

Rocky River Public Library

Board of Trustees Meeting

Wednesday, May 31, 2023

The regular meeting of the Board of the Rocky River Public Library was held in the Auditorium of the Library on Wednesday, May 31, 2023, at 7:00 p.m.

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

Not Present:

Also Present: Trent Ross (Interim Director), Will Costello (Fiscal Officer), Peter Matera (Support Services Manager)

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

2. **INTRODUCTION OF NEW EMPLOYEE:** Mr. Ross introduced Robert Isom, the Library's new Marketing Manager.

3. **COMMUNICATION:** Peter Matera, Support Services Manager, provided the Board with a Support Services department update, including the many important services that both Technical Services and IT provide to the staff and patrons of the Library. Mr. Matera also gave a detailed summary of the services and products provided by CLEVNET, OPLIN, and other vendors.

4. BUSINESS OF THE BOARD

APPROVAL OF THE APRIL 26, 2023 BOARD MEETING MINUTES: Ms. James asked for any changes or corrections to the minutes of the April 26, 2023 Board meeting. Ms. Fisher motioned to approve the April 26, 2023, meeting minutes seconded by Ms. Schafer. All trustees voted yes. Motion carried.

FISCAL OFFICER AND FINANCE COMMITTEE REPORT: Mr. Costello reported on the April financials. While the Finance Committee did not meet in May, Mr. Costello and Mr. Ross clearly communicated updates to the Finance Committee via email and will do the same for the June meeting. Mr. Costello reported that PLF and total revenue are performing as expected. Mr. Costello discussed maturing CDs from Fifth/Third with Brian Carter; both felt extending CDs to lock-in rates is wise. They will discuss each CD as it matures. The Tax Budget will be presented to the School Board for their budget process since we fall under their tax authority. The State Auditor has implemented changes to account codes to create uniformity across all library systems in the state. Mr. Costello will update the Library's chart of accounts accordingly by 2024.

APPROVAL OF THE APRIL FINANCIALS: Ms. Schafer made a motion to approve the April Financials, seconded by Ms. Bednarski. All trustees voted yes. Motion carried.

APPROVAL OF APRIL GIFT REPORT: The Gift Report for April 2023 reported cash gifts of \$0.00. Ms. Stickney made a motion to approve the April Gift Report, seconded by Mr. Sansone. All trustees voted yes. Motion carried.

APPROVAL OF RESOLUTION 02-23 AUTHORIZING THE 2024 TAX BUDGET: Ms. Schafer made the motion to approve Resolution 02-03 Authorizing the 2024 Tax Budget, seconded by Ms. James.

Roll Call:

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

APPROVAL OF RESOLUTION 03-23 QUALIFYING RETENTION AND EXPENDITURE FROM THE BRISTOW-MOGA FUND: Mr. Ross gave a brief background regarding the gift of approximately \$130,000 from Mr. William Moga's estate to honor and perpetuate the names of Helen Bristow-Moga and Alex Nicholas Moga. The Library shall use the interest of the gift to support events, activities, and programs at the Library. Ms. Schafer motioned to approve Resolution 03-23 Qualifying Retention and Expenditure from the Bristow-Moga Fund, seconded by Ms. Fisher.

Roll Call:

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

Melissa Stickney

Yes

INTERIM DIRECTOR'S REPORT: Mr. Ross referred to the activities in the Interim Directors Report. The Library is beginning the health insurance renewal process with NFP. Mr. Ross will continue to share updates with the board as they become available. The ADP implementation is wrapping up, and Sherry Shuster continues to address and resolve several ongoing issues. Ben Dizdarevic, an intern from Cleveland State University, has been working with Administration for the past month. He is assisting Rhonda Han with several projects as well as shadowing in many library departments. Mr. Ross hopes to have the contract for the installation of the staircase mural finalized by early June. Artist Evan Laisure has received community feedback regarding the mural design via a ballot box and attending after-school programs. Mr. Ross anticipates an August installation.

APPROVAL OF ENTERING IN TO A CONTRACT WITH SCHERBA INDUSTRIES FOR MURAL INSTALLATION NOT TO EXCEED \$18,500: Ms. Stickney made the motion to approve entering into a contract with Scherba Industries for mural installation not to exceed \$18,500, seconded by Ms. James. All trustees voted yes. Motion carried.

APPROVAL OF PURCHASE ORDER TO MNJ FOR STAFF COMPUTER REPLACEMENT: Mr. Matera reported this \$13,576 PO is for replacements of staff Surfaces and laptops. Mr. Matera is investigating adding surplus Surfaces for circulation to the public. Ms. James made the motion to approve purchase order to MNJ for staff computer replacement, seconded by Ms. Fisher. All trustees voted yes. Motion carried.

APPROVAL OF PURCHASE ORDER TO ADP FOR PAYROLL FEES AND IMPLEMENTATION FEES: Mr. Ross noted that the payroll fees are charged annually and will need approval again in January. Mr. Sansone made a motion to approve a purchase order to ADP for payroll and implementation fees, seconded by Ms. Bednarski. All trustees voted yes. Motion carried.

APPROVAL OF ACCESSION OF MARCIA KUBACH DONATION OF A COWAN PIECE: Ms. James made a motion to approve the accession of Marcia Kubach donation of a R. Guy Cowan vase, seconded by Ms. Gynn. All trustees voted yes. Motion carried.

APPROVAL OF DEACCESSION OF EMBROIDERED SILK ITEMS, CLOCHE HATS, CHINESE DINNERWARE, AND CHINESE TEA SERVICE: Mr. Ross reports these items are from a donation made in 1994. While they are interesting pieces, they do not fit into our Cowan and Fine Arts policy. Ms. Stickney suggested contacting the Costume Museum at Kent State or Rocky River High School drama department. Ms. Stickney

made a motion to approve the deaccession of embroidered silk items, cloche hats, Chinese dinnerware, and Chinese tea service, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

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

PRESIDENT'S REPORT: Ms. James reported that the new trustee will be announced at the Rocky River City School District meeting on June 22 and sworn in at the July 26 meeting. Ms. James will bring the new candidate up to speed regarding the Director search, as trustees will be voting on a new Director at the July meeting. Ms. James commended the intergenerational programming and the Eagle Scout raised garden bed project boxes.

COMMITTEE REPORTS:

BUILDING & GROUNDS: Ms. Stickney reported the lower-level carpeting project is complete. More areas throughout the Library will be updated with new carpeting in the near future. Several upcoming projects, including the security assessment and HVAC updates, will have major technology components and Ms. Stickney noted IT will be actively involved in these projects. The committee will meet again in the third quarter.

PERSONNEL: Mr. Sansone reports applications for the Director position are closed.

Search Taskforce:

5. **NEW BUSINESS:** Ms. James made the motion to move into Executive Session to discuss the potential employment of a public employee at 8:22 p.m.; seconded by Ms. Gynn. The roll was called; the vote resulted as follows:

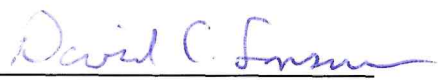
Roll Call

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

The board exited Executive Session at 9:10 p.m.

6. **ADJOURNMENT:** There being no further business, the meeting adjourned at 9:10 p.m.



Jill James, President

Dave Sansone, Secretary