

Rocky River Public Library

Board of Trustees Meeting

Wednesday, March 27, 2024

The regular meeting of the Board of Rocky River Public Library was held in the Auditorium of the Library on Wednesday, March 27, 2024 at 5:30 p.m.

Present: Stacey Ganor, Ann Gynn, Jill James, Dave Sansone, Cynthia Schafer, and Melissa Stickney. Jennifer Fisher arrived at 5:35 pm

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

1. CALL TO ORDER: President Jill James called the meeting to order at 5:30 p.m.

2. PUBLIC COMMENT: No public comment.

3. BUSINESS OF THE BOARD

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

FISCAL OFFICER AND FINANCE COMMITTEE REPORT: The March Finance committee was cancelled. Mr. Costello noted the variance in the real estate tax advance was due to the timing of deposits. The Moga bequest money will be transferred to Star Ohio. ADP took Social Security taxes out of three new Circulation hires. This error was addressed quickly and should be reconciled in March. Meeder Investments will be removed from the Fund line. Mr. Costello noted Library expenditures were similar to last year but would like us to continue to be mindful of spending. Mr. Costello will provide the trustees with some phrasing regarding property tax reappraisals should there be questions from the public.

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

APPROVAL OF THE FEBRUARY 2024 GIFT REPORT: The Gift Report for February 2024 reported cash gifts of \$130,072.13. \$130,069.38 from the Moga Trust and \$2.75 from a book sale check. Ms. James made a motion to approve the February 2024 Gift Report, seconded by Ms. Fisher. All trustees voted yes. Motion carried.

DIRECTOR'S REPORT: Ms. Breslin noted several members of administration and President Jill James participated in a zoom phone call earlier in the day with Senator Matt Dolan to discuss the One Time Strategic Capital Investment grant (OTSCIF). The call was a good faith effort to seek new ways to secure funding for a new HVAC system. The first online public records request was received, the process proved to be very efficient. Ms. Breslin received positive comments regarding the Quarterly Update on February 29th to discuss organizational restructuring – many part-time staff members were grateful that the update

was recorded for easy viewing. A recent meeting with Brandon Lawlor regarding the next building assessment was highly informative. The Little Free Library in the parking lot area will be refreshed by Friends of the Library and Friends board member Jody Hobson. School Board members Addie Olander and Kelly Frindt will oversee the new Trustee interview process. Trustees asked that information about the opening be posted on social media.

APPROVAL OF ITEMS FOR DEACCESSION: Mr. Matera reported that depending upon the item, devices are typically scheduled for replacement every four to five years. Some devices are repurposed within the building, some recycled, and others donated. Mr. Sansone made a motion to accept the items to be deaccessioned, seconded by Ms. Gynn. All trustees voted yes. Motion carried.

APPROVAL OF PHOTOGRAPHY IN THE LIBRARY: Following a lengthy discussion regarding the complex nature of crafting a revised Photography in the Library policy, the Board did not vote. Ms. Breslin and administration will continue to look for guidance on the subject and consider weaving photography procedures into other Library policies such as Patron Code of Conduct, Crisis Communication and Social Media.

APPROVAL OF REVISED MEETING ROOM POLICY: Ms. Breslin noted the updates to the Meeting Room Policy were made due to changes in the online Communico reservation system, reservation parameters, and the shifting needs for meeting room space by both community organizations and individuals. Administration will make a few modifications to the language and present the policy to the board for approval at the April 2024 meeting.

APPROVAL OF THE MARCH 2024 PERSONNEL REPORT: No appointments, separations, or adjustments this month. Ms. James motioned to approve the March 2024 Personnel Report, seconded by Ms. Ganor. All trustees voted yes. Motion carried.

PRESIDENT'S REPORT: No report.

COMMITTEE REPORTS

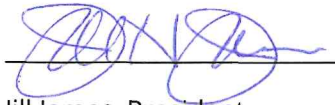
BUILDING & GROUNDS: Ms. Stickney noted a building tour with Greg Jackson will be scheduled for later this summer after the new trustee has been appointed. All trustees will be encouraged to attend. Next meeting May 6th.

PERSONNEL: Ms. Gynn reported the RRPL leadership team will be working on updating the Personnel Handbook with staff feedback, in the coming months. The committee will be looking at the Staff Recognition Policy which has not been updated since 2013. Ms. Gynn reminded trustees to submit their comments and feedback for the Director's six-month check-in.

4. NEW BUSINESS: Ms. Fisher thanked the managers for their monthly reports and asked Mr. Matera for clarification about a statistic he shared in his departmental report regarding the number

of items ordered in February. Mr. Matera responded that 922 items ordered were probably down due to the slow start to the year with Baker & Taylor.

5. ADJOURNMENT: There being no further business, the meeting was adjourned at 6:42 p.m.



Jill James, President



Cynthia Schafer, Secretary