

## Rocky River Public Library

Board of Trustees Meeting

Wednesday, September 28, 2022

The regular meeting of the Board of the Rocky River Public Library was held in the Auditorium of the Library on Wednesday, September 28, at 7:00 p.m.

Present: Melissa Stickney, Audra Bednarski, Jennifer Fisher (arrived at 7:06), Jill James, Ann Gynn, and Cynthia Schafer

Absent: Dave Sansone

Also Present: Jamie Mason (Director), Trent Ross (Deputy Director), Peter Matera (Support Services Manager), Dori Olivos (Adult Services Manager), Greg Hatch (Adult Services Supervisor), and Lisa Chavel (Outreach Associate)

1. **CALL TO ORDER:** Ms. Stickney called the meeting to order at 6:59 p.m.
2. **INTRODUCTION OF NEW EMPLOYEES:** Mr. Mason introduced new employee Lisa Chavel, Outreach Associate, to the Board. Following the introduction, Ms. Chavel left the meeting at 7:30 p.m.
3. **PUBLIC COMMENT:** Joanne Dunphy commented that as a Circulation Associate of nearly five years, she recently learned that full-time employees had their salaries raised to start at fifteen dollars an hour. Ms. Dunphy asked the Board to consider giving the part-time employees the same consideration. They have the same job description and do the same duties, including administering passports. She appreciates that the Board recognized the need to increase the pay of full-time staff, but all Circulation Staff deserve to have their pay raised as a matter of equity.
4. **COMMUNICATION:** Ms. Olivos, Adult Services Manager, provided the Board with an update on the Adult Services Department. Ms. Olivos shared that the furniture and displays have been rearranged to provide a space that feels more open.

Ms. Olivos highlighted members of the Adult Services Department and their impact on the department, including offering ESL and ASL practice programs, Charlie Cart programs, Riverinos book club, VR programming, Fall Fest and Pride Fest, and programming centered around a new pollinator garden. Additionally, resume services continue, and the Book Harbor book subscription and recommendation service has grown in popularity. Ms. Olivos informed the Board of a recent partnership with the Rocky River Historical Society to create a Rocky River Historical Audio Tour. Finally, Ms. Olivos highlighted the teen activities and collaborations with the schools, including a new building loan at Lutheran West High School.

Mr. Hatch, Adult Services Supervisor, provided the Board with an update on the activities of the Cowan Pottery Museum, including that the Library now offers 24/7 digital access to the Cowan collection and Library's art pieces. Additionally, he has updated the archival storage to provide better care and security for the materials within the collection. Mr. Hatch has shifted the Cowan displays to allow for two rotating displays in addition to a permanent set of Grand Reading Room displays showing a progressive timeline. Mr. Hatch is finalizing an agreement with the Western Reserve Historical Society to host a series of pieces by Thelma Frazier-Winter for a yearlong exhibition. Finally, Mr. Hatch reminded the Board that the Cowan collection completed a routine (every five years) appraisal this year (2022).

Concluding their reports, Ms. Olivos exited the meeting at 7:31. Mr. Hatch left at 7:51

## 5. BUSINESS OF THE BOARD

**APPROVAL OF THE AUGUST 31, 2022 BOARD MEETING MINUTES:** Ms. Stickney asked for any changes or corrections to the minutes of the August 31, 2022 Board meeting. Ms. Fisher motioned to approve the August 31, 2022 meeting minutes, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

**FISCAL OFFICER AND FINANCE COMMITTEE REPORT:** Mr. Costello provided an update on the favorable year-to-date revenue and expenses compared to budget. Mr. Costello received the Agreed Upon Procedure Audit draft copy this day and it will be available to the Board soon. He also reminded the Board that the Library will need to do a full Audit in 2024 based on Ohio Revised Code guidelines.

Finally, Mr. Costello has asked Sherry Shuster to provide all post payroll journals so Mr. Costello can review that all payments have been made correctly and the Library can make a clean break from Paylocity.

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

**APPROVAL OF AUGUST GIFT REPORT:** The Gift Report for August 2022 reported cash gifts of \$170.00 restricted for Children's programming and/or materials. Ms. James motioned to approve the August 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 informed the Board that the Library has received a credit from Paylocity for another instance where Paylocity erroneously took funds from the Library. Mr. Mason discussed options for alternative payroll and HRIS systems.

**APPROVE DAW DONATION OF COWAN OBJECT:** Ms. Gynn motioned to approve the Daw donation of flower bowl #785 to the Cowan collection, seconded by Ms. James. All trustees voted yes. Motion carried.

**APPROVAL OF DEACCESSION OF MICROFILM MACHINE:** Ms. Schafer motioned to approve items to be declared surplus, seconded by Ms. Gynn. All trustees voted yes. Motion carried.

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

**PRESIDENT'S REPORT:** Ms. Stickney reminded the Board that the PLF is up for renewal this biennium and recommend that members share their support to state legislators for maintaining the PLF at 1.7%.

**COMMITTEE REPORTS:**

**BUILDING & GROUNDS:** No report.

**PERSONNEL:** Ms. Fisher informed the board that a feedback survey will be sent out Mid-October and online forms for the Board to complete will be shared in November. Finalized document will be shared with the Board in January. Ms. Fisher will send out the timeline.

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

7. **EXECUTIVE SESSION TO DISCUSS EMPLOYMENT OF A PUBLIC EMPLOYEE:**

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

The roll was called; the vote resulted as follows:

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

The Board exited executive session at 9:02 p.m.

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

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Melissa Stickney, President

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Dave Sansone, Secretary