

Rocky River Public Library

Board of Trustees Meeting

Wednesday, January 26, 2022

The regular meeting of the Board of the Rocky River Public Library was held in the Auditorium of the Library on Wednesday, January 26, at 7:00 p.m.

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

Absent: Dan Glover, Dave Sansone

Also Present: Jamie Mason (Director), Will Costello, CPA (Fiscal Officer), Peter Matera (Support Services Manager), Trent Ross (Deputy Director), and Sherry Shuster (Human Resources Generalist)

1. **CALL TO ORDER:** Ms. Stickney called the meeting to order at 7:01 p.m.

2. **PUBLIC COMMENT:** No comment

3. **COMMUNICATION:** Sherry Shuster, Human Resources Generalist, updated the Board on the activities of the last year, including overseeing staff COVID protocols and the safe return of staff to work. She highlighted that the Library maintained a lower than average turnover rate and added three supervisor positions, a Building Services II, and Visual Communications Specialist positions. The Library participated in a work-study in collaboration with Opportunities for Ohioans with Disabilities, for an individual that gained work experience that assisted them in finding long-term employment. In addition, she participated in the NEO-RLS Salary Survey and transitioned the Library to a new HRIS system and payroll broker. Concluding her report, Ms. Shuster exited the meeting at 7:25.

4. **BUSINESS OF THE BOARD**

ELECTION OF OFFICERS: Ms. Bednarski motioned to approve of the following slate of officers:

President:	Melissa Stickney
Vice President:	Jill James
Secretary:	Dave Sansone

seconded by Ms. Fisher. All trustees voted yes. Motion carried.

OATH OF OFFICE: All Trustees read the Oath of Office aloud.

APPROVAL OF THE DECEMBER 8, 2021 BOARD MEETING MINUTES: Ms. Stickney asked for any changes or corrections to the minutes of the December 8, 2021 Board

meeting. Ms. Stickney motioned to approve the December 8, 2021 meeting minutes, seconded by Ms. James. All trustees voted yes. Motion carried.

FISCAL OFFICER AND FINANCE COMMITTEE REPORT: Mr. Costello reported on the November 2021 financials. Mr. Costello highlighted the status of the Library's investments and cash on hand. Year-end financials need to be submitted to the State of Ohio by the end of February, with an agreed-upon procedures audit likely completed by August. Ms. James motioned to approve the November 2021 financials, seconded by Ms. Fisher. All trustees voted yes. Motion carried.

GIFT REPORT: The Gift Report for November 2021 reported cash gifts of \$4,625.00 unrestricted to the General Fund and \$37.00 restricted to the General Fund for purchases of books. Ms. Stickney motioned to approve the November 2021 Gift Report, seconded by Ms. Bednarski. All trustees voted yes. Motion carried.

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

GIFT REPORT: The Gift Report for December 2021 reported cash gifts of \$20.00 unrestricted to the General Fund and \$2,000.00 restricted to the Cowan Fund for museum expenses. Ms. Stickney motioned to approve the October 2021 Gift Report, seconded by Ms. Fisher. All trustees voted yes. Motion carried.

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

DIRECTOR'S REPORT: Mr. Mason referred to the activities in the Director's Report. Mr. Mason informed the Board that the previous week the Library was evacuated because of a fire alarm. A malfunctioning HVAC coil created steam and caused the fire alarm to be triggered. The HVAC coil was patched, and a replacement coil will be installed. Mr. Mason has approached multiple law firms specializing in construction law to establish a relationship with a firm for future bidding and contract needs. Mr. Matera presented a project to update and consolidate print and copy equipment and software.

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

PRESIDENT'S REPORT: Ms. Stickney informed the Board of the 2022 Board Committee Assignments. Ms. Stickney restated that the goals for 2022 are to support the Director and Library staff as they continue to do an excellent job

handling the pandemic, serving the public, and furthering the work of the Strategic Plan and Building Assessment.

COMMITTEE REPORTS:

BUILDING & GROUNDS: No report.

PERSONNEL: Ms. Fisher shared that Board should expect the committee to reach out to the Board to collect feedback on the annual review process.

5. NEW BUSINESS:

APPROVAL OF DIRECTOR COLA INCREASE EQUAL WITH STAFF COLA

RETROACTIVE TO JANUARY 1, 2022: Ms. Stickney motioned to approve the Director COLA increase equal with staff COLA retroactive to January 1, 2022, seconded by Ms. Bednarski. The roll was called; the vote resulted as follows:

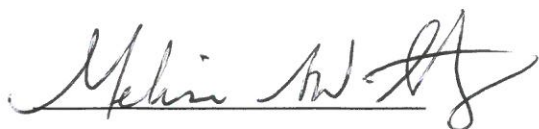
Roll Call:

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

APPROVAL OF 8 HOURS PTO FOR ALL CIRCULATION STAFF AS RECOGNITION OF THE EXCELLENT SERVICE PROVIDED DURING THE SHUTDOWN AND FACING THE

INCLEMENT WEATHER: Ms. Stickney motioned to approve 8 hours PTO for all Circulation Staff as recognition of the excellent service provided during the shutdown and facing the inclement weather, seconded by Ms. James. All trustees voted yes. Motion carried.

6. ADJOURNMENT: There being no further business, the meeting adjourned at 8:35 p.m.



Melissa Stickney, President



Dave Sansone, Secretary