

Rocky River Public Library

Board of Trustees Meeting

Wednesday, August 28, 2024

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

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

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

1. CALL TO ORDER: President Jill James called the meeting to order at 5:31 p.m.

2. PUBLIC COMMENT: No public comment.

3. INTRODUCTION OF NEW EMPLOYEES: Ms. Breslin introduced three new employees: Marcus Nicholson, Youth Services Librarian, Maeve Costello, Shelver, and Denise Gilroy, Mentor/Monitor.

4. RESOLUTION 03-2024 TO COMMEND RETIRED ROCKY RIVER PUBLIC LIBRARY TRUSTEE DAVE SANSONE: Ms. James thanked Dave Sansone for his seven years of service to the Library. Ms. Ganor made a motion to approve Resolution 03-2024 To Commend Retiring Rocky River Public Library Trustee Dave Sansone, seconded by Ms. Gynn. The roll was called; the vote resulted as follows:

Roll Call:

Ms. Fisher	Yes
Ms. Ganor	Yes
Ms. Gynn	Yes
Ms. James	Yes
Mr. Knickman	Yes
Ms. Schafer	Yes
Ms. Stickney	Yes

5. STRATEGIC PLAN INTRODUCTION: Ms. Breslin introduced Andrew Whitis from OhioNet, who will facilitate the Library's upcoming strategic plan. Mr. Whitis explained the process of distilling information from community feedback and the strategic planning team into an actionable plan. Three meetings in 2024 include: September 18 - Strategic Planning Team meeting to identify stakeholders and design community survey, November 20 - Community Summit Meeting to look at collected data and define strategic directions and timelines, and December 9 - Strategic Planning Team meeting to prioritize goals and draft plan to present to the board at the January 2025 meeting. It was suggested that the start time of the Board meeting be moved to later in the evening to accommodate the working schedules of more community members. Ms. Breslin noted the three-year plan which begins in 2025, will see the Library to 2028 its 100th anniversary.

6. BUSINESS OF THE BOARD

APPROVAL OF THE JUNE 2024 BOARD MEETING MINUTES: Ms. James asked for any changes or corrections to the minutes of the June 2024 Board meeting minutes. Ms. Stickney motioned to approve the June 2024 Board meeting minutes, seconded by Mr. Knickman. All trustees voted yes. Motion carried.

APPROVAL OF THE JULY 2024 SPECIAL BOARD MEETING MINUTES: Ms. James asked for any changes or corrections to the minutes of the July 2024 Special Board meeting minutes. Ms. Ganor motioned to approve the May 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 the charts he included in the packet. They are tremendously helpful. Mr. Costello reported the Agreed Upon Procedures (AUP) has been completed, there were no exceptions or issues found. The next audit will be a full audit. The forecast shows where we are going, and that we are below the operating budget and looks like we may break even. The General Fund will show deficit but that includes transfer to Capital Fund. Mr. Costello reported on his meeting with Greg Marcus from Rocky River City Schools. It was a very productive meeting, and he hopes to continue having these helpful conversations with the schools. Mr. Costello will set up a meeting with the representative from 5/3 Bank to discuss rates and if we can lock down anything before the Federal Reserve cuts and there is no plan to transfer funds to Star Ohio. Ms. Stickney asked what the Board should focus on regarding the upcoming budget cycle. Mr. Costello suggested Library Materials and Purchased Library Contracts. Library materials have come in under budget the last few years as we have allocated some of those funds to nontraditional materials such as hotspots. Mr. Costello said it would be up to the Board if spending on new materials and programming should be continued. Purchased contracts could offer opportunities to be reduced with association with consortiums offering lower costs. Looking towards the future, knowing Public Library Funds (PLF) could be decreasing, and capital expenditures and salary compression are areas still to be addressed, the Board will need to give direction on where to go in the future to keep this level of programming and staffing. If the Board were to decide not to seek additional funding through a ballot issue, these factors would need to be readdressed.

APPROVAL OF THE INCREASE IN COWAN APPROPRIATION: This resolution will be voted upon at the September Meeting.

APPROVAL OF THE JUNE 2024 FINANCIALS: Ms. James made a motion to approve the June 2024 Financials, seconded by Ms. Shafer. All trustees voted yes. Motion carried.

APPROVAL OF THE JUNE 2024 GIFT REPORT: The Gift Report for June 2024 reported cash of \$50.00 Ms. Fisher made a motion to approve the June 2024 Gift Report, seconded by Ms. Ganor. All trustees voted yes. Motion carried.

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

APPROVAL OF THE JULY 2024 GIFT REPORT: Ms. Breslin reported a donation of \$50,344.00. \$500.00 from Mary Warren, \$47,800.00 from the RRPL Foundation for Youth Services train table and furniture refresh to the Mezzanine level, and \$2,044.00 from Cowan Pottery

Associates for historic Cowan Door installation. Mr. Knickman made a motion to approve the July 2024 Gift Report, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

DIRECTOR'S REPORT: Ms. Breslin congratulated Technology Training Administrator Amy Gallagher on obtaining her CompTIA security+ certification in identifying and addressing cybersecurity issues. The Library will be reimbursed for the cost of this certification from The Ohio Tech Cred program. The Purple Storytime Room window was repaired on August 5. Thanks to the staff for their quick reaction in moving patrons to the lower level during the August 6 tornado. The power outage forced the closure of the Library until August 12. A generator will be something to consider in the future. The Milestones presentation to staff on Neurodiversity was excellent. Ms. James thanked Greg Jackson for the August 17 Trustee Building tour as well as his 30th year of service to the Library.

APPROVAL OF UPDATED EMPLOYEE HANDBOOK: Ms. Breslin stated the aim of the updated handbook is to be an employee forward tool crafted to improve staff retention while fiscally responsible. Ms. Breslin noted some of the many updates include a more relaxed dress code, anti-bullying language, paid parental leave, extending bereavement days, offering PTO eligibility for staff working 16 hours a week, 5 new floating holidays, \$5,000 tuition reimbursement for staff over 20 hours a week, and clarity for unpaid time off. Ms. Breslin will go over all the changes to the handbook in her upcoming Quarterly Update to the staff. Ms. Gynn noted the addition of a complaint process directed toward the Director and Fiscal Officer was recently added to the handbook. Ms. Gynn made a motion to approve the Updated Employee Handbook amended to incorporate procedures for a complaint process for the Director and Fiscal Officer, seconded by Ms. Ganor. All trustees voted yes. Motion carried.

APPROVAL OF PROPERTY, GENERAL LIABILITY, AND UMBRELLA INSURANCE

EXPENDITURE OF \$30,721.00: Ms. Breslin reported all documents can be found on the Board site. The increased costs from last year were due to increased building value and general market increase. Ms. Stickney motioned to approve the Property, General Liability, and Umbrella Insurance Expenditure of \$30,721.00, seconded by Ms. Fisher. Ms. James recused herself from the vote. The remaining six trustees voted yes. Motion carried.

APPROVAL OF H.M.H TUCKPOINTING FOR \$25,900.00: Mr. Jackson noted the process would take about a week, dependent on weather. Ms. Gynn motioned to approve H.M.H Tuckpointing for \$25,900.00, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

APPROVAL ACCESSION OF COWAN DOOR: Ms. Breslin noted the historic door was donated by the Thomas Barrett family and will be installed on the main floor near Administration. The Cowan Pottery Museum Associates will fully assume the cost of installation. Ms. Ganor made a motion to approve the accession of the Cowan Door, seconded by Ms. Fisher. All trustees voted yes. Motion carried.

APPROVAL THE DEACCESSION OF YOUTH SERVICES TRAIN TABLE: Ms. Breslin explained the table will be donated to a 501c (3) institution. Mr. Knickman made a motion to approve the deaccession of the Youth Services Train Table, seconded by Ms. James. All trustees voted yes. Motion carried.

APPROVAL OF THE JULY AND AUGUST PERSONNEL REPORT: Ms. Stickney motioned to approve the July and August Personnel Report, seconded by Ms. Gynn. All trustees voted yes. Motion carried.

PRESIDENT'S REPORT: Ms. James thanked Ms. Fisher and Ms. Schafer for running the previous two meetings and welcomed Mr. Knickman to the Board. She thanked Mr. Ross for assisting with the Storybook Walk installation at Linden Park, and noted this is likely the first extension of our Library that is not on the building's property.

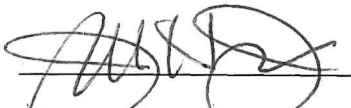
COMMITTEE REPORTS

BUILDING & GROUNDS: Ms. Stickney reported the Building Services meeting was postponed due to the August power outage and the next meeting is scheduled for September 9.

PERSONNEL: No report

7. NEW BUSINESS: No new business.

8. ADJOURNMENT: There being no further business, the meeting was adjourned at 6:48 pm.


Jill James, President


Cynthia C. Schafer, Secretary