

Rocky River Public Library

Board of Trustees Meeting

Wednesday February 27, 2019.

The regular meeting of the Board of the Rocky River Public Library was held in the Library on Wednesday, February 27, 2019, at 7 p.m.

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

Absent:

Also Present: Jamie Mason (Director), Will Costello, CPA (Fiscal Officer), Trent Ross (Deputy Director), and Peter Matera (Technology Services Manager)

1. **CALL TO ORDER:** Ms. Schafer called the meeting to order at 7:00 p.m.
2. **PUBLIC COMMENT:** None.
3. **COMMUNICATON:** Peter Matera, Technology Services Manager, updated the board on automatic renewals and the Technology Services Department.

The board acknowledged that the January Meeting was cancelled due to inclement weather.

4. BUSINESS OF THE BOARD

APPROVAL OF THE DECEMBER 12, 2018 BOARD MEETING MINUTES: Ms. Schafer asked for any changes or corrections to the minutes of the December 12, 2018 board meeting. Ms. Schafer asked for a spelling correction on page 2 of the minutes. Ms. McQuillan motioned to approve the minutes as amended, seconded by Ms. Bednarski. All trustees voted yes. Motion carried.

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

GIFT REPORT: The Gift Report for December 2018 reported cash gifts of \$700.00 to the General Fund. Ms. Schafer motioned to approve the December gift report, seconded by Ms. Bednarski. All trustees voted yes. Motion carried.

FISCAL OFFICER AND FINANCE COMMITTEE REPORT: Ms. Stickney reported on the January 2019 financials. Ms. McQuillan motioned to approve the January 2019 financials, seconded by Ms. Bednarski. All trustees voted yes. Motion carried.

GIFT REPORT: The Gift Report for January 2019 reported cash gifts of \$3,010.00 to the General Fund. Mr. Sansone motioned to approve the January gift report, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

PURCHASE ORDERS OVER \$10,000: Ms. Stickney motioned to approve annual purchase orders over \$10,000, Ms. Schafer seconded. All trustees voted yes. Motion carried.

APPOINT DEPUTY FISCAL OFFICER FOR THE PERIOD 2/1/19 thru 1/31/20: Mr. Sansone motioned to approve Pam Ward as Deputy Fiscal Officer, seconded by Ms. Bednarski. All trustees voted yes. Motion carried.

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

Approve Credit Card Policy: Ms. McQuillan motioned to approve the credit card policy with amended grammatical changes, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

Declare Items as Surplus: Ms. McQuillan motioned to approve the declaration of surplus items list, seconded by Ms. Stickney. All trustees voted yes. Motion carried.

Personnel Report: Ms. Bednarski motioned approval of the January 2019 Personnel report, seconded by Ms. McQuillan. All trustees voted yes. Motion carried.

Personnel Report: Mr. Sansone motioned approval of the February 2019 Personnel report, seconded by Ms. McQuillan. All trustees voted yes. Motion carried.

PRESIDENT'S REPORT: Ms. Schafer presented the following slate of officers and motioned approval:

President:	Cynthia Schafer
Vice President:	Audra Bednarski
Secretary:	Dave Sansone

Seconded by Ms. McQuillan. All trustees voted yes. Motion carried.

Committee Assignments: Ms. Bednarski motioned approval of presented committee assignments, seconded by Ms. Stickney. Ms. Schafer noted that given Mr. McCaulley's resignation effective Jan. 18, 2019, his position on the committees will be filled by the new trustee who will be appointed by the School Board to fill his expired term. All trustees voted yes. Motion carried.

Ex Officio, All Committees	Cynthia Schafer, President	
Building and Grounds Committee	Dan Glover, Chair	Audra Bednarski <i>Justin McCaulley</i>
Finance Committee	Melissa Stickney, Chair	Jean McQuillan <i>Justin McCaulley</i> Dave Sansone
Personnel Committee	Audra Bednarski, Chair	Dave Sansone Melissa Stickney
Audit Committee	Melissa Stickney, Chair	<i>Justin McCaulley</i> Dave Sansone TBD Community Member
Records Commission	Will Costello, Chair Dave Sansone <i>Justin McCaulley</i> Melissa Stickney	Audra Bednarski Jean McQuillan Dan Glover Cynthia Schafer
RRPL Foundation Appointment (2)		Dave Sansone

COMMITTEE REPORTS:

Building & Grounds: Nothing to Report.

Personnel: Nothing to Report.

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

6. **EXECUTIVE SESSION:** Ms. Bednarski moved and Ms. Stickney seconded to move into executive session to discuss employment of a public employee at 9:04 p.m.

Roll Call

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

The board came out of executive session at 9:36 p.m.

7. **ADJOURNMENT:** There being no further business, the meeting adjourned at 9:36 p.m.



Cynthia Schafer, President



Dan Glover, Secretary