

Rocky River Public Library

Board of Trustees Meeting

Wednesday, December 13, 2017

The regular meeting of the Board of the Rocky River Public Library was held in the Library on Wednesday, December 13, 2017, at 7 p.m.

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

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 7:01 p.m.
2. **PUBLIC COMMENT:** none
3. **BUSINESS OF THE BOARD**

APPROVAL OF THE OCTOBER 25, 2017 BOARD MEETING MINTUES: Mr. Hosek asked for any changes or corrections to the minutes of the October 25, 2017, Board meeting. There being none, Ms. McQuillan motioned to approve the minutes as presented, seconded by Ms. Bednarski. All trustees voted yes. Motion carried.

Appoint William Costello as Fiscal Officer: Mr. Hosek requested a motion to appoint, conditional upon bonding and a background check, William Costello as Fiscal Officer beginning January1, 2018 and ending December 31, 2018. Ms. McQuillan motioned to appoint William Costello as Fiscal Officer, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

FISCAL OFFICER AND FINANCE COMMITTEE REPORT: Ms. McQuillan reported that the August and September 2017 financials were reviewed at the Finance Committee meeting on December 4, 2017. Ms. McQuillan motioned to approve the August and September 2017 financials, seconded by Ms. Bednarski. All trustees voted yes. Motion carried.

GIFT REPORT: The Gift Report for August 2017 reported cash gifts of \$320 to the General Fund. Ms. McQuillan motioned to approve the August 2017 Gift Report, seconded by Mr. Sansone. All trustees voted yes. Motion carried.

OCTOBER 2017 FINANCIALS: The October 2017 financials were reviewed. Mr. Hosek motioned to approve the October 2017 financials, seconded by Mr. McCaulley. All trustees voted yes. Motion carried.

GIFT REPORT: The Gift Report for October 2017 reported cash gifts of \$8 to the General Fund. Ms. McQuillan motioned to approve the October 2017 Gift Report, seconded by Mr. Sansone. All trustees voted yes. Motion carried.

Ms. McQuillan motioned to approve the purchase order for Laskey Costello, LLC for the amount of \$12,500 for accounting services, seconded by Mr. Sansone. All trustees voted yes. Motion carried.

The November and December financials will be presented for approval in January.

Approval of 2018 Budget: Resolution 06-17: Permanent Appropriation Resolution for 2018. Ms. McQuillan motioned to approve Resolution 06-17, seconded by Mr. Hosek. All trustees voted yes. Motion carried.

Resolution 07-17: Resolution to transfer funds from the General Fund 101 to the Capital Fund 401. Ms. Bednarski motioned to approve Resolution 07-17, seconded by Mr. Hosek. All trustees voted yes. Motion carried.

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

The lower level restroom renovation is nearly complete.

Approval of 2018 Board Meeting Schedule: Ms. McQuillan motioned to approve the 2018 Board meeting schedule, seconded by Mr. Sansone. All trustees voted yes. Motion carried.

Approval of 2018 Library Closing Schedule: Ms. Bednarski motioned to approve the 2018 Library closing schedule, seconded by Mr. Sansone. All trustees voted yes. Motion carried.

Approval of Job Descriptions: Ms. McQuillan motioned to approve the Deputy Fiscal Officer job description as amended, the Human Resources Generalist job description as amended, the Visual Communications Specialist as presented and the Outreach Associate job description as presented, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

PERSONNEL REPORT: Mr. Mason presented the December 4, 2017 Personnel Report. There were two appointments in November. Ms. Schafer motioned to approve the December 4, 2017 Personnel Report, seconded by Ms. Bednarski. All trustees voted yes. Motion carried.

Mr. Mason presented the December 13, 2017 Personnel report. There was one appointment and two adjustments. The December Personnel report includes the 2018 employee rates. Ms. McQuillan motioned to approve the December 13, 2017 Personnel report, seconded by Ms. Bednarski. All trustees voted yes. Motion carried.

Mr. Ross presented the draft of the revised meeting room policy. Revisions were suggested and the draft will be presented at the January Board meeting for approval.

PRESIDENT'S REPORT: Mr. Hosek presented the slate of officers for 2018.

President - John Hosek

Vice- President – Cynthia Schafer

Secretary – Dan Glover

COMMITTEE REPORTS:

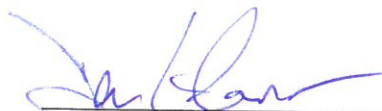
Building & Grounds: The committee met on December 1, 2017. The renovation project is going smoothly. The committee will not need to meet on December 15.

Personnel: no report

4. **NEW BUSINESS:** Mr. Glover requested that committee chairs turn in their committee report minutes to Mr. Mason.
5. **ADJOURNMENT:** There being no further business, the meeting adjourned at 8:43 p.m.



John Hosek, President



Dan Glover, Secretary