

## Rocky River Public Library

Board of Trustees Meeting

Wednesday, January 31, 2024

The regular meeting of the Board of Rocky River Public Library was held in the Auditorium of the Library on Wednesday, January 31, 2024 at 5:30 p.m.

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

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

Absent: Melissa Stickney

**1. CALL TO ORDER:** Ms. James called the meeting to order at 5:32 p.m.

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

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

**ELECTION OF OFFICERS FOR 2024:** Ms. James shared the 2024 Slate of Officers approved at the December 2023 meeting: Jill James President, Jenny Fisher Vice President, and Cindy Schafer Secretary. Ms. Ganor made a motion to approve officers for 2024, seconded by Mr. Sansone. All trustees voted yes. Motion carried.

**OATH OF OFFICE:** Ms. James led the Board in reciting aloud the Rocky River Public Library Oath of Office document together.

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

**FISCAL OFFICER AND FINANCE COMMITTEE REPORT:** Ms. Schafer reported the Finance Committee met on January 22<sup>nd</sup> to review November and December financials. She noted the Library should qualify for an Agreed Upon Procedures (AUP) in lieu of an audit in 2024. Mr. Costello stated that this would be the last time for an AUP before a full audit, should we be eligible for the AUP. Ended the year in great shape, revenue numbers were up \$300,00, except Homestead which was down approximately \$2,000. Expenditures were under budget by approximately \$500,000, but \$525,000 was transferred to the Capital Fund, still numbers outperformed in every category. Mr. Costello will continue to monitor spending as we approach the idea of potential discussions for a levy. As mentioned previously, need to be cognizant of spending as we know challenges are ahead. Mr. Costello will meet again with Brian Carter from 5/3 Bank regarding interest earnings and any short-term opportunities available for the Library.

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

**APPROVAL OF THE NOVEMBER 2023 GIFT REPORT:** The Gift Report for November 2023 reported cash gifts of \$30.00. Ms. James made a motion to approve the November 2023 Gift Report, seconded by Ms. Ganor. All trustees voted yes. Motion carried.

**APPROVAL OF THE DECEMBER 2023 FINANCIALS:** Mr. Sansone made a motion to approve the December 2023 Financials, seconded by Ms. Fisher. All trustees voted yes. Motion carried.

**APPROVAL OF THE DECEMBER 2023 GIFT REPORT:** The Gift Report for December 2023 reported cash gifts of \$4,600.00. Ms. Ganor made a motion to approve the December 2023 Gift Report, seconded by Ms. Gynn. All trustees voted yes. Motion carried.

**APPROVE ANNUAL PURCHASE ORDERS OVER \$10,000:** New annual purchase orders include ConnectedHR, and legal counsel, Kastner Westman and Wilkins. A summary of all Purchase Orders is available on the Board site. Ms. Fisher made a motion to approve the Annual Purchase Orders over \$10,000, seconded by Ms. Gynn. All trustees voted yes. Motion carried.

**DIRECTOR'S REPORT:** Ms. Breslin announced Human Resources consultant from ConnectedHR, Krystal Filippo, is on-site two days a week but communicates throughout the week. She is an excellent resource and has already improved recruitment, onboarding, and benefits utilization through ADP. Thanks to Rhonda Han for her assistance with payroll. Rhonda is very detailed oriented and a great team player. The Mural Celebration on January 6<sup>th</sup> was a wonderful community event celebrating the new public art in the Library's Children's Staircase. Special thanks to Trent Ross for his dedicated work with the mural over the last year. Communico, the Library's new room scheduling system is working nicely. Ms. Breslin reported two significant leaks in the building that occurred in the last month. Most repairs have been made but more maintenance and repair will be required this summer, due to the aging infrastructure. Thanks to Rob Isom for placing the new Public Records Request button on the public website. The Library will communicate pertinent information and trends to the trustees.

**APPROVAL OF ITEM FOR ACCESSION:** Ms. Breslin referred to artwork recently donated to the Library, *Rumi* by June O'Neil. Mr. Sansone made a motion to accept the item to be accessioned, seconded by Ms. Ganor. All trustees voted yes. Motion carried.

**APPROVAL OF THE JANUARY 2024 PERSONNEL REPORT:** Ms. James motioned to approve the January 2024 Personnel Report, seconded by Ms. Gynn. All trustees voted yes. Motion carried.

**PRESIDENT'S REPORT:** Ms. James reminded trustees that new committee assignments are effective after today's meeting. She thanked all committee chairs for scheduling their meetings for the rest of the year. Meetings are posted to the public on the Library website and on the bulletin board in the lobby.

**Building & Grounds:** Melissa Stickney, Chair, Jenny Fisher, and Dave Sansone

**Finance:** Cindy Schafer, Chair, Stacey Ganor, Ann Gynn, and Dave Sansone

**Personnel:** Ann Gynn, Chair, Stacey Ganor, and Melissa Stickney

#### **COMMITTEE REPORTS**

**BUILDING & GROUNDS:** Meeting in early March.

**PERSONNEL COMMITTEE:** No report

#### **4. NEW BUSINESS:**

Ms. Fisher thanked managers for their new streamlined departmental reports and asked that they continue to share the many aspects of the work they do at the Library.

**5. ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:06 p.m.



Jill James, President



Cynthia Schafer, Secretary