

Rocky River Public Library

Board of Trustees Meeting

Wednesday, August 30, 2017

The regular meeting of the Board of the Rocky River Public Library was held in the Library on Wednesday, August 30, 2017, at 7 p.m.

Present: Audra Bednarski, Cynthia Schafer, Dan Glover, John Hosek, Dave Sansone

Absent: Justin McCaulley, Jean McQuillan

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

- 1. CALL TO ORDER:** Mr. Hosek called the meeting to order at 7 p.m.
- 2. OATH OF OFFICE:** Mr. Hosek administered the oath of office to new Board member David Sansone.

Department Presentation: Peter Matera, Technology Services Manager, manages the Public Computer Center, oversees the Library's Integrated Library System, self-check machines and compiles Library statistics. A new Computer Aide has just been hired which will allow the other Computer aides off floor time for training and projects. Usage of the computer center is steady throughout the year. Mr. Matera reviewed the Ohio Harmful to Minors law and the new procedure that has been implemented in the Computer Center. Since the Library migrated to CLEVNET in June, we have received great support from the CLEVNET team. The historical usage average for self-checks is thirteen percent. Historical circulation statistics will be available in the future.

PUBLIC COMMENT: Mayor Bobst thanked the Library for the contribution to the Tenth Annual Memory Lane Antique Car Show. The Community West Foundation on behalf of the Parks and Recreation Department thanked the Library for its help in raising money for Elle's Enchanted Forest through the Build a Better World program.

3. BUSINESS OF THE BOARD

APPROVAL OF THE JUNE 28, 2017 MINUTES: Mr. Hosek asked for any changes or corrections to the minutes of the June 28, 2017, board meeting. There being changes, Ms. Schafer motioned to approve the minutes as amended, seconded by Ms. Bednarski. All trustees voted yes. Motion carried.

FISCAL OFFICER AND FINANCE COMMITTEE REPORT: Mr. Latza presented the Financial Statements for June and July 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 June and July cash balances were up from last year. The amount we have received from the PLF has increased from last year. In August, we received the final property tax payment which brings the total amount received to \$3,379,266. The amount is

\$79,266 over budget. Ms. Schafer motioned to approve the June 2017 and July 2017 Financial Statements as amended, seconded by Mr. Sansone. All trustees voted yes. Motion carried.

GIFT REPORT: The Gift Report for June 2017 reported cash gifts of \$3,058 to the General Fund. The Gift Report for July reported cash gifts of \$767 to the General Fund. Ms. Bednarski motioned to approve the June 2017 and July 2017 Gift Reports, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

RELEASE OF ASSETS: Mr. Latza presented a list of assets to be declared surplus. Mr. Sansone motioned to approve the list of assets to be declared surplus, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

The Finance Committee reviewed the costs of leasing vs. purchasing a new color copier for the Children's Department. The committee recommended leasing a new color copier. Mr. Hosek requested a motion to approve leasing a new copier for the Children's Department. Ms. Schafer motioned to approve the leasing of a new copier for the Children's Department, seconded by Mr. Hosek. All trustees voted yes. Motion carried.

Mr. Latza and Ms. Shuster met with three payroll providers to see what options were available for processing payroll. Mr. Latza and Ms. Shuster recommend approving a contract with Paycor. The cost of the conversion includes teleconferencing for training. Mr. Hosek requested a motion for approval of a contract with Paycor to become the Library's payroll provider. Ms. Bednarski motioned to approve a contract with Paycor, seconded by Mr. Sansone. All trustees voted yes. Motion carried.

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

- Mr. Jackson, Building Services Manager, is gathering proposals for the cost of a new HVAC service company to do preventative maintenance on the systems.
- Carpet design work has begun for the Children's Department.
- Mr. Mason attended a project management workshop.
- There will be a Breakfast Series program on CLEVNET on September 20.
- The teen computers are now restricted for teens under the age of 19. There will be a computer with a chair in the Large Print Room for patron use.

PERSONNEL REPORT: Mr. Ross presented the August 2017 Personnel Report. There was one separation and four appointments. Mr. Hosek motioned to approve the August 2017 personnel report, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

PRESIDENT'S REPORT: Mr. Hosek requested that board members send him subjects for an upcoming half day Board retreat.

COMMITTEE REPORTS:

Building & Grounds: Mr. Mason reviewed the restroom renovation details and stated that Ms. McQuillan, Ms. Bednarski, Mr. Hosek, Mr. Latza and Mr. Mason had met previously to review the project. Mr. Mason and the committee recommended proceeding with the lower level restroom project. The project estimate for the lower level restrooms is \$138,000 which

falls within the budgeted amount for 2017. There will be a new bid package and proposal. The project will go out for bids. The first and second level restrooms will be budgeted for 2018.

RESOLUTION 05-17: Approving contract documents for lower level restroom renovations project and authorizing solicitation of bids for the work. Ms. Bednarski motioned to approve Resolution 05-17, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

Personnel: no report

4. **NEW BUSINESS:** Mr. Ross reported that the Library has made an Oomf Omnicharge station available in the Grand Reading Room. The station contains nine separate battery packs. Patrons remove a battery pack from the station, activate it through the Oomf app and can take it with them anywhere in the Library. A credit card is required for activation.
5. **EXECUTIVE SESSION:** Ms. Bednarski motioned to enter into Executive Session to discuss the review of a public employee, seconded by Ms. Schafer.

Roll Call

Audra Bednarski	Yes
Cynthia Schafer	Yes
Dave Sansone	Yes
John Hosek	Yes
Daniel Glover	Yes

All trustees voted yes. Motion carried. The Board of Trustees moved into Executive Session at 8:53 p.m. Ms. Schafer motioned to exit Executive Session at 9:20 p.m and return to public session, seconded by Ms. Bednarski. All trustees voted yes. Motion carried.

6. **ADJOURNMENT:** There being no further business, the meeting adjourned at 9:20 p.m.

John Hosek, President

Dan Glover, Secretary