

## Rocky River Public Library

Board of Trustees Meeting

Wednesday May 27, 2020.

The regular meeting of the Board of the Rocky River Public Library was held in the Library on Wednesday, May 27, 2020, at 7 p.m.

Present: Melissa Stickney, Cynthia Schafer, Jill James, Jennifer Fisher, Dan Glover, David Sansone, and Audra Bednarski.

Absent:

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

1. **CALL TO ORDER:** Ms. Bednarski called the meeting to order at 7:05 p.m.

2. **PUBLIC COMMENT:** None.

### 3. BUSINESS OF THE BOARD

**APPROVAL OF THE APRIL 29, 2020 BOARD MEETING MINUTES:** Ms. Bednarski asked for any changes or corrections to the minutes of the April 29, 2020 board meeting. There being none, Ms. Schafer motioned to approve the April 29, 2020 meeting minutes, seconded by Mr. Sansone. All trustees voted yes. Motion carried.

**FISCAL OFFICER AND FINANCE COMMITTEE REPORT:** Mr. Costello reported on the April 2020 financials. During the financial report Mr. Costello discussed the impact of coronavirus on the 2020 budget. Ms. Stickney motioned to approve the April 2020 financials, seconded by Ms. James. All trustees voted yes. Motion carried.

**GIFT REPORT:** The Gift Report for April 2020 reported cash gifts of \$0 to the General Fund. Ms. Schafer motioned to approve the April 2020 gift report, seconded by Ms. James. All trustees voted yes. Motion carried.

**RESOLUTION 04-20: RESOLUTION AUTHORIZING 2021 TAX BUDGET:** Ms. Stickney motioned and Ms. Sansone seconded approval of Resolution 04-20, 2021 Tax Budget Authorization.

Roll Call

Audra Bednarski	Yes
Cynthia Schafer	Yes
Jennifer Fisher	Yes
Jill James	Yes

Melissa Stickney	Yes
David Sansone	Yes
Dan Glover	Yes

Motion carried.

**DIRECTOR REPORT:** Mr. Mason referred to the activities in the Director's report. Mr. Mason discussed the Library's response to the COVID-19 crisis, including:

- Curbside is going well.
- June 1<sup>st</sup> the Library will resume normal hours of operation (closed Sundays). The building is still closed to the public until further notice.
- Trent and the managers have worked out schedules that allow for pod scheduling which keeps staff scheduled in groups.
- Most staff will be able to maintain the same hours worked as before the crisis.
- Materials returned to the Library will sit in quarantine for 72 hours before handling.

Mr. Mason also discussed how other local libraries are handling the crisis and referred to collaborating with local library directors to formulate best practices. No vote was taken.

**APPROVAL TO ACCEPT COWAN DONATION:** Ms. James motioned to approve the receipt of a Cowen Pottery donation which meets the established criteria set forth in the donation policy, seconded by Ms. Fisher. All trustees voted yes. Motion carried.

**MEETING ROOM AV UPGRADES:** Mr. Matera updated the board on the need for AV upgrades to the meeting room. This upgrade will help to modernize the equipment in the room to allow for easier use. No vote was taken.

**PERSONNEL REPORT:** Ms. Schafer motioned approval of the May 2020 Personnel report, seconded by Ms. James. All trustees voted yes. Motion carried.

**PRESIDENT'S REPORT:** Ms. Bednarski informed the board of a grant receipt from Cox. Ms. Bednarski thanked Peter Matera for his training on Microsoft Teams. Finally, Ms. Bednarski informed the board that the planned joint meeting with the School Board has been cancelled.

#### **COMMITTEE REPORTS:**

**Building & Grounds:** No Report.

**Personnel:** No Report.

**Finance:** No Meeting.

4. **NEW BUSINESS:** Mr. Mason updated the board on an upcoming contract renewal with Biblioteka that will be presented at the next meeting.

5. **ADJOURNMENT:** There being no further business, the meeting adjourned at 8:26 p.m.

Audra Bednarski  
Audra Bednarski, President

David C. Sansone  
Dave Sansone, Secretary