

## Rocky River Public Library

### Board of Trustees Meeting

Wednesday, December 8, 2021

The regular meeting of the Board of the Rocky River Public Library was held in the Auditorium of the Library on Wednesday, December 8, at 7:00 p.m.

Present: Melissa Stickney, Jill James, Audra Bednarski, Jennifer Fisher (attended by phone, not able to vote), Dan Glover, Dave Sansone, and Cynthia Schafer

Absent:

Also Present: Jamie Mason (Director), Will Costello, CPA (Fiscal Officer), Peter Matera (Support Services Manager), Trent Ross (Deputy Director), Mike Deneen (Circulation Associate), Nic Starr (Children's Services Librarian), Sarah Carney (Computer Aid), Deborah Core (Circulation Associate), Christopher Fries (Children's Services Associate), Kari Mariner (Adult Services Librarian), and Nikki Allen (Children's Services Librarian)

1. **CALL TO ORDER:** Ms. Stickney called the meeting to order at 7:00 p.m.

2. **INTRODUCTION OF NEW EMPLOYEES:** Mr. Mason introduced to the Board new employees Mike Deneen Circulation Associate; Nic Starr, Children's Services Librarian; Sarah Carney, Computer Aid; Deborah Core, Circulation Associate; Christopher Fries, Children's Services Associate; Kari Mariner, Adult Services Librarian; and Nikki Allen, Children's Services Librarian. Following the introduction, all newly introduced staff left the meeting at 7:09 p.m.

3. **PUBLIC COMMENT:** No comment

4. **COMMUNICATION:**

5. **BUSINESS OF THE BOARD**

**APPROVAL OF THE OCTOBER 27, 2021 BOARD MEETING MINUTES:** Ms. Stickney asked for any changes or corrections to the minutes of the October 27, 2021 Board meeting. Ms. James motioned to approve the October 27, 2021 meeting minutes, seconded by Ms. Bednarski. All trustees voted yes. Motion carried.

**FISCAL OFFICER AND FINANCE COMMITTEE REPORT:** Mr. Costello reported on the October 2021 financials. Ms. James motioned to approve the October 2021 financials, seconded by Ms. Stickney. All trustees voted yes. Motion carried.

**GIFT REPORT:** The Gift Report for October 2021 reported cash gifts of \$37.00 unrestricted to the General Fund. Ms. Bednarski motioned to approve the October 2021 Gift Report, seconded by Mr. Sansone. All trustees voted yes. Motion carried.

**APPROVAL OF RESOLUTION 06-21 PERMANENT APPROPRIATIONS FOR 2022:** Ms. James, on behalf of the Finance Committee, recommended that the Board move to approve Resolution 06-21, Permanent Appropriations for 2022. Ms. Stickney motioned and Ms. Schafer seconded approval of Resolution 06-21, Permanent Appropriations for 2022. The roll was called; the vote resulted as follows:

**Roll Call:**

Audra Bednarski	Yes
Jennifer Fisher	Attended by phone, no vote
Dan Glover	Yes
Jill James	Yes
Dave Sansone	Yes
Cynthia Schafer	Yes
Melissa Stickney	Yes

**APPROVAL OF RESOLUTION 07-21 TRANSFER FUNDS FROM THE GENERAL FUND (101) TO THE CAPITAL FUND (401):** Ms. James motioned and Ms. Bednarski seconded approval of Resolution 07-21, Transfer Funds from the General Fund (101) to the Capital Fund (401). The roll was called; the vote resulted as follows:

**Roll Call:**

Audra Bednarski	Yes
Jennifer Fisher	Attended by phone, no vote
Dan Glover	Yes
Jill James	Yes
Dave Sansone	Yes
Cynthia Schafer	Yes
Melissa Stickney	Yes

**APPROVAL OF 2022 EMPLOYEE RATES EFFECTIVE DECEMBER 26, 2021:** Mr. Sansone motioned to approve the 2022 employee rates effective December 26, 2021, seconded by Ms. James. The roll was called; the vote resulted as follows:

**Roll Call:**

Audra Bednarski	Yes
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Jennifer Fisher	Attended by phone, no vote
Dan Glover	Yes
Jill James	Yes
Dave Sansone	Yes
Cynthia Schafer	Yes
Melissa Stickney	Yes

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

**APPROVAL OF TECHNOLOGY ITEMS TO BE DECLARED SURPLUS:** Ms. Stickney motioned to approve the technology items be declared surplus, seconded by Ms. James. All trustees voted yes. Motion carried.

**APPROVAL OF THE OUTREACH ASSOCIATE JOB DESCRIPTION:** Ms. Schafer motioned to approve the Outreach Associate job description, seconded by Ms. Bednarski. All trustees voted yes. Motion carried.

**APPROVAL OF THE PERSONNEL REPORT:** Mr. Sansone motioned to approve the December Personnel Report, seconded by Ms. James. All trustees voted yes. Motion carried.

**PRESIDENT'S REPORT:** Ms. Stickney shared with the Board the proposed slate of Board Officers for 2022. The slate of Board Officers will be voted on in January 2022.

**APPROVAL OF THE REVISED BYLAWS OF THE BOARD:** Ms. Stickney motioned to approve the Bylaws of the Board, seconded by Ms. Bednarski. The roll was called; the vote resulted as follows:

**Roll Call:**

Audra Bednarski	Yes
Jennifer Fisher	Attended by phone, no vote
Dan Glover	Abstain
Jill James	Yes
Dave Sansone	Yes
Cynthia Schafer	Yes
Melissa Stickney	Yes

**COMMITTEE REPORTS:**

**BUILDING & GROUNDS:** The committee met on November 29, 2022 and discussed requests from multiple patrons to donate memorials to the Library. The committee will meet again once the cost for an engraved paver memorial has been researched. The committee also discussed the potential for the Library to lease the Middle School tot lot.

**PERSONNEL:** Fiscal Officer review to occur later this evening.

**EXECUTIVE SESSION:** Ms. Stickney motioned and Ms. James seconded to move into executive session to discuss legal matters and the employment of a public employee at 7:55 p.m. The roll was called; the vote resulted as follows:

**Roll Call:**

Audra Bednarski	Yes
Jennifer Fisher	Attended by phone, no vote
Dan Glover	Yes
Jill James	Yes
Dave Sansone	Yes
Cynthia Schafer	Yes
Melissa Stickney	Yes

The board came out of executive session at 8:37 p.m.

**6. NEW BUSINESS:**

Ms. Schafer motioned to increase Mr. Costello's yearly salary by 8% effective December 26, 2021, seconded by Mr. Sansone. All trustees voted yes. Motion carried.



**APPROVAL OF RESOLUTION 08-21 APPOINTING THE FISCAL OFFICER AND DEPUTY DISCAL OFFICER FOR 2022:** Ms. James motioned to appoint William R. Costello, Jr., CPA as Fiscal Officer and Rhonda Han as Deputy Fiscal Officer for the period 1/1/22 thru 12/31/22, seconded by Ms. Bednarski. The roll was called; the vote resulted as follows:

**Roll Call:**

Audra Bednarski	Yes
Jennifer Fisher	Attended by phone, no vote

Dan Glover	Yes
Jill James	Yes
Dave Sansone	Yes
Cynthia Schafer	Yes
Melissa Stickney	Yes

7. **ADJOURNMENT:** There being no further business, the meeting adjourned at 8:41 p.m.

  
Melissa Stickney, President  
Dave Sansone, Secretary