

Rocky River Public Library

Board of Trustees Meeting

Wednesday July 31, 2019.

The regular meeting of the Board of the Rocky River Public Library was held in the Library on Wednesday, July 31, 2019, at 7 p.m.

Present: Audra Bednarski, Jennifer Fisher, Jill James, Cynthia Schafer, Dan Glover, and Melissa Stickney (arrived at 7:25 p.m.).

Absent: David Sansone, Will Costello (Fiscal Officer).

Also Present: Jamie Mason (Director), Trent Ross (Deputy Director).

1. **CALL TO ORDER:** Ms. Schafer called the meeting to order at 7:00 p.m.
2. **OATH OF OFFICE:** Ms. Schafer administered the oath of office to new incoming board member Jennifer Fisher.
3. **PUBLIC COMMENT:** None.
4. **COMMUNICATON:** None.
5. **BUSINESS OF THE BOARD**

APPROVAL OF THE JUNE 26, 2019 BOARD MEETING MINUTES: Ms. Schafer asked for any changes or corrections to the minutes of the June 26, 2019 board meeting. Ms. Bednarski motioned to approve the minutes as amended, seconded by Ms. James. Ms. Fisher abstains. All remaining trustees voted yes. Motion carried.

FISCAL OFFICER AND FINANCE COMMITTEE REPORT: Ms. Schafer reported on the June 2019 financials. Ms. James motioned to approve the June 2019 financials, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

GIFT REPORT: The Gift Report for June 2019 reported cash gifts of \$300 to the General Fund. Ms. Bednarski motioned, seconded by Ms. James. All trustees voted yes. Motion carried.

APPROVAL OF COMDOC CONTRACT Ms. James motioned and Ms. Fisher seconded approval of the contract with ComDoc for a sum not to exceed \$22,140.

APPROVAL OF ELEVATOR REPAIR CONTRACT: Ms. Stickney motioned and Ms. James seconded approval of the elevator repair contract with Davis & Newcomer Elevator Co., Inc. for a sum not to exceed \$17,820. All trustees voted yes. Motion carried.

APPROVAL OF PERIODICALS VENDOR: Ms. Bednarski motioned and Ms. Stickney seconded approval for \$32,000 to be spent with Revistas for purchase of periodicals. All trustees voted yes. Motion carried.

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

APPROVE DIRECTOR JOB DESCRIPTION AS PRESENTED: Ms. Bednarski motioned approval of Director job description as amended, seconded by Ms. James. All trustees voted yes. Motion carried.

APPROVE FISCAL OFFICER JOB DESCRIPTION AS PRESENTED: Ms. Stickney motioned approval of Fiscal Officer job description as amended, seconded by Ms. Fisher. All trustees voted yes. Motion carried.

APPROVE STUDENT SHELVER JOB DESCRIPTION AS PRESENTED: Ms. James motioned approval of Student Shelver job descriptions as amended, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

APPROVE SUPPORT SERVICES MANAGER JOB DESCRIPTION AS PRESENTED: Ms. Bednarski motioned approval of Support Services Manager job description, seconded by Ms. Stickney. All trustees voted yes. Motion carried.

PERSONNEL REPORT: Ms. James motioned approval of the March 2019 Personnel report, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

PRESIDENT'S REPORT: Ms. Schafer reported that the board retreat will take place on August 3, 2019. It will begin at 9:00 AM in the Community Room and adjourn at 1:00 PM.

COMMITTEE REPORTS:

Building & Grounds: Nothing to Report.


Personnel: Nothing to Report.

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

7. **ADJOURNMENT:** There being no further business, the meeting adjourned at 8:34 p.m.



 Cynthia Schafer, President



 Dave Sansone, Secretary