

Rocky River Public Library

Board of Trustees Meeting

Wednesday, August 30, 2023

The regular meeting of the Board of the Rocky River Public Library was held in the Auditorium of the Library on Wednesday, August 30, 2023, at 7:00 p.m.

Present: Stacey Ganor, Jill James, Dave Sansone, Cynthia Schafer, and Melissa Stickney.

Not Present: Jennifer Fisher and Ann Gynn.

Also Present: Trent Ross (Interim Director), Will Costello (Fiscal Officer), Peter Matera (Support Services Manager), Sherry Shuster (Human Resources Manager).

1. **CALL TO ORDER:** Ms. James called the meeting to order at 6:57 p.m.

2. **COMMUNICATION:** Sherry Shuster, Human Resources Manager, provided the Board with a Human Resources update and the evolution of this position over the past seven years. HR Manager's duties now include payroll processing, public records request log upkeep, worker's compensation/work injury reporting, unemployment processing, certified payroll duties for vendor projects, and remittance of OPERS, Ohio Deferred Compensation 457, and all benefit contributions. These duties were in addition to original duties. Ms. Shuster reported on Strategic Plan implementations such as hybrid work plans, improving staff communication, and transitioning benefit brokers and payroll. Ms. Shuster also discussed many opportunities for growth in the Library's future.

3. BUSINESS OF THE BOARD

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

APPROVAL OF THE AUGUST 7, 2023 SPECIAL BOARD MEETING MINUTES: Ms. James asked for any changes or corrections to the minutes of the August 7, 2023 Special Board meeting. Ms. Ganor motioned to approve the August 7, 2023, amended meeting minutes, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

FISCAL OFFICER AND FINANCE COMMITTEE REPORT: Ms. Schafer gave an overview of the Finance Committee meeting, and information on upcoming insurance renewals. Mr. Costello reported four new fund accounts have been set up separating the three that were in Star Ohio Plus (Meeder) and the new

endowment the Library received. Separating them will allow for simplified reporting for monthly financials. He will be closing out the Meeder account.

Mr. Costello stated the Library is within the Star Ohio account threshold to receive the highest interest rate. Some of our CDs are maturing soon and we will be able to take advantage of the new higher rates. Mr. Costello will continue to look at commercial paper as another investment source.

Mr. Costello stated that June was a month with three pay periods, this occurs a few times a year. Capital expenditures also will vary due to quotes, materials, inflation, et cetera.

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

APPROVAL OF JUNE GIFT REPORT: The Gift Report for June 2023 reported cash gifts of \$380.00. Ms. Stickney made a motion to approve the June Gift Report, seconded by Ms. Ganor. All trustees voted yes. Motion carried.

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

APPROVAL OF JULY GIFT REPORT: The Gift Report for July 2023 reported cash gifts of \$467.22. Mr. Sansone made a motion to approve the July Gift Report, seconded by Ms. James. All trustees voted yes. Motion carried.

INTERIM DIRECTOR'S REPORT: Mr. Ross gave updates on several building projects, including carpeting, painting, and the stairwell mural. Utica Insurance renewal documents have been uploaded to the board site. An increase of nearly 9% due to inflation and the cost of materials. Beasley cybersecurity renewal is upcoming and the initial estimate was at 45% renewal. If returned at this rate, it is a large increase, our broker will shop the coverage. Mr. Ross reported on the future of Cowan Programming. Cowan Curator/Historian Greg Hatch suggested a pivot away from single day Library planned Symposium, to spreading the content of the day throughout the year to reach a wider audience. Events would include a rotating Cowan Display, combining Cowan and the very popular History Talks program, and including the Children's Department in a Children's Happy Birthday, R. Guy Cowan program. Mr. Hatch has thoughtfully evaluated the programming and wishes to increase the Library audience. The Library looks forward to Mr. Hatch's collaboration with other departments and hopes the Cowan Pottery Museum Associates will continue to provide support for new Cowan events. The Library would support the CPMA planning and holding a Symposium at RRPL with the support of the Library.

APPROVAL OF UTICA INSURANCE RENEWAL: Mr. Sansone motioned to approve the Utica Insurance Renewal, seconded by Ms. Ganor. All trustees voted yes. Motion carried.

APPROVAL OF DEACCESSION OF COWAN MATERIALS: Mr. Ross explained the materials are damaged, with a low value and high repair cost. He noted the shapes are represented elsewhere in the museum collection. Ms. Ganor motioned to approve the Deaccession of Cowan Materials, seconded by Ms. James. All trustees voted yes. Motion carried.

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

PRESIDENT'S REPORT: Ms. James reminded fellow trustees about the Foundation Art Show & Soiree. The Presidents of the Foundation and the Friends support groups have been asked to attend the September Board meeting to present a brief overview. Ms. James thanked Peter Matera for the fun facts in recent Statistical Measures and congratulates Nancy Cooper on her 28 years at the Library.

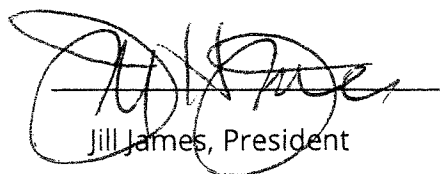
COMMITTEE REPORTS:

BUILDING & GROUNDS: Ms. Stickney reported the Building and Grounds Committee will meet in late September.

PERSONNEL: Mr. Sansone reported the Personnel Committee met on August 7 and discussed salary structure. The committee will call another meeting once they have all the information they need. Mr. Sansone thanked Mr. Ross for the detailed and informative work he has already done.

NEW DIRECTOR TRANSITION TEAM: Ms. Ganor reported the team will be meeting next week to discuss an outline for Jessica Breslin's first days as new Director.

4. **ADJOURNMENT:** There being no further business, Mr. Sansone motioned to adjourn the meeting at 8:08 p.m., seconded by Ms. Schafer.



Jill James, President



Dave Sansone, Secretary