

## Rocky River Public Library

### Board of Trustees Meeting

Wednesday, December 13, 2023

The regular meeting of the Board of Rocky River Public Library was held in the Auditorium of the Library on Wednesday, December 13, 2023, at 5:00 p.m.

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

Also Present: Jessica Breslin (Director), Will Costello (Fiscal Officer), Peter Matera (Support Services Manager), and Trent Ross (Deputy Director)

**1. CALL TO ORDER:** Ms. James called the meeting to order at 5:12 p.m.

**2. PUBLIC COMMENT:** No public comment.

### **3. BUSINESS OF THE BOARD**

**APPROVAL OF OCTOBER 25, 2023, BOARD MEETING MINUTES:** Ms. James asked for any changes or corrections to the minutes of the October 25, 2023, Board meeting minutes. Ms. Schafer asked that the phrase "All trustees voted yes. Motion carried." be added to several approvals. Ms. Schafer motioned to approve the October 25, 2023, meeting minutes as amended, seconded by Ms. Fisher. All trustees voted yes. Motion carried.

**FISCAL OFFICER AND FINANCE COMMITTEE REPORT:** Ms. Schafer reported five trustees met last week to review the October financials and take a detailed look at the proposed 2024 budget. Good discussions were had about fiscal responsibility. The committee drafted the following public statement: *This budget allows for Rocky River Public Library to continue responsibly delivering its robust programs and services, and shows a commitment to the talented staff, it also looks to the future with plans to analyze and consider how our RRPL will evolve as a community asset as it enters its next 100 years. RRPL's fiscal responsibility in the past two years has helped provide the funds needed to accomplish all that in 2024.*

Mr. Costello noted several headings in the Fiscal Officer's Report were incorrectly labeled September instead of October and have been updated. Budgeted for a deficit in 2023 in general fund, but ended with surplus, but a transfer of \$525k to capital fund will make it look like a deficit. The Library performed well in every category against budget, this may not happen every year. The capital fund has a solid balance. Once the new director has a better understanding of the scope of expenditures, we will look at a new building study. Mr. Costello urged the Board to continue to watch the trend of expenditures, as further discussions will be needed.

**APPROVAL OF THE OCTOBER 2023 FINANCIALS:** Ms. Schafer made a motion to approve the October 2023 Financials as amended, seconded by Ms. Fisher. All trustees voted yes. Motion carried.

**APPROVAL OF OCTOBER 2023 GIFT REPORT:** The Gift Report for October 2023 reported cash gifts of \$5.00. Mr. Sansone made a motion to approve the October 2023 Gift Report, seconded by Ms. Ganor. All trustees voted yes. Motion carried.

**APPROVAL OF RESOLUTION 07-23 PERMANENT APPROPRIATION RESOLUTION FOR 2023:**

Ms. Stickney suggested the title of the resolution be changed to omit the year 2023 in the title. Following Board discussion, Ms. Stickney made a motion to approve, as amended Resolution 07-23 Permanent Appropriation Resolution, seconded by Ms. Schafer. The roll was called; the vote resulted as follows:

Roll Call

Jennifer Fisher	Yes
Stacey Ganor	Yes
Ann Gynn	Yes
Jill James	Yes
David Sansone	Yes
Cynthia Schafer	Yes
Melissa Stickney	Yes

Resolution passed.

**APPROVAL OF RESOLUTION 08-23 TO TRANSFER FUNDS FROM THE GENERAL FUND 101**

**TO THE CAPITAL FUND 401:** Ms. James made a motion to approve Resolution 08-23 To Transfer Funds from the General Fund 101 to the Capital Fund 401, seconded by Ms. Ganor. The roll was called; the vote resulted as follows:

Roll Call

Jennifer Fisher	Yes
Stacey Ganor	Yes
Ann Gynn	Yes
Jill James	Yes
David Sansone	Yes
Cynthia Schafer	Yes
Melissa Stickney	Yes

Resolution passed.

**APPROVAL OF 2024 EMPLOYEE RATES EFFECTIVE DECEMBER 24, 2023:** Ms. Fisher made a motion to approve the 2024 Employee Rates effective December 24, 2023, seconded by Ms. James. All trustees voted yes. Motion carried.

Roll Call

Jennifer Fisher	Yes
Stacey Ganor	Yes
Ann Gynn	Yes
Jill James	Yes
David Sansone	Yes
Cynthia Schafer	Yes
Melissa Stickney	Yes

Resolution passed.

**DIRECTOR'S REPORT:**

**APPROVAL OF FUNDS FOR REPAIR OF FREIGHT ELEVATOR BY DAVIS & NEWCOMER FOR COST OF \$34,128.00:** Ms. Breslin reported on the status of the Library's freight elevator and noted there is money budgeted for emergency expenditures such as this. Ms. Ganor made a motion to approve funds for repair of freight elevator by Davis & Newcomer for a cost of \$34,128.00, seconded by Ms. Fisher. All trustees voted yes. Motion carried.

**APPROVAL OF CONNECTED HR CONTRACT NOT TO EXCEED \$72,000 Over 12 Months:**

Ms. Schafer made a motion to approve Connected HR contract not to exceed \$72,000 over 12 months, seconded by Ms. Gynn. All trustees voted yes. Motion carried.

**APPROVE ITEMS FOR DE-ACCESSION:** Ms. Breslin noted these were book carts and CD shelving units that have been replaced or no longer used. Mr. Sansone made a motion to approve items for de-accession, seconded by Ms. James. All trustees voted yes. Motion carried.

**APPROVAL OF ITEM FOR ACCESSION:** Ms. Breslin noted a framed photograph by Lynn Johnson of Fred Rogers was donated by a grateful parent to the Children's workroom area. Ms. Ganor made a motion to approve the item for accession, seconded by Ms. Fisher. All trustees voted yes. Motion carried.

**APPROVAL OF THE DECEMBER 2023 PERSONNEL REPORT:** Ms. James stated the compensation scale was discussed at the Personnel Committee and Finance Committee meetings and is in line with our compensation philosophy. Mr. Sansone motioned to approve the December Personnel Report, seconded by Ms. Gynn. All trustees voted yes. Motion carried.

**PRESIDENT'S REPORT:****APPROVE RESOLUTION 09-23 APPOINTING FISCAL OFFICER AND DEPUTY FISCAL**

**OFFICER FOR 2024:** Ms. James noted an amendment was added to the resolution before the meeting today that the Fiscal Officer and Deputy Fiscal Officer be compensated with the annual salary as set forth in the Library's Personnel Report of December 13, 2023, listing 2024 positions and compensation. This adjustment was made to ensure the resolution is consistent with the personnel report. Ms. Fisher made a motion to approve as amended Resolution 09-23 Appointing the Fiscal Officer and the Deputy Fiscal Officer for 2024, seconded by Mr. Sansone.

## Roll Call

Jennifer Fisher	Yes
Stacey Ganor	Yes
Ann Gynn	Yes
Jill James	Yes
David Sansone	Yes
Cynthia Schafer	Yes
Melissa Stickney	Yes

Resolution passed.

**APPROVE SLATE OF OFFICERS OR 2024:** Ms. James reminded trustees that 2023 committee assignments will be in effect until the January 31, 2024, Board meeting, when new committee assignments are approved. Ms. Schafer made a motion to approve the Slate of Officers for 2024: Jill James President, Jenny Fisher Vice President, and Cindy Schafer Secretary. Ms. Schafer made a motion to approve the Slate of Officers for 2024, seconded by Ms. Ganor. All trustees voted yes. Motion carried.

**COMMITTEE REPORTS:**

**BUILDING & GROUNDS:** Ms. Stickney reminded trustees about the January 6th Mural Celebration for the Children's Staircase. She thanked the committee for their work and attention to detail while keeping the building assessment in mind and planning ahead.

**PERSONNEL COMMITTEE:** Mr. Sansone reports the committee met on December 10, 2023 to discuss several issues, including the implementation of the Fiscal Officer review and planning for a 6-month Directors review.

**4. NEW BUSINESS:**

Mr. Matera explained the status of the CLEVNET Mobile App, which is no longer functioning due to a dispute with the app developer. CLEVNET is working on a new app with SirsiDynix

and reports a replacement may be available in January 2024, but that remains to be seen. Librarians are directing patrons to use RRPL's public catalog – it is mobile friendly, and patrons may use it to search and manage holds. Rob Isom, Marketing Manager, will continue to update patrons of the app status via the website and social media.

**5. EXECUTIVE SESSION:** Mr. Sansone motioned to enter executive session at 5:45 p.m. to discuss the employment of a public employee, seconded by Ms. Stickney. The roll was called; the vote resulted as follows:

Roll Call


Jennifer Fisher	Yes
Stacey Ganor	Yes
Ann Gynn	Yes
Jill James	Yes
David Sansone	Yes
Cynthia Schafer	Yes
Melissa Stickney	Yes

The Board exited executive session at 6:08 p.m.

**6. ADJOURNMENT:** There being no further business, the meeting adjourned at 6:09 p.m.



Jill James, President



Dave Sansone, Secretary