

Rocky River Public Library

Board of Trustees Meeting

Wednesday, October 25, 2017

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

Present: Audra Bednarski, Dan Glover, John Hosek, Justin McCaulley, Jean McQuillan, David Sansone, Cynthia Schafer, and James Wilkins, Esq.

Absent:

Also Present: Jamie Mason (Director), Trent Ross (Deputy Director), and Pam Ward (Deputy Fiscal Officer)

1. **CALL TO ORDER:** Mr. Hosek called the meeting to order at 7 p.m.
2. **EXECUTIVE SESSION:** Mr. Hosek motioned to enter into Executive Session to discuss the performance of a public employee, seconded by Mr. McCaulley.

Roll Call

Audra Bednarski	Yes
Cynthia Schafer	Yes
John Hosek	Yes
Jean McQuillan	Yes
Dan Glover	Yes
Justin McCaulley	Yes
David Sansone	Yes

All trustees voted yes. Motion carried. The Board of Trustees moved into Executive Session at 7:02 p.m. Ms. McQuillan motioned to exit Executive Session at 7:42 p.m and return to public session, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

3. **PUBLIC COMMENT:** none

4. BUSINESS OF THE BOARD

APPROVAL OF THE SEPTEMBER 27, 2017 MINUTES, OCTOBER 3, 2017 SPECIAL BOARD MEETING MINUTES AND OCTOBER 7, 2017 SPECIAL BOARD MEETING MINTUES: Mr. Hosek asked for any changes or corrections to the minutes of the September 27, 2017, Board meeting and the October 3 and October 7 Special Board meetings. There being corrections, Ms. Bednarski motioned to approve the minutes as corrected, seconded by Ms. McQuillan. All trustees voted yes. Motion carried.

The Library 2018 closing schedule and the 2018 Board meeting schedule will be presented at the December Board meeting.

FISCAL OFFICER AND FINANCE COMMITTEE REPORT: There is no report from the Finance Committee. The Finance Committee budget meeting will be in mid-November.

Mr. Mason and the Board members discussed the hiring of a CPA firm to handle the duties of the fiscal officer through January 2018.

Mr. Mason informed the board on the status of two lost checks from June 2017.

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

- The lower level restroom renovation began this week.
- The 2018 budget meetings with the managers have been completed.
- Mr. Mason reviewed the ComDoc contract renewal. We were able to negotiate a reduced pricing for a 24 month contract. Mr. Hosek requested a motion to approve entering into a 24 month contract with ComDoc. Mr. Sansone motioned to approve entering into a 24 contract with ComDoc, seconded by Ms. McQuillan. All trustees voted yes. Motion carried.
- Mr. Mason will attend the CLEVNET Director meeting on October 27 where the new pricing model will be discussed. This new model will be voted on in November. The pricing is based on number of items, circulation, square footage and active users in the library.

PERSONNEL REPORT: Mr. Ross presented the October 2017 Personnel Report. There was one resignation, one termination and one appointment. Ms. Bednarski motioned to approve the October 2017 Personnel Report, seconded by Ms. McQuillan. All trustees voted yes. Motion carried.

PRESIDENT'S REPORT: no report

COMMITTEE REPORTS:

Building & Grounds: The committee met on October 20. They will meet every other Friday to stay updated on the lower level restroom project until the project is completed. The completion date is December 11, 2017. Ms. Shuster, Human Resources Generalist, will coordinate the prevailing wages along with our attorney from Bricker & Eckler. Mr. Jackson, Building Services Manager will handle questions from the field and keep track of incoming inventory.

A security camera will be installed on the south side of the building. Mr. Jackson is obtaining quotes to replace the motor in the air handler over the Schlather Room. The Children's Department work space redesign will be in the 2018 budget. There were no citations from the State concerning the elevators this past summer. The parking lot will be sealed and striped in 2018.

Personnel: The Personnel Committee will be reviewing the job descriptions and responsibilities for the Fiscal Officer and the Director positions. The Committee will also review the Personnel Manual changes.

5. NEW BUSINESS: none

6. ADJOURNMENT: There being no further business, the meeting adjourned at 8:35 p.m.

John Hosek, President

Dan Glover, Secretary