

Rocky River Public Library

Board of Trustees Meeting

Wednesday, January 25, 2017

The regular meeting of the Board of the Rocky River Public Library was held in the Library on Wednesday, January 25, 2017 at 7 p.m.

Present: Audra Bednarski, John Hosek, Catherine Manzo, Jean McQuillan and Cynthia Schafer

Absent: Dan Glover and Justin McCaulley

Also Present: Jamie Mason (Director), Stephen Latza (Fiscal Officer) and Pam Ward (Business Manager)

1. CALL TO ORDER: Ms. McQuillan called the meeting to order at 7:00 p.m.

Ms. McQuillan motioned to approve the slate of officers for 2017 with Mr. Hosek as President, Ms. Schafer as Vice-President and Mr. Glover as Secretary. Ms. Manzo seconded the motion. All trustees voted yes. Motion carried. Ms. McQuillan turned the meeting over to Mr. Hosek.

2. PUBLIC COMMENT: Mr. Miljkovic presented his concerns about patron hygiene in the Public Computer Center to the board. Mr. Hosek thanked him for his comments. Mr. Mason commented that he had previous discussions with Mr. Miljkovic. The Library is available to all our patrons. In extreme cases, Library staff handles hygiene issues on a case-by-case basis.

The Library's holiday book drive collected over 800 books donated by patrons for the students at Metro Catholic School. The Library received thank you notes from forty five appreciative students.

3. BUSINESS OF THE BOARD

APPOINTMENT OF FISCAL OFFICER: Mr. Latza was reappointed as Fiscal Officer for 2017 at the Finance Committee meeting on January 23, 2017.

APPROVAL OF THE DECEMBER 14, 2016 MINUTES: Mr. Hosek asked for any changes or corrections to the minutes of the December 14, 2016 board meeting. There being corrections, Ms. Bednarski motioned to approve the amended December 14, 2016 minutes, seconded by Ms. McQuillan. All trustees voted yes. Motion carried.

FISCAL OFFICER AND FINANCE COMMITTEE REPORT: Mr. Latza presented the Financial Statements for December 2016 covering segmented revenues and expenditures for the nine funds: General, Library Grants, Debt Service, Capital, Major Capital Projects, Capital-Cowan, Mackey Bequest, Nyland Bequest and the Moll Children's Fund. Mr. Latza will provide a comparison of 2016 financials to 2015 financials at the February board meeting. Ms. McQuillan motioned to approve the December 2016 Financial Statements, seconded by Ms. Bednarski. All trustees voted yes. Motion carried.

Purchase Orders over \$10,000: Mr. Hosek requested approval of the purchase orders over \$10,000 as amended (minus architect fee of \$24,000). Ms. McQuillan motioned to approve the list of purchase orders as amended, seconded by Ms. Bednarski. All trustees voted yes. Motion carried.

GIFT REPORT: The Gift Report for December 2016 reported cash gifts of \$858 to the General Fund. Ms. Bednarski motioned to approve the December 2016 Gift Report, seconded by Ms. Manzo. All trustees voted yes. Motion carried.

DIRECTOR'S REPORT: Mr. Mason reviewed the activities in the Director's report.

- Mr. Mason will be the Library representative on the city of Rocky River's Master Plan Committee.
- There is an OLC trustee workshop on March 25, 2017.
- The Friends of RRPL Trivia Night was very successful. The event was sold out and raised over \$2,200.
- The full time Children's librarian position has been filled.
- Interviews for the Special Events Planner will take place on January 26, 2017.
- There are plans for a community wide read program which will tie in with the 2017 "Build a Better World" summer reading theme.
- Mr. Mason attended the ALA conference in Atlanta.
- The Deputy Director position will be posted until the end of February 2017.

STATISTICAL REPORT: Mr. Mason reported that we will be running different types of reports that will show usage of collections separately.

PAYROLL MODIFICATIONS: Mr. Mason presented the January 2017 Personnel Report. There was one resignation. Ms. Schafer motioned to approve the January 2017 personnel report, seconded by Ms. McQuillan. All trustees voted yes. Motion carried.

PRESIDENT'S REPORT: Mr. Hosek presented the slate of officers for the Board committees.

Building and Grounds – Audra Bednarski-Chair, Dan Glover and Catherine Manzo

Finance- Jean McQuillan- Chair, Dan Glover and Justin McCaulley

Personnel – Justin McCaulley-Chair, Cynthia Schafer and Audra Bednarski

Audit – Jean McQuillan- Chair, Dan Glover, Justin McCaulley

Records Commission – Steve Latza - Chair, Audra Bednarski, Catherine Manzo,

Jean McQuillan, Justin McCaulley, Dan Glover, John Hosek, Cynthia Schafer

RRPL Foundation Appointment (2) –Audra Bednarski and Cynthia Schafer

Mr. Hosek attended the January Women's Committee, Friends and Foundation meetings.

Mr. Hosek thanked Ms. McQuillan for her excellent work as President the last two years.

COMMITTEE REPORTS:

Building & Grounds: A meeting will be scheduled in the near future.

Personnel: No report.

5. NEW BUSINESS: none

6. ADJOURNMENT: Ms. McQuillan motioned to adjourn the meeting at 8:35 p.m.

Jean McQuillan President

Dan Glover, Secretary