

Rocky River Public Library

Board of Trustees Meeting

Monday, March 27, 2017

The regular meeting of the Board of the Rocky River Public Library was held in the Library on Monday, March 27, 2017 at 7 p.m.

Present: Audra Bednarski, Dan Glover, John Hosek, Catherine Manzo, Justin McCaulley, Jean McQuillan

Absent: Cynthia Schafer

Also Present: Jamie Mason (Director), Steve Haas (Adult Services Manager) and Pam Ward (Business Manager)

1. **CALL TO ORDER:** Mr. Hosek called the meeting to order at 7:03 p.m.
2. **PUBLIC COMMENT:** none
3. **DEPARTMENT PRESENTATION:** Steve Haas, Adult Services Manager, presented an overview of his department. Adult Services is responsible for adult and teen activities, materials and periodicals. The department has eight staff members- four full time librarians, one part time librarian, one full time paraprofessional, one part time paraprofessional and one part time periodicals assistant. The staff covers the reference desk and handles patron requests, questions, reader's advisory, e-device questions and is responsible for displays to promote the collection. The teen librarian has activities nearly every day after school. Some upcoming events include a community read book, more family events and programs based on the "Build a Better World" summer reading program.

4. BUSINESS OF THE BOARD

APPROVAL OF THE FEBRUARY 22, 2017 MINUTES: Mr. Hosek asked for any changes or corrections to the minutes of the February 22, 2017 board meeting. There being corrections, Mr. McCaulley motioned to approve February 22, 2017 minutes as corrected, seconded by Ms. Bednarski. All trustees voted yes. Motion carried.

FISCAL OFFICER AND FINANCE COMMITTEE REPORT: Ms. McQuillan presented the Financial Statements for February 2017 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. Ms. McQuillan reported that the Finance committee met on March 24, 2017, to review the February financial statements and investment strategy. Ms. McQuillan motioned to approve the February 2017 financial statements as presented, seconded by Mr. McCaulley. All trustees voted yes. Motion carried.

Mr. Mason presented information on the Sievers Security proposal for the installation of a new control board, three more door access areas and new key fobs. The system will use the wireless network.

The board reviewed the list of purchase orders in the board packet that exceed \$10,000.

Ms. Bednarski motioned to approve the Sievers Security project and the list of purchase orders that exceed \$10,000, seconded by Ms. McQuillan. All trustees voted yes. Motion carried.

GIFT REPORT: The Gift Report for February 2017 reported cash gifts of \$6.00 to the General Fund. Ms. McQuillan motioned to approve the February Gift Report, seconded by Ms. Manzo. All trustees voted yes. Motion carried.

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

The Library will be applying for a solar energy grant.

Mr. Mason, Ms. Bednarski and Mr. Latza met to review the proposed AIA contract for the bathroom renovations. Mr. Mason reviewed the contract with the board members. The board requested to change the wording in section 4.3.4 of the contract from one month to twelve months.

The asbestos and lead paint survey has been completed. The cost to remedy the asbestos and lead paint issues on the lower and main level is approximately \$4,000. This cost will be included in the bid packet.

Mr. Hosek motioned to approve the architect's contract that is in the board packet with the exception of 4.3.4 to extend the time out from one month to 12 or at least greater than one month, seconded by Ms. McQuillan.

Audra Bednarski	Yes
John Hosek	Yes
Dan Glover	No
Justin McCaulley	Yes
Catherine Manzo	Yes
Jean McQuillan	Yes

All trustees voted. Motion carried.

Mr. Mason reviewed the draft version of the material loan policy. When the Library transitions to CLEVNET, there will be changes to some loan periods and borrowing limits. The board would like to see the changes written from a patron point of view and the policy to implement the changes.

Several roof tiles were blown off recently by heavy winds and will be replaced. The hydraulic power unit in the public elevator will be replaced in the next few weeks.

Mr. Mason reported on the March 21 RRPL Foundation meeting. There are three open board positions.

PRESIDENT'S REPORT: Mr. Hosek met with Rocky River School Board President, Dr. Fancher. Mr. Hosek suggested giving the newest school board members a tour of the Library after the joint library board/school board meeting in May.

Mr. Hosek is in touch with Congresswoman Marcy Kaptur's office concerning the possible elimination of federal funding for libraries and would like to schedule a conference call with Ms. Kaptur to discuss this issue.

Mr. Mason will attend Legislative Day in Columbus this week.

COMMITTEE REPORTS:

Building & Grounds: no report

Personnel: The review for Mr. Latza, Fiscal Officer takes place in Executive Session at the April board meeting.

5. **NEW BUSINESS:** Mr. McCaulley reported that the State of Ohio, HUD, EPA and Cuyahoga County have grants available for lead and asbestos removal.
6. **EXECUTIVE SESSION:** Mr. McCaulley motioned to adjourn into executive session to discuss the review and compensation of a public employee, seconded by Ms. McQuillan.

ROLL CALL

Audra Bednarski	Yes
Dan Glover	Yes
John Hosek	Yes
Justin McCaulley	Yes
Catherine Manzo	Yes
Jean McQuillan	Yes

All trustees voted yes. Motion carried. The board of trustees moved into Executive Session at 9:23 pm. Mr. McCaulley motioned to exit Executive Session at 9:35 pm and return to public session, seconded by Ms. McQuillan. All trustees voted yes. Motion carried.

7. **ADJOURNMENT:** Mr. McCaulley motioned to adjourn the meeting at 9:35 p.m. There being no further business, the meeting adjourned at 9:35 p.m.

John Hosek, President

Dan Glover, Secretary