

Rocky River Public Library

Board of Trustees Meeting

Wednesday, June 29, 2022

The regular meeting of the Board of the Rocky River Public Library was held in the Auditorium of the Library on Wednesday, June 29, at 7:00 p.m.

Present: Melissa Stickney, Jill James, Audra Bednarski, Dave Sansone, Cynthia Schafer, and Jennifer Fisher

Absent: Dan Glover

Also Present: Jamie Mason (Director), Peter Matera (Support Services Manager), Stacey Hayman (Outreach Services Coordinator)

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

2. **PUBLIC COMMENT:** None.

3. **COMMUNICATION:** Stacey Hayman, Outreach Services Coordinator, provided the Board an overview of work and activities being done by Outreach Services including the performance of digital streaming services, status of grants, One Community Reads, an upcoming new staff member, the Summer Reading kickoff party and Pride Fest, Community Book Talk (which will be resuming in July), National Library Card Signup Month, the Cleveland International Film Fest, iPads for Outreach patrons, Adult River Readers (resuming this Fall), and updates related to Teams including the Staff Recognition Team, Podcasting Team, and the Welcome Wagon Strategic Planning Group, which plans to begin sending personalized library invitations to new residents starting in August. She noted successes with community events such as Earth Day and planting flags on Memorial Day, internal events such as the Mock Caldecott competition, and expressed her intention of participating in the Rocky River Chamber of Commerce Business Expo and Holiday Tree events later this year. Stacey highlighted the work Outreach Librarian Carol O'Keefe has done over her last 8 years in this position, especially in anticipating the need for and producing the Aging Adult Resources document, about which Ms. Bednarski and Ms. Schafer made favorable comments. Stacey discussed her work with the ALA Reader's Advisory Listen List, for which she listens to and makes recommendations of audiobooks with the goal of compiling outstanding listening experiences and listen-alikes for library reader's advisory. Concluding her report, Ms. Hayman exited the meeting at 7:25.

4. **BUSINESS OF THE BOARD**

APPROVAL OF THE May 25, 2022 BOARD MEETING MINUTES: Ms. Stickney asked for any changes or corrections to the minutes of the May 25, 2022 Board meeting.

Ms. James motioned to approve the May 25, 2022 meeting minutes, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

FISCAL OFFICER AND FINANCE COMMITTEE REPORT:

Ms. James reported on the May 2022 financials. Ms. James observed the PLF is higher than anticipated. Ms. James discussed the approval of the library budget by the school board. Ms. James indicated Mr. Costello is working on creating updated graphs of projected library revenue and expenses. Ms. James related that Mr. Costello believes the Paylocity errors have been resolved. Mr. Mason contributed that Mr. Costello will conduct a payroll audit and commented on the great work done by F. Buddie Construction on the curb repairs and Storybook Walk. Mr. Mason said that he's discussing a possible grant opportunity from ODNR for partnering with Rocky River Parks or the Cleveland Metroparks on a Storybook Walk for the trails. Multiple members of the Board commented on how great the Storybook Walk looked. The Board and Director related anecdotes from patrons who spoke positively about the Storybook Walk. Ms. Bednarski asked about the status of air handler coil repairs and there was discussion about whether work could be done preemptively to prevent damage. Mr. Mason discussed conversations he is having about an expected future recession, how that might affect the library and how to plan for it. Ms. Stickney asked about better investment options.

FINANCIALS

Ms. Bednarski motioned to approve the May 2022 financials, seconded by Ms. Stickney. All trustees voted yes. Motion carried.

GIFT REPORT: The Gift Report for May 2022 reported cash gifts of \$3.50 unrestricted to the General Fund. Ms. Fisher motioned to approve the May 2022 Gift Report, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

DIRECTOR'S REPORT: Mr. Mason referred to the activities in the Director's Report. Mr. Mason discussed the compensation philosophy policy draft from TAMS Group consulting at some length, specifically elucidating retention tactics.

APPROVAL OF PROGRAM POLICY: Ms. Bednarski suggested edits to the proposal, including re-evaluating the need for certain words and excising words that indicated subjectivity. Enough discussion resulted that the Board informally agreed to table the approval of the Program Policy until the next meeting to allow time for further consideration.

APPROVAL OF ENTERING INTO AN AGREEMENT WITH BIBLIOTHECA SUBSCRIPTION PROGRAM FOR UPDATED RFID HARDWARE SOLUTION: Ms. Stickney asked for clarification of the payment schedule. Ms. Bednarski commented

on the positive mix of self-checks and staff available to patrons. Without further comment, Ms. Stickney motioned to approve entering into an agreement with Bibliotheca Subscription program for updated RFID Hardware Solution, seconded by Mr. Sansone. All trustees voted yes. Motion carried.

APPROVAL OF JUNETEENTH AS AN OFFICIAL PAID HOLIDAY FOR RRPL IN 2023 AND BEYOND, AND RETROACTIVELY AWARD HOLIDAY PTO TO STAFF:

Ms. Schafer inquired about whether the library observed Juneteenth this year. Mr. Mason explained as it fell on the same day as Father's Day, the library was closed and both days were recognized publicly; however, the library did not observe Juneteenth with a closure on Monday like other public entities might have done. Ms. Fisher motioned to approve Juneteenth as an official paid holiday for RRPL in 2023 and beyond, and retroactively award Holiday PTO to staff. Ms Bednarski seconded. All trustees voted yes. Motion carried.

AWARD BID FOR LOWER-LEVEL CARPET PROJECT:

Mr. Mason provided an updated overview of the project and commented on positive past experiences working with the company with the winning bid. Ms. Fisher asked about service disruptions during installation. Mr. Mason discussed lead times, the likely progression of the project, estimated time to complete each area, and the library's plans for alerting the public to closed areas.

Ms. James motioned to adopt Resolution No. 05-22 A Resolution Accepting the Lowest Responsible and Responsive Bid of Architectural Floors of Cleveland, Inc. for the Lower-Level Flooring Replacement. Seconded by Ms. Schafer.

The roll was called; the vote resulted as follows:

Audra Bednarski	Yes
Jennifer Fisher	Yes
Jill James	Yes
David Sansone	Yes
Cynthia Schafer	Yes
Melissa Stickney	Yes

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

PRESIDENT'S REPORT: Ms. Stickney discussed the approval of new Library Trustee Ann Gynn at the June 23 meeting of the School Board and gave a brief introduction. Ms. Gynn was in attendance as a member of the public.

APPROVE RESOLUTION 03-22 TO AFFIRM THE ALA BILL OF RIGHTS AND CENSURE THE HARASSMENT OF A ROCKY RIVER LIBRARY TRUSTEE:

Ms. Stickney introduced Resolution 03-22. Ms. Schafer drew attention to a few typos and proposed the Board reference RRPL policies and procedures with its declaration to uphold the ALA Bill of Rights. The Board discussed tabling the Resolution for possible future edits and to allow an opportunity for the future Trustee to vote. Mr. Sansone suggested continuing with the approval process due to the urgency of the content and proximity of the incident. The Board came to an agreement to do so. Ms. Fisher motioned to approve Resolution 03- 22 To Affirm the ALA Bill of Rights and Censure the Harassment of a Rocky River Library Trustee, seconded by Mr. Sansone.

The roll was called; the vote resulted as follows:

Audra Bednarski	Yes
Jennifer Fisher	Yes
Jill James	Yes
David Sansone	Yes
Cynthia Schafer	Yes
Melissa Stickney	Yes

APPROVE RESOLUTION 04- 22 TO THANK DAN GLOVER FOR HIS SERVICE:

Ms. Stickney motioned to approve Resolution 04-22 To Thank Dan Glover for His Service, seconded by Ms. Schafer.

The roll was called; the vote resulted as follows:

Audra Bednarski	Yes
Jennifer Fisher	Yes
Jill James	Yes
David Sansone	Yes
Cynthia Schafer	Yes
Melissa Stickney	Yes

COMMITTEE REPORTS:

BUILDING & GROUNDS: No report.

PERSONNEL: Ms. Fisher noted that all discussion related to the Personnel Committee would occur during Executive Session.

OTHER: Ms. Fisher commended Kristine Lee for bringing the Storybook Walk to the Library. Ms. Fisher recognized the work of all involved in the successful Pride Fest event, specifically the large attendance numbers.

5. EXECUTIVE SESSION TO DISCUSS LEGAL MATTERS AND EMPLOYMENT OF A PUBLIC EMPLOYEE:

Ms. Stickney motioned to enter into Executive Session to discuss the employment of a public employee at 8:20 p.m., seconded by Ms. James.

The roll was called; the vote resulted as follows:

Audra Bednarski	Yes
Jennifer Fisher	Yes
Jill James	Yes
David Sansone	Yes
Cynthia Schafer	Yes
Melissa Stickney	Yes

The Board exited executive session at 9:23 p.m.

6. NEW BUSINESS:

The Board decided there will not be a Trustee meeting in July 2022.

Ms. Fisher moved to approve a merit pay increase for RRPL Director Jamie Mason of 1.77% for 2022, retroactive to January 1, 2022. Mr. Sansone seconded.

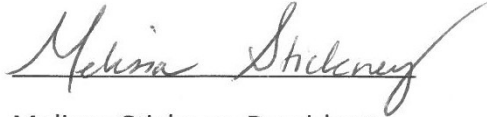
The roll was called; the vote resulted as follows:

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

Melissa Stickney

Yes

7. **ADJOURNMENT:** There being no further business, the meeting adjourned at 9:26 p.m.



Melissa Stickney, President



Dave Sansone, Secretary