

Rocky River Public Library

Board of Trustees Meeting

Wednesday, June 26, 2024

The regular meeting of the Board of Rocky River Public Library was held in the Auditorium of the Library on Wednesday, June 26, 2024 at 5:30 p.m.

Present: Jenny Fisher, Stacey Ganor, Ann Gynn, and Melissa Stickney

Not Present: Jill James and Cynthia Schaffer

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

Also Not Present: Trent Ross (Deputy Director of Public Services)

1. CALL TO ORDER: Vice-President Jenny Fisher called the meeting to order at 5:29 p.m.

2. PUBLIC COMMENT: No public comment.

3. BUSINESS OF THE BOARD

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

FISCAL OFFICER AND FINANCE COMMITTEE REPORT: Mr. Costello reported the Finance Committee did not meet in June. Mr. Costello attended the Rocky River City School Board meeting on June 20, 2024, where the Board approved the Library's tax budget resolution. Mr. Costello will meet with Greg Markus, Treasurer of the Rocky River City Schools, in an effort to improve communication between Rocky River City Schools and RRPL and look for more opportunities to collaborate. He hopes to meet with Mr. Markus more frequently. At the request of the Board, Mr. Costello will share an overview of this meeting with the Finance Committee. Continued attention should be paid to revenue and expenses vs budget, the PLF, and state revenues. Mr. Costello will provide the Board with mid-year charts as a part of the financial report.

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

APPROVAL OF THE MAY 2024 GIFT REPORT: The Gift Report for May 2024 reported cash gifts of \$300.00 from the RRPL Board of Trustees for the purchase of books in honor of Dave Sansone. Ms. Fisher made a motion to approve the May 2024 Gift Report, seconded by Ms. Ganor. All trustees voted yes. Motion carried.

DIRECTOR'S REPORT: Ms. Breslin reported on attending the Pride in the CLE parade with several staff members. The Library kicked off summer reading with the Block Party Adventure on June 8. Charlie Frankel from NFP reports a favorable single digit increase in health care benefits, while he continues to investigate other COG group purchasing. More information will be available at the next Board meeting.

APPROVAL OF LIBRARY DESIGN EXPENDITURE FOR CHILDREN'S TRAIN/LIGHT TABLE/INTERACTIVE PANELS/FURNISHING ITEMS NOT TO EXCEED \$59,000: Ms. Breslin referred to the plans for new train table, interactive light panels on the second floor, and furnishings for the Mezzanine in the Youth Services department. Ms. Stickney made a motion to approve the Library Design expenditure for Children's Train / Light Table/Interactive Panels and furnishings not to exceed \$59,000, seconded by Ms. Fisher. All trustees voted yes. Motion carried.

APPROVAL OF IPS EXPENDITURE FOR SECURITY CAMERA UPGRADE NOT TO EXCEED \$66,500: Mr. Matera referred to the increase in security camera coverage this update will provide. Adding 12 new cameras and replacing old cameras will increase viewing capability from 18 to 59 different views. Meeting and programming rooms will be included as well as more outdoor coverage on the property. This was budgeted for in the capital fund. Ms. Ganor made a motion to approve the IPS expenditure for security camera upgrade not to exceed \$66,500, seconded by Ms. Gynn. All trustees voted yes. Motion carried.

APPROVAL OF EXPENDITURE FOR WESTSIDE ROOFING: Ms. Breslin shared the proposal from Westside Roofing. Trustees asked for additional information including a contract and timeline. Ms. Ganor motioned to approve as amended the expenditure for Westside Roofing pending full contract and review by Mark Musson, not to exceed \$74,585, seconded by Ms. Fisher. All trustees voted yes. Motion carried.

APPROVAL OF THE DEACCESSION OF TWO LULZBOT 3-D PRINTERS: Ms. Gynn made a motion to approve the deaccession of two Lulzbot 3D printers, seconded by Ms. Ganor. All trustees voted yes. Motion carried.

APPROVAL OF HUMAN RESOURCES GENERALIST JOB DESCRIPTION: Ms. Breslin explained the new 30-hour HR Generalist duties will include overseeing benefits and a back-up for payroll, but the position will not be at a manager level. Connected HR will help with the transition by working with the new HR Generalist two days a week for the first month and gradually phase out before the end of the year. The Library may end the contract with Connected HR with 30 days' notice. Ms. Gynn made a motion to approve the Human Resources Generalist job description, seconded by Ms. Stickney. All trustees voted yes. Motion carried.

APPROVAL OF THE JUNE 2024 PERSONNEL REPORT: Ms. Breslin noted Maeve Costello, a lifelong library patron has accepted one of the open Shelver positions. Ms. Fisher motioned to approve the June 2024 Personnel Report, seconded by Ms. Ganor. All trustees voted yes. Motion carried.

PRESIDENTS REPORT: Vice President Jenny Fisher reported the Trustee Building Tour will take place August 17 at 10:00 am. The July Board meeting has been cancelled. An overview of building assessments will take place at the August meeting as well as new trustee Matt Knickman's first meeting. New trustee orientation for Matt Knickman is August 6.

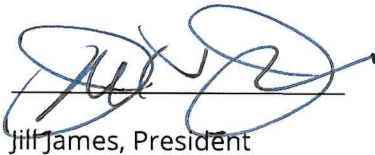
COMMITTEE REPORTS

BUILDING & GROUNDS: Ms. Stickney reported the Building Tour has been scheduled for Saturday, August 17. The next Building & Grounds meeting is August 12.

PERSONNEL: Ms. Gynn reported on a robust Personnel Committee meeting earlier in the month discussing the draft of the updated Employee Handbook. Ms. Breslin reported the committee will review the handbook once more at the July Personnel Committee meeting and then bring it to the entire Board for approval at the August Board Meeting. Ms. Breslin noted supplemental documentation, such as teleworking documentation, will be included. Ms. Gynn thanked the administration for the very detailed work updating the handbook. The Board discussed adding the complaint process for Administration and Trustees to Board Bylaws at the next by-law review.

4. NEW BUSINESS: Ms. Ganor asked for an update from the Foundation. Ms. Breslin reported the Foundation is working on the upcoming fall fundraiser Art in the Archives. As the Board is currently looking for a new treasurer, this will be an opportune time for the new Board to better understand the finances and shape their giving strategy. Ms. Fisher publicly thanked all support groups for their dedication and hard work supporting the Library.

5. ADJOURNMENT: There being no further business, the meeting was adjourned at 6:30 pm.



Jill James, President



Cynthia C. Schafer, Secretary