

Rocky River Public Library

Board of Trustees Meeting

Wednesday, May 30, 2018.

The regular meeting of the Board of the Rocky River Public Library was held in the Library on Wednesday, May 30, 2018, at 7 p.m.

Present: Audra Bednarski, John Hosek, Jean McQuillan, Cynthia Schafer, and David Sansone.

Absent: Justin McCaulley, Dan Glover.

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 7:00 p.m.
2. **PUBLIC COMMENT:** None.
3. **COMMUNICATON:** Ms. Louise Russell, Circulation Manager, and Ms. Bridget Russ, Assistant Circulation Manager presented to the board highlights and goals for the Circulation Department.

4. BUSINESS OF THE BOARD

APPROVAL OF THE APRIL 25, 2018 BOARD MEETING MINUTES: Mr. Hosek asked for any changes or corrections to the minutes of the April 25, 2018 board meeting. Ms. McQuillan motioned to approve the minutes, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

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

RESOLUTION 03-18: Resolution authorizing 2019 Tax Budget: Ms. Schafer motioned and Mr. Sansone seconded approval of Resolution 03-18, 2019 Tax Budget Authorization.

Roll Call

Audra Bednarski	Yes
Cynthia Schafer	Yes
Jean McQuillan	Yes
John Hosek	Yes
David Sansone	Yes

Absent:

Justin McCaulley N/A

Dan Glover N/A

Motion carried.

GIFT REPORT: The Gift Report for April 2018 reported cash gifts of \$6,268 to the General Fund and \$100 to the Cowan Fund. Mr. Sansone motioned, seconded by Ms. Bednarski. All trustees voted yes. Motion carried.

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

APPROVAL OF PERSONNEL HANDBOOK CHANGES: Approval for changes to the personnel handbook. Ms. McQuillan suggested a proposed change to include a statement regarding disciplinary action for board hires (Executive Director and Fiscal Officer). Mr. Mason will clear the need for this statement with Rocky River Public Library's attorney. Ms. Bednarski motioned to approve the Personnel Handbook with edits after legal approval, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

APPROVAL OF PARKING LOT IMPROVEMENTS: Approval for \$10,000 to be spent with Holland Paving to improve the condition of the parking lot, notably the cracks and asphalt deterioration. Ms. McQuillan motioned, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

APPROVAL OF TUCKPOINTING OF BUILDING: Approval for \$28,500 to be spent with H.M.H. Restoration, LTD. on tuckpointing of the building, with emphasis that the work includes the caulking of all of the building windows. Mr. Hosek motioned, seconded by Ms. McQuillan. All trustees voted yes. Motion carried.

APPROVAL OF VEHICLE PURCHASE: Approval for \$27,148.50 to be spent on a new 2017 Express 2500 Work Van. Ms. McQuillan motioned, seconded by Ms. Bednarski. All trustees voted yes. Motion carried.

PERSONNEL REPORT: Approval of Personnel Report for the following separations and appointments:

Separations:

- i) Leslie Kois – Shelver
- ii) Lynn Miller – Cataloger
- iii) Rita Shaughnessy – Circulation Assistant

Appointments:

- i) Mark Mantz – Building Services Assistant
- ii) Allison Dykes – Circulation Assistant
- iii) Devin Staurbringer – Shelver
- iv) Joanne Dunphy – Circulation Assistant

Ms. Bednarski motioned, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

PRESIDENT'S REPORT: Nothing to Report.

COMMITTEE REPORTS:

Building & Grounds: Nothing to Report.

Personnel: The committee met on May 16, 2018 to go over the changes to the Personnel Handbook presented at tonight's (May 30, 2018) meeting.

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

6. **EXECUTIVE SESSION:** Ms. McQuillan moved and Ms. Schafer seconded to move into executive session to discuss legal and personnel matters at 8:18 p.m.

Roll Call

Audra Bednarski Yes

Cynthia Schafer Yes

Jean McQuillan Yes

John Hosek Yes

David Sansone Yes


Absent:


Justin McCaulley N/A

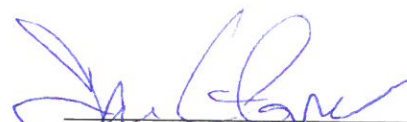
Dan Glover N/A

The board came out of executive session at 8:58 p.m.

7. **ADJOURNMENT:** There being no further business, the meeting adjourned at 8:58 p.m.



~~John Hosek, President~~




 Dan Glover, Secretary