

## Rocky River Public Library

Board of Trustees Meeting

Wednesday, May 31, 2017

The regular meeting of the Board of the Rocky River Public Library was held in the Library on Wednesday, May 31, 2017, at 7 p.m.

Present: Audra Bednarski, Cynthia Schafer, Dan Glover, John Hosek, Justin McCaulley

Absent: Catherine Manzo, Jean McQuillan

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

**1. CALL TO ORDER:** Mr. Hosek called the meeting to order at 7 p.m.

Mr. Hosek motioned to modify the agenda to remove Executive Session, item #6, seconded by Mr. McCaulley. All trustees voted yes. Motion carried.

**2. PUBLIC COMMENT:**

- A patron found the instructions on the self-check machine confusing.
- A suggestion was made to include a minimum age requirement on job postings.
- A patron enjoyed the Cowan Era display.
- The Cuyahoga County Board of Education thanked the Library for allowing the demonstration of the electronic poll books.
- The staff and students at Goldwood School thanked the Library for the One Book/One Community project with “The Mouse and the Motorcycle” book.
- A patron sent a letter thanking Ms. Hansgen for the Cowan collection tour.
- Mayor Bobst contacted Mr. Mason to report that a patron was concerned over patron hygiene in the Library’s public computer center.
- Patrons commented on the excellent service provided by the Outreach Librarian, Public Computer Center staff, and Reference Librarians.
- A staff member appreciated the Library closing on Mother’s Day.

**3. DEPARTMENT REPORT** – Lucy Carney, Children’s Services Department Manager reported that the Children’s department has been very busy preparing the summer reading program. This year’s theme is “Build a Better World.” Staff visited Rocky River schools to promote the summer reading program. The choose kind community read book is “Wonder” by R. J. Palacio. The Library received a grant from the State Library to help fund the community read program. There will be 150 in-house programs this summer. The fiction collection has been expanded and the picture book collection is now more user-friendly. The department has a maker space area for children. The book tasting program at the Middle School has been well received. The program allows children to experience different genres. The read and play packs, launch pads, Playaway views and VOX audiobooks are very popular.

#### 4. BUSINESS OF THE BOARD

**APPROVAL OF THE APRIL 24, 2017 MINUTES:** Mr. Hosek asked for any changes or corrections to the minutes of the April 24, 2017, board meeting. There being none. Ms. Bednarski motioned to approve the minutes as distributed, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

**FISCAL OFFICER AND FINANCE COMMITTEE REPORT:** Mr. Latza presented the Financial Statements for April 2017 covering segmented revenues and expenditures for the six funds: General, Capital, Capital-Cowan, Mackey Bequest, Nyland Bequest and the Moll Children's Fund. The April PLF distribution was \$42,809. Energy consumption has reduced over the last few years due to efficiency projects. Discussions have begun on health care renewal. Mr. McCaulley motioned to approve the April 2017 financial statements as presented, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

**GIFT REPORT:** The Gift Report for April 2017 reported cash gifts of \$369 to the General Fund. Mr. McCaulley motioned to approve the April 2017 Gift Report, seconded by Ms. Bednarski. All trustees voted yes. Motion carried.

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

- The transition to CLEVNET has gone well. Mr. Mason reviewed the CLEVNET holds process. The Board expressed their appreciation for the time staff spent on this transition.
- The Rocky River police were called to handle two patron incidents.
- Mr. Mason reviewed the open job positions. Magazine processing will be moving to the Technical Services department from Adult Services.

Mr. Mason reviewed the restroom renovation contract. Ms. Bednarski reported that Ms. McQuillan had reviewed the contract and was comfortable moving forward. Mr. Mason requested board approval for the contract.

**RESOLUTION 02-17: Resolution to approve the contract documents for restroom renovations project and authorizing solicitation of bids for the work.** Ms. Bednarski motioned to approve Resolution 02-17, seconded by Ms. Schafer.

#### ROLL CALL

Audra Bednarski	Yes
Cynthia Schafer	Yes
Justin McCaulley	Yes
Dan Glover	Yes
John Hosek	Yes

All trustees voted yes. Motion carried.

Mr. Mason attended a meeting of Cuyahoga County library directors to discuss the Public Library Fund agreement. The directors agreed to keep the percentages the same until 2021. Mr. Hosek requested a motion to accept the PLF agreement between the nine libraries of Cuyahoga County 2018-2021. Mr. McCaulley motioned to approve to accept the PLF agreement, seconded by Ms. Schafer.

#### ROLL CALL

Audra Bednarski	Yes
Dan Glover	Yes
John Hosek	Yes
Justin McCaulley	Yes
Cynthia Schafer	Yes

All trustees voted yes. Motion carried.

**PERSONNEL REPORT: PAYROLL MODIFICATIONS:** Mr. Mason presented the May 2017 Personnel Report. There were three resignations. Ms. Bednarski motioned to approve the May 2017 personnel report, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

The Community West Foundation will present information at the July meeting of the Rocky River Public Library Foundation.

**PRESIDENT'S REPORT:** Mr. Hosek, Ms. Schafer, Ms. Bednarski and Mr. McCaulley attended the OLC library trustee dinner on April 25, 2017. Mr. Hosek distributed information from the meeting concerning the discussion topics and noteworthy ideas.

David Sansone will join the Board of Trustees in August 2017.

#### COMMITTEE REPORTS:

**Building & Grounds:** The committee met to review and finalize the bathroom renovation project.

**Personnel:** The committee will meet on June 5, 2017. Mr. Mason's review will take place at the June board meeting. The committee plans to begin to review/update staff position descriptions.

5. **NEW BUSINESS:** None

6. **ADJOURNMENT:** Mr. McCaulley motioned to adjourn the meeting at 8:30 p.m. There being no further business, the meeting adjourned at 8:30 p.m.

---

John Hosek, President

---

Dan Glover, Secretary