

Rocky River Public Library

Board of Trustees Meeting

Wednesday, January 31, 2018

The regular meeting of the Board of the Rocky River Public Library was held in the Library on Wednesday, January 31, 2018, 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 Will Costello, CPA (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 DECEMBER 13, 2017 BOARD MEETING MINUTES: Mr. Hosek asked for any changes or corrections to the minutes of the December 13, 2017, Board meeting. Mr. Hosek asked for a spelling change from Hr. Hosek to Mr. Hosek. Ms. Bednarski asked for a change to the numbering, item 4 was missing. Ms. Bednarski motioned to approve the minutes as corrected, seconded by Mr. Sansone. All trustees voted yes. Motion carried.

FISCAL OFFICER AND FINANCE COMMITTEE REPORT: Ms. McQuillan reported that the November 2017 financials were reviewed at the Finance Committee meeting on January 25, 2017. Mr. Hosek motioned to approve the November 2017 financials, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

GIFT REPORT: The Gift Report for November 2017 reported cash gifts of \$15,005 to the General Fund. Mr. Hosek motioned to approve the November 2017 Gift Report, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

DECEMBER 2017 FINANCIALS: The December 2017 financials were reviewed. Ms. Bednarski asked for the headers to be changed to reflect December on all sheets. Ms. Bednarski motioned to approve the December 2017 financials as corrected, seconded by Mr. Hosek. All trustees voted yes. Motion carried.

GIFT REPORT: The Gift Report for December 2017 reported cash gifts of \$850 to the General Fund. Ms. Bednarski motioned to approve the December 2017 Gift Report, seconded by Mr. Hosek. All trustees voted yes. Motion carried.

Approval of the 2018 CMI PO: Ms. Schafer motioned and Ms. Bednarski seconded the approval of the PO to upgrade the financial software package provided by Civica CMI.

Approval of 2018 list of yearly PO's: Ms. McQuillan motioned and Mr. Hosek seconded the approval of the yearly PO's for 2018. 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.

PERSONNEL REPORT: Mr. Mason presented the January 2018 Personnel Report. There were three appointments in January. Ms. Schafer motioned to approve the January 2018 Personnel Report, seconded by Mr. Hosek. All trustees voted yes. Motion carried.

MEETING ROOM POLICY: Mr. Ross presented the updated draft of the revised meeting room policy. Mr. Sansone motioned to approve the updated meeting room policy, seconded by Ms. McQuillan. All trustees voted yes. Motion carried.

PRESIDENT'S REPORT: Nothing to Report.

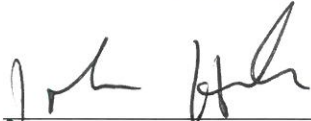
COMMITTEE REPORTS:

Building & Grounds: The committee met and reviewed the bathroom projects. Overall feel is that it went well, the bathrooms look great, and the relationship with the contractor is good.


Personnel: A brief discussion was held and the board agreed to stick with the schedule for Mr. Mason's next review, which will occur in June 2018.

4. **NEW BUSINESS:** Nothing to Report.

5. **ADJOURNMENT:** There being no further business, the meeting adjourned at 8:06 p.m.



John Hosek, President



Dan Glover, Secretary