

## Rocky River Public Library

### Board of Trustees Meeting

Wednesday, March 31, 2021

The regular meeting of the Board of the Rocky River Public Library was held remotely via Microsoft Teams video conferencing on Wednesday, March 31, at 7 p.m.

Present: Melissa Stickney, Cynthia Schafer, Jennifer Fisher, Dan Glover, and Jill James

Absent: Audra Bednarski and Dave Sansone

Also Present: Jamie Mason (Director), Will Costello, CPA (Fiscal Officer), Peter Matera (Support Services Manager), Trent Ross (Deputy Director), Bridget Russ (Circulation Manager), and Paul Monsour (Assistant Circulation Manager)

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

2. **PUBLIC COMMENT:** None

3. **COMMUNICATION:** Bridget Russ, Circulation Manager, and Paul Monsour, Assistant Circulation Manager, updated the Board on their role, providing an overview of services, as well as department responses to COVID-19 pandemic challenges. Ms. Stickney commented on how well Circulation Services has adopted to the challenges of COVID-19. Ms. Schafer inquired as to the plan for adding passports back in. Ms. Fisher thanked Bridget Russ, Paul Monsour, and the Circulation Staff for all their efforts in the difficult circumstances revolving around COVID-19. Concluding their report, Ms. Russ and Mr. Monsour exited the meeting at 7:12 p.m.

#### 4. **BUSINESS OF THE BOARD**

Due to the COVID-19 pandemic, the March 31, 2021, Board meeting was held remotely via Microsoft Teams. All votes were recorded by roll call.

**APPROVAL TO AMEND THE MARCH 31, 2021 AGENDA:** Ms. James motioned to approve the March 31, 2021 Agenda as amended, removing the approval of the purchase of a new electronic sign and including an executive session to discuss legal matters, seconded by Ms. Fischer. The roll was called; the vote resulted as follows:

Ms. Fisher: Yes

Mr. Glover: Yes

Ms. James: Yes

Ms. Schafer: Yes

Ms. Stickney: Yes

**APPROVAL OF THE February 24, 2021 BOARD MEETING MINUTES:** Ms. Stickney asked for any changes or corrections to the minutes of the February 24, 2021 Board meeting. Ms. Schafer motioned to approve the February 24, 2021 meeting minutes, seconded by Ms. Stickney. The roll was called; the vote resulted as follows:

Ms. Fisher: Yes

Mr. Glover: Yes

Ms. James: Yes

Ms. Schafer: Yes

Ms. Stickney: Yes

**FISCAL OFFICER AND FINANCE COMMITTEE REPORT:** Mr. Costello reported on the February 2021 financials. Mr. Costello presented a five-year forecast. Ms. Fisher motioned to approve the February 2021 financials, seconded by Ms. Schafer. The roll was called; the vote resulted as follows:

Ms. Fisher: Yes

Mr. Glover: Yes

Ms. James: Yes

Ms. Schafer: Yes

Ms. Stickney: Yes

**GIFT REPORT:** The Gift Report for February 2021 reported unrestricted cash gifts of \$150 to the General Fund. Ms. Stickney motioned to approve the February 2021 Gift Report, seconded by Ms. James. The roll was called; the vote resulted as follows:

Ms. Fisher: Yes

Mr. Glover: Yes

Ms. James: Yes

Ms. Schafer: Yes

Ms. Stickney: Yes

**DIRECTOR'S REPORT:** Mr. Mason referred to the activities in the Director's Report. Mr. Mason informed the Board of a recent donation from patron Lois Miskoe to be

reflected in next month's financials. Mr. Mason reported that the Rocky River Public Library was mentioned on the radio program The Alan Cox Show.

**APPROVAL OF THE VISUAL COMMUNICATIONS ASSISTANT JOB DESCRIPTION:**

Ms. Stickney motioned to approve the Visual Communications Assistant job description, seconded by Ms. Schafer. The roll was called; the vote resulted as follows:

Ms. Fisher:	Yes
Mr. Glover:	Yes
Ms. James:	Yes
Ms. Schafer:	Yes
Ms. Stickney:	Yes

**APPROVAL OF THE REVISED CONFIDENTIALITY POLICY:** Ms. Fischer motioned to approve the Confidentiality of Library Records and Patron Information policy, seconded by Ms. Schafer. The roll was called; the vote resulted as follows:

Ms. Fisher:	Yes
Mr. Glover:	Yes
Ms. James:	Yes
Ms. Schafer:	Yes
Ms. Stickney:	Yes

**APPROVAL OF THE PERSONNEL REPORT:** Ms. James motioned to approve the February 2021 Personnel Report, seconded by Ms. Stickney. The roll was called; the vote resulted as follows:

Ms. Fisher:	Yes
Mr. Glover:	Yes
Ms. James:	Yes
Ms. Schafer:	Yes
Ms. Stickney:	Yes

**PRESIDENT'S REPORT:** Ms. Stickney shared topics received for the upcoming Board retreat. Ms. Stickney expressed her appreciation for the detailed and thorough Department Reports. Ms. James and Ms. Fisher seconded their appreciation for the

reports and the extent of the work. Ms. Fisher suggested a highlighted diversity, equity, and inclusion section in future Director's reports.

#### **COMMITTEE REPORTS:**

**BUILDING & GROUNDS:** Ms. Schafer shared that a meeting will be held in April.

**PERSONNEL:** Ms. Fisher to reach out for availability for an April meeting.

#### **5. NEW BUSINESS:**

**APPROVAL TO ACCEPT COWAN POTTERY DONATIONS:** Ms. Stickney motioned to approve the receipt of a Cowan Pottery donation from the Cowan Pottery Museum Associates of two early Cowan bookends, shape (520) and figural lamp in Pine Green, which meets the established criteria set forth in the donation policy, seconded by Ms. James. The roll was called; the vote resulted as follows:

Ms. Fisher:	Yes
Mr. Glover:	Yes
Ms. James:	Yes
Ms. Schafer:	Yes
Ms. Stickney:	Yes

**APPROVAL TO ACCEPT COWAN POTTERY DONATION:** Ms. James motioned to approve the receipt of a Cowan Pottery donation from Roger Stanbridge of a set of Cowan bookends shape (522), which meets the established criteria set forth in the donation policy, seconded by Ms. Fisher. The roll was called; the vote resulted as follows:

Ms. Fisher:	Yes
Mr. Glover:	Yes
Ms. James:	Yes
Ms. Schafer:	Yes
Ms. Stickney:	Yes

**6. EXECUTIVE SESSION:** Ms. Schafer motioned to enter into Executive Session to discuss legal matters at 7:58 p.m., seconded by Ms. Stickney. The roll was called; the vote resulted as follows:

Ms. Fisher:	Yes
-------------	-----

Mr. Glover: Yes

Ms. James: Yes

Ms. Schafer: Yes

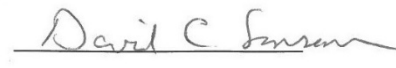
Ms. Stickney: Yes

The board exited executive session at 8:36 p.m.

7. **ADJOURNMENT:** There being no further business, the meeting adjourned at 8:36 p.m.



Melissa Stickney, President



Dave Sansone, Secretary