

Rocky River Public Library

Board of Trustees Meeting

Wednesday, October 26, 2022

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

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

Absent:

Also Present: Jamie Mason (Director), Trent Ross (Deputy Director), Peter Matera (Support Services Manager), Kristine Lee (Children's Services Manager), and Melinda Frank (Adult Services Librarian)

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 Melinda Frank, Adult Services Librarian, to the Board.
3. **PUBLIC COMMENT:** None
4. **COMMUNICATION:** Kristine Lee, Children's Services Manager, provided the Board with an update on the Children's Services Department, including introducing and highlighting each staff member and some of their respective programs, collections, projects, and other varied responsibilities. Ms. Lee also shared the impact of an end-of-year department and space reorganization project that created better storage solutions throughout the department. Additionally, the Children's Department has updated the Mezzanine space by removing three free-standing shelving units. Removing the units has made space for additional tables and seating options and was the first step toward creating a dedicated Tween Space on the Mezzanine.

5. BUSINESS OF THE BOARD

APPROVAL OF THE SEPTEMBER 28, 2022 BOARD MEETING MINUTES: Ms. Stickney asked for any changes or corrections to the minutes of the September 28, 2022 Board meeting. Ms. Schafer motioned to approve the September 28, 2022 meeting minutes, seconded by Ms. Bednarski. All trustees voted yes. Motion carried.

FISCAL OFFICER AND FINANCE COMMITTEE REPORT: Mr. Costello informed the Board that the final audit report has been completed and shared out with the entire Board. Mr. Costello attended a records retention training session and will be improving the Library's process by incorporating information gained from the

training. Finally, Mr. Costello informed the Board that he has contacted Fifth Third to discuss options for the five CDs that are maturing next year.

APPROVAL OF SEPTEMBER FINANCIALS: Mr. Sansone motioned to approve the September 2022 financials, seconded by Ms. James. All trustees voted yes. Motion carried.

APPROVAL OF SEPTEMBER GIFT REPORT: The Gift Report for September 2022 reported cash gifts of \$0.00. Ms. Stickney motioned to approve the September 2022 Gift Report, seconded by Ms. Fisher. 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 not yet received the carpet sample for final approval for the lower level hallway carpet installation project. Additionally, Mr. Mason highlighted that Stephanie Oswald and Sarah Miller are finalists for the NEO-RLS annual Rising Star award and that Sharon Fruchey, past president of the Friends of the Rocky River Public Library, is the recipient of the NEO-RLS Advocacy Award. The Rising Star and Advocacy award winners will be announced at the NEO-RLS Membership Appreciation meeting.

APPROVE OF 2023 BOARD OF TRUSTEE MEETING DATES: Ms. James motioned to approve the 2023 Board of Trustee meeting dates, seconded by Ms. Gynn. All trustees voted yes. Motion carried.

APPROVAL OF 2023 LIBRARY CLOSING DATES: Ms. Stickney motioned to approve the 2023 Library closing dates, seconded by Mr. Sansone. All trustees voted yes. Motion carried.

APPROVAL OF ENTERING INTO CONTRACT WITH ADP: Mr. Mason summarized the benefits of ADP's HRIS platform along with the discounted implementation costs and five-year rate lock offered to the Library. Ms. James motioned to approve entering into a contract with ADP, seconded by Ms. Fisher. The roll was called; the vote resulted as follows:

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

Melissa Stickney Yes

APPROVAL OF ITEMS TO BE DECLARED SURPLUS: Mr. Mason informed the Board that some items declared surplus will be donated to a local nonprofit, where they will get an extended life. Ms. Stickney motioned to approve items to be declared surplus, seconded by Ms. Bednarski. All trustees voted yes. Motion carried.

APPROVAL OF TAMS SALARY SURVEY ADJUSTMENTS: Ms. Fisher motioned to approve TAMS salary survey adjustments, seconded by Ms. James. All trustees voted yes. Motion carried.

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

PRESIDENT'S REPORT: Ms. Stickney reminded the Board that the November Finance Committee meeting will be on November 14 and the entire Board is welcome to attend to discuss next year's budget.

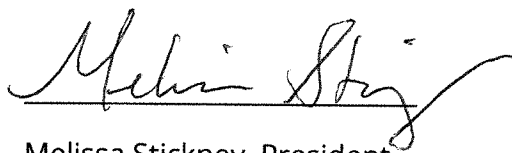
COMMITTEE REPORTS:

BUILDING & GROUNDS: No report.

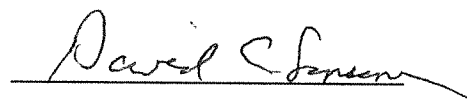
PERSONNEL: Ms. Fisher informed the board that the review process is upcoming.

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

7. **ADJOURNMENT:** There being no further business, the meeting adjourned at 7:53 p.m.



Melissa Stickney, President



Dave Sansone, Secretary