

**Rocky River Public Library**

Board of Trustees Meeting

Wednesday December 12, 2018.

The regular meeting of the Board of the Rocky River Public Library was held in the Library on Wednesday, December 12, 2018, at 7 p.m.

Present: Melissa Stickney, Jean McQuillan, Cynthia Schafer, David Sansone, Dan Glover, and Audra Bednarski.

Absent: Justin McCaulley

Also Present: Jamie Mason (Director), Will Costello, CPA (Fiscal Officer), Trent Ross (Deputy Director)

1. **CALL TO ORDER:** Ms. Schafer called the meeting to order at 7:00 p.m.
2. **PUBLIC COMMENT:** None.
3. **COMMUNICATON:** None.
4. **BUSINESS OF THE BOARD**

**APPROVAL OF THE OCTOBER 24, 2018 BOARD MEETING MINUTES:** Ms. Schafer asked for any changes or corrections to the minutes of the October 24, 2018 board meeting. Ms. Bednarski motioned to approve the minutes, seconded by Ms. Stickney. All trustees voted yes. Motion carried.

**APPROVAL OF THE NOVEMBER 19, 2018 SPECIAL BOARD MEETING MINUTES:** Ms. Schafer asked for any changes or corrections to the minutes of the November 19, 2018 board meeting. Request for change to time on the minutes. Ms. McQuillan motioned to approve the minutes as amended, seconded by Mr. Sansone. All trustees voted yes. Motion carried.

**FISCAL OFFICER AND FINANCE COMMITTEE REPORT:** Ms. McQuillan reported on the October 2018 financials. Ms. Stickney motioned to approve the October 2018 financials, seconded by Ms. Bednarski. All trustees voted yes. Motion carried.

**GIFT REPORT:** The Gift Report for October 2018 reported cash gifts of \$225.00 to the General Fund. Ms. Schafer motioned, seconded by Mr. Sansone. All trustees voted yes. Motion carried.

**FISCAL OFFICER AND FINANCE COMMITTEE REPORT:** Ms. McQuillan reported on the November 2018 financials. Ms. Bednarski motioned to approve the November 2018 financials, seconded by Mr. Sansone. All trustees voted yes. Motion carried.

**GIFT REPORT:** The Gift Report for November 2018 reported cash gifts of \$615.00 to the General Fund. Ms. Schafer motioned, seconded by Ms. Stickney. All trustees voted yes. Motion carried.

**Resolution 06-18 Permanent Appropriations for 2019:** Ms. Stickney motioned to approve Resolution 06-18 Permanent Appropriations for 2019, seconded by Ms. Schafer. The roll called upon its adoption, the vote resulted as follows:

Roll Call

Melissa Stickney	Yes
Cynthia Schafer	Yes
Jean McQuillan	Yes
David Sansone	Yes
Dan Glover	Yes
Audra Bednarski	Yes

Absent:

Justin McCaulley	N/A
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**Approval of 2019 Employee Rates Effective 12-30-2018:** Ms. Bednarski motioned to approve 2019 Employee Rates Effective 12-30-2018, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

**Resolution 07-18 Transfer Funds from General Fund (101) to Capital Fund (401):** Ms. Schafer motioned to approve Resolution 07-18 Transfer Funds from General Fund (101) to Capital Fund (401), seconded by Ms. Stickney. All trustees voted yes. Motion carried

**Resolution 08-18 Advance of Funds from County Fiscal Officer:** Ms. Bednarski motioned to approve Resolution 08-18 Advance of Funds from County Fiscal Officer, seconded by Mr. Sansone. All trustees voted yes. Motion carried.

**Motion to Appoint William R. Costello, Jr., CPA as Fiscal Officer for the period 1/1/19 thru 12/31/19:** Ms. McQuillan motioned to appoint William R. Costello, Jr., CPA as Fiscal Officer for the period 1/1/19 thru 12/31/19, seconded by Ms. Bednarski. All trustees voted yes. Motion carried

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

**Award of Contract to Feghali Brothers LLC in the Amount of \$179,000 as the Lowest Responsible Bidder:** Ms. McQuillan motioned to award the contract for Bathroom Renovation to Feghali Brothers LLC in the amount of \$179,000 as the lowest responsible bidder, seconded by Ms. Bednarski. All trustees voted yes. Motion carried.

**Resolution 09-18 Delegating Authority to Make Project Decisions:** Mr. Sansone motioned to approve Resolution 09-18 Delegating Authority to Make Project Decisions with amended wording changing “Treasurer” to “Fiscal Officer”, seconded by Ms. McQuillan. All trustees voted yes. Motion carried.

**Approval of Job Descriptions as Presented:** Mr. Sansone asked to amend the wording to add a U.S. citizenship requirement where needed. Ms. Bednarski motion approval of Job Descriptions as amended, seconded by Ms. McQuillan. All trustees voted yes. Motion carried.

**Approval of 3D Printing Policy:** The Board of Trustees asked to add a line to require a pickup time, remove products sentence, and add a period. Ms. McQuillan motioned approval of the 3D Printing Policy as amended, seconded by Ms. Stickney. All trustees voted yes. Motion carried.

**PERSONNEL REPORT:** Ms. Bednarski motioned approval of the October and November 2018 personnel report, seconded by Ms. McQuillan. All trustees voted yes. Motion carried.

**PRESIDENT’S REPORT:** The January meeting will be attended by Peter Matera. The slate of officers will be approved at the January meeting.

**COMMITTEE REPORTS:**

**Building & Grounds:** Nothing to Report.

**Personnel:** The board received an update on the upcoming Fiscal Officer Review.

5. **NEW BUSINESS:** Nothing to Report
6. **ADJOURNMENT:** There being no further business, the meeting adjourned at 8:12 p.m.




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Cynthia Schafer, President




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Dan Glover, Secretary