

## Rocky River Public Library

Board of Trustees Meeting

Wednesday, April 24, 2024

The regular meeting of the Board of Rocky River Public Library was held in the Auditorium of the Library on Wednesday, April 24, 2024 at 5:30 p.m.

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

Not Present: Dave Sansone and Jessica Breslin

Also Present: 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 MARCH 2024 BOARD MEETING MINUTES:** Ms. James asked for any changes or corrections to the minutes of the March 2024 Board meeting minutes. Ms. Ganor motioned to approve the March 2024 Board meeting minutes, seconded by Ms. James. All trustees voted yes. Motion carried.

**FISCAL OFFICER AND FINANCE COMMITTEE REPORT:** Ms. Schafer thanked Mr. Costello for sharing detailed talking points when taking questions from the public regarding library revenues, or lack thereof, from current property appraisals. An Agreed Upon Procedures audit (AUP) will take place this year, with a full audit in two years. Mr. Costello explained the difference with an AUP audit covering most of what we do now, but no sampling or detailed analytics. There is, however, a level of assurance, and it will save the library money. The Library is approaching \$5 million in expenditures which will disqualify from future AUP audits.

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

**APPROVAL OF THE MARCH 2024 GIFT REPORT:** The Gift Report for March 2024 reported cash gifts of \$16,050.00. The Friends of RRPL annual gift was \$16,000. Ms. Fisher made a motion to approve the March 2024 Gift Report, seconded by Ms. James. All trustees voted yes. Motion carried.

**DIRECTOR'S REPORT:** Mr. Ross and Mr. Matera reported on behalf of Ms. Breslin. The Community Room will be used for temporary storage of Cowan items for a week in May while the lighting is upgraded in the Cowan display cases. Offering a drop-off box for eclipse glasses to be recycled proved to be an extremely popular service – The RRPL Green Team took at least five large boxes to be recycled. Nine staff members attended the Public Library Association national conference in early April in Columbus, Ohio, which was a valuable

experience. Mr. Matera reported the new Collection Resources Manager will be announced soon. The Rocky River Police were called to the Library on the evening of April 23<sup>rd</sup> to speak with an unhoused patron who on several occasions has had difficulty leaving the building in a timely manner at closing time. Library PIC staff and outreach workers from Northeast Coalition for the Homeless have all attempted to work with this individual to assist them with finding resources in the area.

**APPROVAL OF ITEMS FOR ACCESSION:** Mr. Ross referred to the Cowan items included in the report submitted by Curator/Historian Greg Hatch. Ms. Stickney thanked Mr. Hatch for the detailed context in the description. Ms. Ganor made a motion to accept the items, seconded by Ms. Gynn. All trustees voted yes. Motion carried.

**APPROVAL OF ITEMS FOR DEACCESSION:** Mr. Ross referred to four audio visual shelving units no longer needed for the collection. Ms. Gynn motioned to approve items for deaccession, seconded by Ms. James. All trustees voted yes. Motion carried.

**APPROVAL OF FUNDS FOR REPAIR OF AIR HANDLER C FOR COST OF \$12,387.46:** Mr. Ross noted this unit is over 40 years old and Building Services Manager Greg Jackson was pleased with the quote for the refabrication of this piece of equipment. Ms. Stickney made a motion to approve the funds for the Repair of Air Handler C for the Cost of \$12,387.46, seconded by Ms. Fisher. All trustees voted yes. Motion carried.

**APPROVAL OF FUNDS FOR REPAIR OF PURPLE STORYTIME WINDOW FOR COST OF \$13,865:** Issues with moisture inside the window and seating ledge have been ongoing. Repair to the window and the ledge are included in the quote. Safe entrance of patrons and staff into the building during repair has been considered and discussed. Ms. Schafer made a motion to approve the funds for Repair of the Purple Storytime Window for a cost \$13,865, seconded by Ms. Ganor. All trustees voted yes. Motion carried.

**APPROVAL OF MOBILE PRESENTATION SYSTEM:** Mr. Matera shared details of the proposal which includes three individual systems, two mobile, and one stationery. The first will be housed in the training room and will replace and upgrade the old system. The second cart will be used throughout the building for general use. The third unit (not mobile) will be mounted on the administrative conference room wall. All units will allow for video conferencing and presentations. While this system has been budgeted for, Mr. Ross reports Ms. Breslin anticipates the RRPL Foundation will reimburse the Library for the cost. Ms. Stickney made a motion to approve the Mobile Presentation System on Condition of Satisfying Contract Concerns Not to Exceed \$25,000, seconded by Ms. Gynn. All trustees voted yes. Motion carried.

**APPROVAL OF REVISED MEETING ROOM POLICY:** Mr. Ross reviewed the updates to the red-lined document shared at the March 2024 meeting. Major changes include removing the injury clause and the phrase regarding maximum number of meeting rooms. Online booking will include three kinds of booking types: Community Groups, Business/For Profit, and

Individuals. Wet signatures will not be required. Ms. Ganor motioned to approve the Revised Meeting Room Policy as Amended and Discussed, seconded by Ms. Fisher All trustees voted yes. Motion carried.

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

**PRESIDENT'S REPORT:** New Trustee interviews will be held May 1<sup>st</sup>. Dave Sansone's last board meeting will be May 29<sup>th</sup>.


**COMMITTEE REPORTS**

**BUILDING & GROUNDS:** Ms. Stickney reports Building & Grounds Committee will meet on May 6<sup>th</sup>.

**PERSONNEL:** No report.

**4. NEW BUSINESS:** Trustees were eager to hear more about the Memory Care Kits mentioned in the Adult Services department report. Ms. Fisher thanked all managers for their reports.

**5. ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:23 p.m.

  
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Jill James, President

  
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Cynthia C. Schafer, Secretary