

Rocky River Public Library

Board of Trustees Meeting

Wednesday, August 31, 2022

The regular meeting of the Board of the Rocky River Public Library was held in the Auditorium of the Library on Wednesday, August 31, at 7:00 p.m.

Present: Melissa Stickney, Audra Bednarski, Jennifer Fisher (arrived 7:04), Ann Gynn, Dave Sansone, and Cynthia Schafer

Absent: Jill James

Also Present: Jamie Mason (Director), Trent Ross (Deputy Director), Sherry Shuster (HR Generalist), Chanel Steiner (Visual Communications Manager), Chase Tinker (Building Services Associate), and Sandy Turba (TAMS Group)

1. **CALL TO ORDER:** Ms. Stickney called the meeting to order at 6:59 p.m.
2. **INTRODUCTION OF NEW EMPLOYEES:** Mr. Mason introduced to the Board new employee Chase Tinker, Building Services Associate. Following the introduction, Mr. Tinker left the meeting at 7:25 p.m.
3. **PUBLIC COMMENT:** Judy Moore commented that as a resident of Rocky River and a long-time teacher, she was glad that the Library is moving to provide more inclusive programs.
4. **COMMUNICATION:** Ms. Steiner, Visual Communications Manager, provided the Board an update on the Visual Communications Department's continued branding guide implementation, including staff day presentation and inclusion into new staff onboarding. Additionally, Ms. Steiner gave insight into the staff communication involved in providing consistent public messaging regarding the Library's Pride Festival. Ms. Steiner highlighted cost savings measures implemented, including reducing the number of pages in the Inside View and conducting photography and videography in-house.

Ms. Steiner drew attention to the professional development she and her staff have completed and showcased recent Visual Communication projects, including the Cowan Museum Bookmark Contest, webpages, videos, posters, flyers, and logo designs. Finally, Ms. Steiner shared upcoming department projects, including promotions for library card sign-up month, The Page & The Pen promotions, an RRPL television commercial, and completing an accessibility update to the website.

Concluding her report, Ms. Steiner exited the meeting at 7:25.

5. **SALARY BENCHMARKING PRESENTATION:** Sandy Turba, TAMS Group, presented a compensation philosophy, job hierarchy, and salary structure for RRPL, along with recommendations for implementation and communications to employees. Ms. Turba highlighted findings based on the completion of a market pricing study and comparison of market survey data.

Ms. Bednarski asked what are common questions asked by staff during implementation. Ms. Turba replied that staff may wonder where their pay is on the scale, why it is at that point, and what can they do to increase it.

Ms. Stickney inquired whether COLA increases have affected the information in the report, and if this is the best time for implementation. Ms. Turba answered that now is a good time to conduct the study as the labor market is tight, and it has been a while since the Library has evaluated salary ranges (2011).

Ms. Bednarski commented on the high cost of turnover and training new staff. Ms. Turba shared that the current workforce moves quickly from job to job, and it is necessary to search for quality candidates. Ms. Turba shared the importance of highlighting total compensation, including health benefits, flexibility, and paid time off.

Concluding her report, Ms. Turba exited the meeting at 7:57.

6. BUSINESS OF THE BOARD

APPROVAL TO AMEND AGENDA TO ADD AN EXECUTIVE SESSION: Ms. Stickney motioned to amend the agenda to add an executive session to discuss the employment of a public employee, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

APPROVAL OF THE JUNE 29, 2022 BOARD MEETING MINUTES: Ms. Stickney asked for any changes or corrections to the minutes of the June 29, 2022 Board meeting. Ms. Fisher motioned to approve the June 29, 2022 meeting minutes, seconded by Mr. Sansone. All trustees voted yes. Motion carried.

APPROVAL OF THE AUGUST 9, 2022 BOARD MEETING MINUTES: Ms. Stickney asked for any changes or corrections to the minutes of the August 9, 2022 Special Board meeting. Ms. Schafer motioned to approve the August 9, 2022 meeting minutes, seconded by Ms. Fisher. All trustees voted yes. Motion carried.

FISCAL OFFICER AND FINANCE COMMITTEE REPORT: Mr. Costello provided an update on the ongoing Agreed Upon Procedures audit that will be completed before the September Board meeting. Additionally, Mr. Costello reviewed the Library's investments, including a commercial paper investment strategy. Mr. Costello will be creating an updated 5-year forecast for review and input by the Board.

APPROVAL OF JUNE FINANCIALS: Ms. Stickney motioned to approve the June 2022 financials, seconded by Ms. Bednarski. All trustees voted yes. Motion carried.

APPROVAL OF JUNE GIFT REPORT: The Gift Report for June 2022 reported cash gifts of \$0.00. Mr. Sansone motioned to approve the June 2022 Gift Report, seconded by Ms. Fisher. All trustees voted yes. Motion carried.

APPROVAL OF JULY FINANCIALS: Ms. Fisher motioned to approve the July 2022 financials, seconded by Ms. Stickney. All trustees voted yes. Motion carried.

APPROVAL OF JULY GIFT REPORT: The Gift Report for July 2022 reported cash gifts of \$20.00 restricted to the General Fund for the purchase of books. Mr. Sansone motioned to approve the July 2022 Gift Report, seconded by Ms. Fisher. All trustees voted yes. Motion carried.

APPROVAL OF RESOLUTION 06-22 APPROVING PUBLIC LIBRARY FUND ALLOCATION AGREEMENT COMMENCING JANUARY 1, 2023, AND TERMINATING DECEMBER 31, 2025: Ms. Bednarski motioned and Ms. Schafer seconded approval of Resolution 06-22, Approving Public Library Fund Allocation Agreement Commencing January 1, 2023, And Terminating December 31, 2025. The roll was called; the vote resulted as follows:

Roll Call

| | |
|------------------|--------|
| Audra Bednarski | Yes |
| Jennifer Fisher | Yes |
| Ann Gynn | Yes |
| Jill James | Absent |
| David Sansone | Yes |
| Cynthia Schafer | Yes |
| Melissa Stickney | Yes |

DIRECTOR'S REPORT: Mr. Mason referred to the activities in the Director's Report. Mr. Mason informed the Board that the Library has received a credit to the Library's account for another instance where Paylocity erroneously took funds from the Library. Mr. Mason discussed options for alternative options for payroll and HRIS systems.

APPROVE RENEWAL OF UTICA PACKAGE POLICY: Mr. Mason shared that part of the increase is a result for adding liability for Library notaries. Ms. Bednarski

motioned to approve the renewal of Utica package policy with corrected fine art appraisal date, seconded by Ms. Fisher. All trustees voted yes. Motion carried.

APPROVAL OF COMPENSATION POLICY: Ms. Schafer motioned to approve the Compensation Policy as amended, seconded by Ms. Gynn. All trustees voted yes. Motion carried.

APPROVAL OF LANDSCAPING AND SNOW REMOVAL CONTRACT: Mr. Mason informed the Board that the Library's current provider will be retiring at the end of the contract. Mr. Mason reviewed the search process for a new vendor to contract with. Ms. Stickney motioned to approve entering into a contract with Ground Works Land Design for landscaping and snow removal with proposed date change of October 31, 2023, seconded by Mr. Sansone. All trustees voted yes. Motion carried.

APPROVAL OF LIBRARY PROGRAM POLICY: Ms. Fisher motioned to the Library Program Policy, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

DECLARE ITEMS AS SURPLUS: Mr. Mason informed the Board that the list consists of end-of-life computers that will be donated to a nonprofit. Ms. Bednarski motioned to approve items to be declared surplus, seconded by Ms. Gynn. All trustees voted yes. Motion carried.

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

PRESIDENT'S REPORT: Ms. Stickney reminded the Board that OLC will hold new trustee training in March. Ms. Stickney reaffirmed her appreciation for all the information in the department board reports. Ms. Fisher shared her appreciation for all the Children's Department did to make the children's Summer Reading Program a success.

COMMITTEE REPORTS:

BUILDING & GROUNDS: No report.

PERSONNEL: Ms. Fisher gave a reminder that reviews for Director and Fiscal Officer are upcoming and information to the Board will be sent out.

OTHER:

EXECUTIVE SESSION TO DISCUSS EMPLOYMENT OF A PUBLIC EMPLOYEE:

Ms. Stickney motioned to enter into Executive Session to discuss the employment of a public employee at 8:42 p.m., seconded by Ms. Schafer.

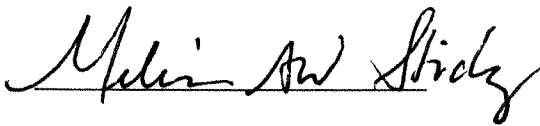
The roll was called; the vote resulted as follows:

| | |
|------------------|--------|
| Audra Bednarski | Yes |
| Jennifer Fisher | Yes |
| Ann Gynn | Yes |
| Jill James | Absent |
| David Sansone | Yes |
| Cynthia Schafer | Yes |
| Melissa Stickney | Yes |


The Board exited executive session at 9:01 p.m.

7. **NEW BUSINESS:** No new business.

8. **ADJOURNMENT:** There being no further business, the meeting adjourned at 9:02 p.m.



Melissa Stickney, President



Dave Sansone, Secretary