The Board of Trustees
Minutes

Regular Meeting Held Via Zoom

Date: December 16, 2020

Attendees:

<table>
<thead>
<tr>
<th>Trustees</th>
<th>Staff</th>
<th>Guests</th>
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<tr>
<td>Jeffrey Armstrong</td>
<td>Andrew Mangels</td>
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<td>Jennifer Darling</td>
<td>Jana Nassif</td>
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<td>Kate Maver</td>
<td>CJ Lynce</td>
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<td>Jason Nolde</td>
<td>Pam Linger</td>
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<td>Will Perry</td>
<td>Karen Hunt</td>
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<td>Robert Plantz</td>
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<td>Elizabeth Sheehe</td>
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The Board met via Zoom. Elizabeth Sheehe called the Regular meeting to order at 6:39 pm.

Minutes

Communications
There were no Communications delivered with the agenda. However, Mr. Mangels shared a card from Karen Alfred thanking the Staff, Board of Trustees, Friends and Friends Board for all they have done for the Library during the pandemic.

In addition, the Director reported receiving a donation of $3,000 from a patron to be used for the digital collection.

Public Comments
There were no public comments

Administrative Reports
There were no changes to the Administrative Reports. However, the Director has information from the Board of Health about the stay-at-home health advisory that he will discuss during his report.

Human Resources Report
The Human Resources Report for November was delivered with the agenda. Pam Linger, Human Resource Manager, reported she has been working on implementing the benefit changes.

Assistant Director’s Report
The Assistant Director’s Report for November was delivered with the agenda. CJ Lynce, Assistant Director, reported Adult Services has been adapting to the change in computer and print systems. They are very happy with the new system which is more flexible for staff and more user-friendly for patrons. Kudos to Connor Hazeldine for managing implementation of the new system.
On November 19 we went back to drive-up window and Computer Lab service only in response to a county-wide stay at home advisory. The Computer Lab entrance was relocated back to the end of the hall closest to the Conference Room. Computer Lab capacity was limited from 12 computers and 2 medical accommodation laptops to 8 computers and 2 medical accommodation laptops. This quickly drove up demand for spots and we were able to add more stations in another room. Adult Services is doing a great job of managing the situation.

BCO has been working to upgrade the HVAC Building Automation System (BAS). As part of this upgrade, Thermostats and VAV control boards have been upgraded as well.

PPE has become increasingly hard to get. While we have plenty now, we hope it will become more available in January.

Circulation has managed the heavy usage of the pick-up window wonderfully.

The Security Camera System upgrade project was completed on December 2. In total, 28 new cameras replaced all existing cameras throughout the building, except for two cameras in the Friends Gift Shop which already met the specs of the new system.

On November 24, WPPL launched a new service called Story Stacks, a way for patrons to request items from the YS department when they need more general items like 20 picture books for their preschooler, as opposed to a specific title which they would place on hold through the digital catalog. Drew and Brenda helped get the idea off the ground in a single day. Between launch day (Tuesday, November 24) and November 30 we had received 50 requests and pulled over 500 items for patrons. Nancy, Holly and Aaron were the staff on deck on launch day when we received a ton of requests. We hope it has helped boost circulation but more importantly it has given YS another avenue of connection to our community. We continue to receive positive feedback about this program.

Will Perry commented the Story Stacks program is really interesting. Drew and Brenda should be commended.

Jennifer Darling asked if the majority of computer users stay their entire time. CJ believes about half drop off before their time is up. We are considering going to one-hour time blocks.

Financial Reports
The Financial Reports for November were delivered with the agenda. The Fiscal Officer explained Resolution 19-20 is to try to true up budget estimates that were made to more closely mirror actual revenue.

The PLF revenue for the year was only 0.27 percent lower than our 2019 PLF but we don’t know what is coming. It is nice to have a slight cushion.

Bob Plantz asked for the Fiscal Officer’s best guess on our carryover. The Fiscal Officer reported she is projecting it at approximately $3.9 million. PLF revenue is based on the prior month’s GRF receipts.

The Director reminded the Board the worry is the percentage of the PLF we receive and if it will revert permanently back to 1.66% of the GRF in July. We need to advocate that it remain at 1.7%.

Jason Nolde asked what percentage of the staff receives vacation. The Fiscal Officer explained twelve and sixteen hour staff receive one week of PTO time. The balance of staff accrue vacation per a schedule based on years worked.

Admin is looking at 2021 and everyone wanting to take a vacation after being confined due to the pandemic. They are encouraging staff to take time off now. Also, staffing should not become a problem because in the end granting of vacation is at the discretion of the library.
**Director’s Report**

The Director commented on the great work the staff is doing and how creative they have been looking for and finding new ways to serve the public. He thanked the staff and wanted them to know the Board is aware of the great things they are doing.

The Director is anticipating being able to hold the Arts Festival this year, partnering with the schools and Rotary and will include the Foundation.

The Director was made aware the City will be doing major work on Center Ridge that will close sections of the road.

Mr. Mangels was very excited to report Richard Chelko made a sizeable donation to the Friends to honor his mother, Myrna. After collaborating with CJ, Rebecca Shook and Jamie Dinan, the Myrna Chelko Early Literacy Initiative was announced. Children under the age of five will complete a list of tasks and will receive a miniature Suma the Puma. They will need to be enrolled in 1,000 Books Before Kindergarten and the Dolly Parton Imagination Library.

The Director reported the County Board of Health met this morning and extended the stay-at-home advisory to January 15. The Library will need to make a decision whether to continue limited services of drive-thru and computers or allow in-person browsing.

Mr. Mangels spoke with the Board of Health and relayed we don’t really think there is spread of Covid from the Library but they appreciated the fact the Library is sending a signal by abiding with the spirit of the order. The Holidays are normally a slow part of the year. The danger might be if we extend the limited services now and then it gets extended again.

If the Board decides to extend the closure now, there will need to be a motion since part of the building will be closed, we would need to extend reduced hours to carry us through January 15. Mr. Mangels is recommending staying with the advisory. It is a tough thing to do but probably the right thing to do.

The public comments he has received have been overwhelmingly positive on the Library’s actions to keep people safe.

Jennifer Darling asked if the idea of reducing the hours the building is open has been discussed. The Director feels we are sending the message, don’t go out if you don’t have to. If you must go out, use curbside. He believes there is value in staying open normal hours because it spreads people out.

Will Perry asked if we dipped into the General Fund to pay people during this time. The Fiscal Officer explained we are basically under an emergency plan to pay staff full pay with reduced hours. This is important to have fewer people in the building, but it is not costing the library anything additionally because we already had the funds budgeted.

Kate Maver commented this is the first time she is hearing firsthand of more and more people becoming ill. She feels it makes sense to continue as we are until January 15 and hope there are no more super spreading events.

The Director commented he believes the vaccine will be a game-changer and could set us on a course to be open more. Mr. Mangels is proud to be able to provide services to the public while keeping our staff and the public safe.

Jason Nolde 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, Kate Maver - yes, Jason Nolde – yes, Will Perry – yes, Bob Plantz – yes, Elizabeth Sheehe – yes.
Board Reports

*Board President’s Report*

Elizabeth Sheehe thanked everyone for doing such a great job.

Ms. Sheehe reported the Board will vote on a slate of officers for 2021 at the January Organizational Meeting. She reached out to Jason Nolde and they are recommending the officers remain the same; she will continue as President, Jennifer Darling will remain Vice-President and Jason Nolde will remain Secretary.

For 2021 the Vice President will head up a new initiative. Jennifer Darling reported she would like to focus on diversity. The Board will be performing activities to support all members of our community and make sure they feel like there is something for everyone. Board members will go to organizations to ask what else the Library could be doing to better serve our members. This will serve the outreach function of the strategic plan. When items are identified, the staff would implement solutions.

**Asset Disposal List**

Kate Maver moved to approve the Asset Disposal List. Jennifer Darling seconded the motion.


**Resolution Requesting the Cuyahoga County Fiscal Officer Advance Taxes**

Bob Plantz moved to approve a Resolution requesting the Cuyahoga County Fiscal Officer Advance Taxes from the proceeds of any tax levies pursuant to Section 321.34 R.C. Will Perry seconded the motion. Roll call vote followed: Jeffrey Armstrong – yes, Jennifer Darling – yes, Kate Maver – yes, Jason Nolde – yes, Will Perry – yes, Bob Plantz – yes, Elizabeth Sheehe – yes.

**Resolution 18-20 Year-end Transfer of Funds from Fund 1010 to Funds 450 and 475**

Bob Plantz moved to approve Resolution 18-20. Will Perry seconded the motion.

Jason Nolde asked how the amount is determined to be transferred. The Fiscal Officer explained there is a long-term forecast to budget out the amount to transfer in order to make sure we have the funds to complete the long-term projects in both the permanent improvement and automation funds.


**Resolution 19-20 Budget Adjustments to the General Fund**

Bob Plantz moved to accept Resolution 19-20. Jason Nolde seconded the motion.

The Fiscal Officer explained at the end of the year she tries to adjust the budget to more closely align with what we actually received.


**Collection Development Report**

Jane Kirkland, Collection Development and Technical Services Manager entered the meeting at 7:36 pm. She spoke about how collection development has gone this year.
In particular, the Collection Development Team of Robin Shapiro, Carolyn Fain, Mariana Dumitran and Jeni Delfs were so flexible in adapting to changes driven by the pandemic and focusing more on Overdrive services. They continued to work on the collection during the lock down and created a “Lucky Day” collection, much like express of print books and increased marketing on our digital collection.

Our Digital Collection circulation increased by 63%.

Another challenge was movie releases. We spent a lot less on DVD items. Warner Brothers announced every movie will be released on HBO Max the same day as the movie theater.

They are also juggling resources because of many postponements in book releases. As of today, 95% of our budget has been spent.

Bob Plantz asked if weeding has been affected. Ms. Kirkland explained it has because print materials are not checking out as often.

Jason Nolde thanked Ms. Kirkland and the staff for their efforts to find a new way to get people what they are looking for.

Elizabeth Sheehe commented they did a great job this year.

Jennifer Darling asked about when the Obama memoir came out, it was reported a huge amount of copies were sold. Are the copies we purchased included in that number. Ms. Kirkland explained we ordered quite a few more copies than normal. Then about a week before the book was released, we had a large holds list so we ordered more.

Jennifer Darling asked how frequent the weeding process is and will we be taking into account this year’s circulation was not the norm. Ms. Kirkland explained generally, we weed things with a lot of copies. As the popularity of a book wanes, we start to weed those. If something hasn’t circulated well, a report will be run to see how often it has circled but it is up to the individual selector.

Ms. Darling asked if they would stop to think the year is different because of being closed. Ms. Kirkland explained definitely for certain genres that might have sat because people couldn’t come in and browse.

They are trying to bring attention to collections through social media.

**New Business - continued**

Revised Collection Development Policy

Jennifer Darling moved to accept the revised Collection Development Policy. Kate Maver seconded the motion.

Jason Nolde asked if it was necessary to designate a specific organization when giving to a non-profit. The Policy will be approved with changing the specified organization to a non-profit.


In order to comply with the Cuyahoga County Board of Health’s Extension of the Stay-at-Home Health Advisory Resolution No. 2020-156, motion to approve paying staff under the library’s Emergency Closed policy for a reduction of up to 30% of work hours through January 20, 2021.

Kate Maver moved to accept the motion. Will Perry seconded.

The Director reported the staff will work at full hours through the Holidays and then they will explore reduced hours options.

**Executive Session: Executive Compensation**

Bob Plantz moved to go to Executive Session in order to discuss Executive Compensation at 8:08 pm. Jason Nolde seconded the motion. Roll call vote followed: Jeffrey Armstrong – yes, Jennifer Darling – yes, Kate Maver - yes, Jason Nolde – yes, Will Perry – yes, Bob Plantz – yes, Elizabeth Sheehe – yes.

**Adjourn from Executive Session**


**Adjourn**

The meeting adjourned at 9:30 pm.

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Recorded by: Karen Hunt, WPPL Sr. Administrative Associate

Attested by:

Elizabeth Sheehe, WPPL Board President  
Jason Nolde, WPPL Board Secretary