

Rocky River Public Library

Board of Trustees Meeting

Wednesday, June 28, 2017

The regular meeting of the Board of the Rocky River Public Library was held in the Library on Wednesday, June 28, 2017, at 7 p.m.

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

Absent:

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.
2. **PUBLIC COMMENT:** A patron commented that she would have appreciated an email from the Library concerning the transition to CLEVNET. The librarian from Kensington Intermediate School thanked the Library for the donation of gently used books.

3. BUSINESS OF THE BOARD

APPROVAL OF THE MAY 31, 2017 MINUTES: Mr. Hosek asked for any changes or corrections to the minutes of the May 31, 2017, board meeting. There being none, Ms. Schafer motioned to approve the minutes as distributed, seconded by Mr. McCaulley. Ms. Manzo abstained from voting as she was not present at the May 31 board meeting. All other trustees voted yes. Motion carried.

APPROVAL OF THE MAY 15, 2017 SPECIAL MEETING MINUTES: Mr. Hosek asked for any changes or corrections to the minutes of the May 15, 2017, Special Board meeting. There being none, Ms. Manzo motioned to approve the minutes as distributed, seconded by Ms. McQuillan. All trustees voted yes. Motion carried.

FISCAL OFFICER AND FINANCE COMMITTEE REPORT: Mr. Latza presented the Financial Statements for May 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 Library received new estimates for the PLF for 2017. The amount the Library will receive in 2017 will be approximately \$20,000 less than earlier projections. We are still within the amount budgeted for 2017. Mr. Hosek motioned to approve the May 2017 financial statements as presented, seconded by Ms. Manzo. All trustees voted yes. Motion carried.

RESOLUTION 03-17: To transfer appropriations within the General Fund: Ms. Bednarski motioned to approved Resolution 03-17 to transfer appropriations within the General Fund, seconded by Ms. Manzo. All trustees voted yes. Motion carried.

GIFT REPORT: The Gift Report for May 2017 reported cash gifts of \$184 to the General Fund. Ms. Schafer motioned to approve the May 2017 Gift Report, seconded by Ms. Bednarski. All trustees voted yes. Motion carried.

Mr. Mason, Mr. Latza, and Ms. Shuster met last week to discuss the health insurance renewal with Ms. Ash from Fitzgibbons Arnold & Company. Mr. Latza reviewed the options and prices with the board members. The Library is considering offering three options to the staff. Ms. McQuillan motioned to approve the Library entering into a contract with an insurance broker to renew or offer alternative insurance for next year, with insurance costs not to exceed \$245,000. Mr. Hosek seconded the motion. All trustees voted yes. Motion carried.

The Library is considering offering vision insurance with the premium paid fully by the employee at a cost of approximately six dollars per month.

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

- Landscaping improvements in the Reading Garden, parking lot islands and the area near the front sign have been completed.
- Mr. Mason attended the ALA conference in Chicago.

Restroom Renovation Update: A single bid was submitted for the restroom project. The bid came in higher than 110% of the bid estimate. After discussion, Ms. Bednarski motioned to reject the single bid of \$285,000, seconded by Ms. McQuillan. All trustees voted yes. Motion carried. The Board recommended that Mr. Mason obtain a second opinion to review the estimates for the cost of the project before the project is rebid. The board recommended delaying the restroom renovations until 2018.

PERSONNEL REPORT: Mr. Ross presented the June 2017 Personnel Report. There were three separations and three appointments. Mr. McCaulley motioned to approve the June 2017 personnel report, seconded by Ms. Manzo. All trustees voted yes. Motion carried.

PRESIDENT'S REPORT: Mr. Hosek thanked Ms. Manzo for her sixteen years of service.

Resolution 04-17: to commend retiring Rocky River Public Library Trustee Catherine Manzo. Ms. McQuillan motioned to approve Resolution 04-17 by acclamation, seconded by Ms. Bednarski. All trustees voted yes. Motion carried.

COMMITTEE REPORTS:

Building & Grounds: None

Personnel: the review of the Director will take place in Executive Session tonight. The Personnel committee will meet on July 10, 2017, to begin to review and update staff position descriptions.

4. **NEW BUSINESS:** None

5. **EXECUTIVE SESSION:** Mr. McCaulley motioned to enter into Executive Session to discuss the review and compensation of a public employee, seconded by Ms. Schafer.

Roll Call

Cynthia Schafer	Yes
Audra Bednarski	Yes
Jean McQuillan	Yes
John Hosek	Yes
Justin McCaulley	Yes
Daniel Glover	Yes
Catherine Manzo	Yes

All trustees voted yes. Motion carried. The Board of Trustees moved into Executive Session at 8:30 p.m. Ms. McQuillan motioned to exit Executive Session at 9:22 p.m and return to public session, seconded by Ms. Bednarski. All trustees voted yes. Motion carried.

Ms. McQuillan motioned to increase the yearly salary for Mr. Mason by two percent retroactive to January 1, 2017 plus a performance award of \$2,500. Mr. Glover seconded the motion. All trustees voted yes. Motion carried.

- 6. ADJOURNMENT:** Mr. McCaulley motioned to adjourn the meeting at 9:28 p.m. There being no further business, the meeting adjourned at 9:28 p.m.

John Hosek, President

Dan Glover, Secretary