

Rocky River Public Library

Board of Trustees Meeting

Wednesday, February 28, 2024

The regular meeting of the Board of Rocky River Public Library was held in the Auditorium of the Library on Wednesday, February 28, 2024 at 5:30 p.m.

Present: Jennifer Fisher, Stacey Ganor, Ann Gynn, Cynthia Schafer, and Melissa Stickney. Dave Sansone arrived at 5:53 pm

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

Absent: Jill James

1. CALL TO ORDER: Vice President, Jennifer Fisher called the meeting to order at 5:32 p.m. as President Jill James was not able to attend the meeting.

2. PUBLIC COMMENT: No public comment.

3. INTRODUCTION OF NEW EMPLOYEES: Ms. Breslin introduced four new employees, Jeff Campbell: Circulation Assistant, Drew Gannon: Assistant Circulation Manager, Ryan Harrison: Circulation Assistant, and Mariah Workman: Circulation Assistant.

4. BUSINESS OF THE BOARD

APPROVAL OF JANUARY 2024 BOARD MEETING MINUTES: Ms. Fisher asked for any changes or corrections to the minutes of the January 2024 Board meeting minutes. Ms. Schafer motioned to approve the January 2024 Board meeting minutes, seconded by Ms. Ganor. All trustees voted yes. Motion carried.

FISCAL OFFICER AND FINANCE COMMITTEE REPORT: Ms. Schafer reported on the January 22 meeting. Mr. Costello is working to complete year end financials, and the bigger Public Library Fund distribution will be coming in the next advance.

Mr. Costello reported it was a very typical January in terms of financials. Revenue is low but that is due to timing and the transfer of \$250,000 from General Fund to Capital Fund. Compared to last year we are about the same. While the year-end financials have been submitted to the state auditor, Mr. Costello has not received official word of an AUP audit, but he expects it to happen. Board members may receive an email from the state auditor regarding fraud reporting. There is a one-time opportunity to receive funding (OTSCIF) from the state of Ohio for immediate and transformative capital projects. Mr. Costello noted the likelihood of the Library receiving funding is low, but Ms. Breslin reported she will submit for HVAC replacement.

APPROVAL OF THE JANUARY 2024 FINANCIALS: Ms. Schafer made a motion to approve the January 2024 Financials, seconded by Ms. Stickney. All trustees voted yes. Motion carried.

APPROVAL OF THE JANUARY 2024 GIFT REPORT: The Gift Report for January 2024 reported cash gifts of \$330.00. Ms. Fisher made a motion to approve the January 2024 Gift Report, seconded by Ms. Ganor. All trustees voted yes. Motion carried.

DIRECTOR'S REPORT:

APPROVAL OF ITEMS FOR ACCESSION: Ms. Breslin referred to several abandoned Cowan pieces, as well as a photograph of the Jazz Bowl donated by Steve Kish. Ms. Ganor made a motion to accept the items to be accessioned, seconded by Ms. Gynn. All trustees voted yes. Motion carried.

APPROVAL OF REVISED ANIMALS ON LIBRARY PROPERTY POLICY: Ms. Breslin explained this policy was updated to be compliant with federal and ADA restrictions. Ms. Stickney made a motion to approve the revised Animals on Library Property Policy, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

APPROVAL OF REVISED MATERIAL LOAN POLICY: Ms. Breslin explained many updates in this policy were made to remove barriers for those who wish to obtain a library card. Following a discussion regarding photo identification, the word 'valid' will be struck from the phrase valid photo identification. Ms. Gynn made a motion to approve as amended the revised Material Loan policy, seconded by Ms. Ganor. All trustees voted yes. Motion carried.

APPROVAL OF UNATTENDED CHILDREN POLICY: Ms. Breslin explained updates include changing the age of unattended child to 9 years and younger and addressing language for dealing with the code of code of conduct and behavior issues. Ms. Schafer made the motion to approve the revised Unattended Children Policy, seconded by Ms. Fisher. All trustees voted yes. Motion carried.

APPROVAL OF SECURITY CAMERA POLICY: Ms. Breslin explained this new policy outlines purpose, access, use, and disclosure of library security footage. Ms. Ganor made a motion to approve the Security Camera Policy, seconded by Ms. Gynn. All trustees voted yes. Motion carried.

APPROVAL OF UPDATED JOB DESCRIPTIONS: Ms. Breslin shared several new and updated job descriptions, adjustments, and a realigned organizational chart. Updated job descriptions/titles: Administrative Manager, Cataloger, Deputy Director of Internal Services, Deputy Director of Public Services, Deputy Fiscal Officer, Network Manager, Technology Administrator, Technology Training Associate, Technology Training Manager, Technology Training Specialist, and Technology Training Supervisor. New position: Collection Resources Manager. Ms. Gynn made the motion to approve all updated job descriptions, seconded by Ms. Ganor. All trustees voted yes. Motion carried.

Ms. Breslin thanked the trustees, staff, and community members who attended the City Club luncheon "Can Libraries Be Everything for Everyone". The Cowan *Let There Be Light* exhibit

had a successful opening with live jazz music. Planning is well underway for the Pride Fest on August 10.

APPROVAL OF THE FEBRUARY PERSONNEL REPORT: Ms. Stickney motioned to approve the February 2024 Personnel Report, seconded by Ms. Ganor. All trustees voted yes. Motion carried.

PRESIDENT'S REPORT: Ms. Fisher noted all committee meetings for the year have been scheduled and are posted on the public website. Thank you to the managers for the departmental reports and to the administration and staff members for the detailed work revising policies and updating job descriptions.

COMMITTEE REPORTS

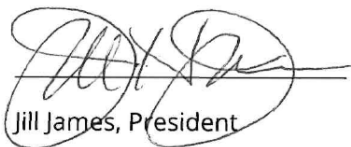
BUILDING & GROUNDS: Next meeting March 11. An upcoming building assessment will be discussed.

PERSONNEL COMMITTEE: Next meeting March 19. The committee will begin preparations for a six-month Director check-in. A complete Director review will take place at the end of the year, which will include staff input.

5. NEW BUSINESS:

Ms. Breslin discussed the ongoing revisions to the library's Photography in the Library policy. Cuyahoga County prosecutor Mark Musson will look over the policy before bringing the policy to the board for approval.

6. ADJOURNMENT: There being no further business, the meeting was adjourned at 6:26 p.m.



Jill James, President



Cynthia Schafer, Secretary