lynce answered there has been some discussion of using text message through SIRSI, who would help to provide this service. It is difficult to find a product that deals with proprietary information. Jason Nolde commented he would find text messaging annoying and would view it as negative marketing. Jeff Armstrong explained open rates can be highly misleading.

Kate Maver moved to accept the Assistant Director, Financial/HR, and Director’s Reports. Jason Nolde seconded the motion. All present were in favor.

Board Reports

Board President’s Report

Elizabeth Sheehe referred to the schedule received for the Trustee Search. Jennifer Darling will chair the committee and Kate Maver has volunteered so we need one more volunteer.

Volunteers are also needed for the Art Festival.

Ms. Sheehe shared she attended the EAC meeting and discussed breakfast with the Board during Staff Week. There is a new suggestion to have breakfast instead of lunch to allow more staff access to the event. Ms. Sheehe suggested a soup and salad buffet. The event would be to meet and talk with staff, giving them an opportunity to ask questions of the Board. She suggested having soup, salad and rolls on Thursday, October 7, 2021.

Diversity Report

Ms. Darling asked for outreach opportunities to other community organizations to solicit interest in the Trustee opening. Jason Nolde commented the more people to put it out to the better.

New Business

Personnel Manual Section 7.04 Floating Holidays

Jason Nolde moved to amend Personnel Manual Section 7.04 Floating Holidays. Will Perry seconded the motion.

Beginning in 2022, Staff will receive a Floating Holiday for Juneteenth as a Federal Holiday.

All present were in favor.

Personnel Manual Section 5.04 Overtime Compensation

Kate Maver moved to amend Personnel Manual Section 5.04 Overtime Compensation. Jennifer Darling seconded the motion.

This section was amended for clarification so an employee cannot receive both holiday overtime pay and Sunday hours pay.

All present were in favor.

Asset Disposal List

Jason Nolde moved to approve the Asset Disposal List with the addition of a laminator. Will Perry seconded the motion. All present were in favor.

Resolution to approve Bid Opening for Reading Garden

Jason Nolde moved to allow the Fiscal Officer or another representative of the Library to open and read and tabulate the bids for the Reading Garden landscape architect project immediately after the time for their filing has expired, at the Library, and report the tabulation to the Board at its next meeting. Kate Maver seconded the motion.

The ORC mandates the bids be opened at a regularly scheduled Board meeting but may be opened as stated with a Resolution.

All present were in favor.

Resolution to approve the Fiscal Officer as the prevailing wage coordinator for the Reading Garden Project

Kate Maver moved to appoint the Fiscal Officer as the prevailing wage coordinator for the Reading Garden Project. Jennifer Darling seconded the motion. All present were in favor.

Approve the Space Planning Proposal

Jason Nolde moved to approve the Space Planning Proposal. Will Perry seconded the motion.

The Proposal will serve as the contract. The facilities assessment is not included because that work was done by Studio Techne.

All present were in favor.

Resolution 10-21 – Adjustment to PI Fund Budget for Space Planning Contract

Kate Maver moved to accept Resolution 10-21. Will Perry seconded the motion. Roll call vote followed: Jeffrey Armstrong – yes, Jennifer Darling – yes, Kate Maver - yes, Jason Nolde – yes, Will Perry – yes, Elizabeth Sheehe – yes.

Create two 24 hour per week, 310 level supervisor positions in Circulation.

Kate Maver moved to create two 24 hour per week, 310 level supervisor positions in Circulation. Jennifer Darling seconded the motion. Roll call vote followed: Jeffrey Armstrong – yes, Jennifer Darling – yes, Kate Maver - yes, Jason Nolde – yes, Will Perry – yes, Elizabeth Sheehe – yes.

Temporarily appoint Anne Shields as interim Assistant Circulation Manager and Alisa Sicker as interim Circulation Manager.

Jason Nolde moved to temporarily appoint Anne Shields as interim Assistant Circulation Manager and Alisa Sicker as interim Circulation Manager. Roll call vote followed: Jeffrey Armstrong – yes, Jennifer Darling – yes, Kate Maver - yes, Jason Nolde – yes, Will Perry – yes, Elizabeth Sheehe – yes.

Remove \$695.32 of billed lost magazine items from 2005-2009

Kate Maver moved to remove \$695.32 of billed lost magazine items from 2005-2009. Jennifer Darling seconded the motion.

The Director explained this would clean up records that are very, very old and the bill is tied to an account.

Roll call vote followed: Jeffrey Armstrong – yes, Jennifer Darling – yes, Kate Maver - yes, Jason Nolde – yes, Will Perry – yes, Elizabeth Sheehe – yes.

The Director asked for a very brief meeting to be held in August to approve a copier contract and the Reading Garden Project.

The Director thanked Noemi Dister and Emily Lindberg for attending the meeting.

Adjourn

The meeting adjourned at 8:32 pm.

Recorded by: Karen Hunt, WPPL Sr. Administrative Associate	
Attested by:	
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Elizabeth Sheehe, WPPL Board President	Jason Nolde, WPPL Board Secretary