

Rocky River Public Library

Board of Trustees Meeting

Wednesday, May 29, 2024

The regular meeting of the Board of Rocky River Public Library was held in the Auditorium of the Library on Wednesday, May 29, 2024 at 5:30 p.m.

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

Not Present: Dave Sansone and Ann Gynn

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. INTRODUCTION OF NEW EMPLOYEES: Ms. Breslin introduced Kyle Milkie, Building Services Associate and Building Services Specialist, Russ Dezember.

2. PUBLIC COMMENT: No public comment.

3. BUSINESS OF THE BOARD

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

FISCAL OFFICER AND FINANCE COMMITTEE REPORT: Mr. Costello reported the Fifth Third account yield rates were up. He will be investing in higher yield investments, whether CD or commercial paper, as they get closer to Star OHIO yield of 5.46%. We are very close to the unencumbered general fund balance of last year. According to April numbers, we are performing well against budget. Mr. Costello will monitor the General Fund, and suggests we continue to plan ahead and watch spending. The tax budget goes to the Rocky River School Board on June 20th to confirm the school board as our taxing authority. The Public Library Fund (PLF) forecast is fairly on point to last year; however, we will have to wait until later in the year to see how state numbers impact the PLF.

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

APPROVAL OF THE APRIL 2024 GIFT REPORT: The Gift Report for April 2024 reported cash gifts of \$4,928.28. Ms. Breslin noted the LED lighting project generously funded by the Cowan Pottery Associates is almost complete and appreciates their commitment to the museum. Ms. Ganor made a motion to approve the April 2024 Gift Report, seconded by Ms. Fisher. All trustees voted yes. Motion carried.

APPROVAL OF RESOLUTION 01-2024 AUTHORIZING THE 2025 TAX BUDGET: Ms. Fisher made a motion to approve Resolution 01-2024 Authorizing the 2025 Tax Budget, seconded by Ms. Ganor. The roll was called; the vote resulted as follows:

Roll Call:

Ms. Fisher	Yes
Ms. Ganor	Yes
Ms. Gynn	Absent
Ms. James	Yes
Mr. Sansone	Absent
Ms. Schafer	Yes
Ms. Stickney	Yes

APPROVAL OF RESOLUTION 02-2024 AMENDING THE APPROPRIATIONS FOR CURRENT EXPENSES OF ROCKY RIVER PUBLIC LIBRARY DURING THE FISCAL YEAR ENDING

DECEMBER 31, 2024: Ms. James made a motion to Approve Amending the Appropriations for Current Expenses of Rocky River Public Library During the Fiscal Year ending December 31, 2024, seconded by Ms. Fisher. The roll was called; the vote resulted as follows:

Roll Call:

Ms. Fisher	Yes
Ms. Ganor	Yes
Ms. Gynn	Absent
Ms. James	Yes
Mr. Sansone	Absent
Ms. Schafer	Yes
Ms. Stickney	Yes

DIRECTOR'S REPORT: Ms. Breslin thanked Mr. Ross and Mr. Matera for pinch hitting for her at the April meeting. The first Leadership Retreat was held off-site on May 13 at The Cleveland Foundation. The group discussed equitable policies and procedures and updating the Staff Handbook. Once the legal team looks at the updated document it will be shared with all trustees by June 11th. The Library was highly featured in the June issue of Cleveland Magazine and a photo of the Jazz Bowl was the cover art for the Destination Rocky River insert.

APPROVAL OF ITEMS FOR ACCESSION: Ms. Breslin referred to the Cowan item donated by Mark Bassett included in the report submitted by Curator/Historian Greg Hatch. Ms. Ganor made a motion to accept the items, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

APPROVAL OF UPDATING JOB DESCRIPTIONS FOR THE YOUTH SERVICES DEPARTMENT: Ms. Breslin explained shifting Children's Services to Youth Services is a model that is used in many public library systems. Youth being the heart of the services we provide, patrons from birth to age 18 will have the continuity of growing in one department. Ms. Breslin thanked the talented and dedicated Children's Services staff for taking on this opportunity to further serve the youth in the community, as well as Megan Alabaugh for serving as teen librarian

for her 13 years. An open full-time position in the department for a Youth Services Librarian will be filled later in the summer. The job descriptions are now aligned with the age ranges served. Ms. Stickney made a motion to approve updating Job Descriptions for the Youth Services Department, seconded by Ms. Fisher. All trustees voted yes. Motion carried.

APPROVAL OF MENTOR MONITOR POSITION: Ms. Breslin explained this seasonal position would follow the Rocky River School calendar with the intent of positively engaging with the afterschool, mostly middle-school aged population. Ms. Ganor motioned to approve the Mentor/Monitor position, seconded by Ms. Fisher. All trustees voted yes. Motion carried.

APPROVAL OF THE MAY 2024 PERSONNEL REPORT: Ms. Breslin noted long-time substitute Matt Stock has resigned, and adjustments were made for new Collection Resources Manager Christine Hinckley, and Adult Services Librarian Megan Alabaugh. Ms. Stickney motioned to approve the May 2024 Personnel Report, seconded by Ms. Fisher. All trustees voted yes. Motion carried.

PRESIDENT'S REPORT: Ms. James reported that Matt Knickman was chosen as the new trustee for Rocky River Public Library and will be sworn in at the August Board meeting. Dave Sansone will be invited to attend the August meeting to officially thank him for his service to the Library.

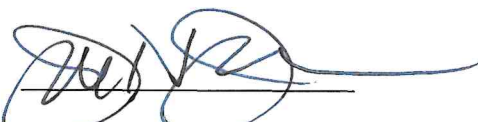
COMMITTEE REPORTS

BUILDING & GROUNDS: Ms. Stickney reported Purple Storytime Room repair August 5th and 6th. Trustees will have information about the upgraded security camera project at the June Board Meeting. A building tour will be scheduled for all trustees in August.


PERSONNEL: Ms. Ganor reported the Personnel Committee discussed the new Handbook, leadership retreat, new staff rolls, and upcoming benefit enrollments.

4. NEW BUSINESS: Trustees voiced their appreciation for the monthly departmental reports. Ms. Stickney asked for more information as to why Rocky River Public Library printing usage through PaperCut is one of the highest in CLEVNET. Mr. Matera stated it is partially due to offering \$10 free copies a week. PaperCut is a popular and easy to use service that brings in revenue. Ms. James reminded trustees about upcoming summer events such as Summer Reading Kick-Off and June Lawn Concert.

5. ADJOURNMENT: There being no further business, the meeting was adjourned at at 6:17 pm,


Jill James, President


Cynthia C. Schafer, Secretary

 , Vice President
6/26/24