

Rocky River Public Library
 Board of Library Trustees' Meeting
 Wednesday, October 24, 2007

The regular business meeting of the Board of Trustees of the Rocky River Public Library was held in the library on Wednesday, October 24, 2007, at 7:00 p.m.

Present: William Henson, Betsy Lanzen, Catherine Manzo, Jean McQuillan,
 Diane Murphy, Jeff Pavic and Cynthia Schafer

Absent: None.

Also Present: John Lonsak (Director), Nancy Levin (Deputy Director), Gary Hawkinson
 (Clerk-Treasurer), and Pamela Ward (Meeting Secretary)

1. **CALL TO ORDER:** Ms. Lanzen called the meeting to order at 7:00 p.m.
2. **CUSTOMER FEEDBACK:** Mr. Lonsak reported that he had received several thank you notes from staff members who attended "Lunch with the Director".

3. **BUSINESS OF THE BOARD:**

APPROVAL OF THE SEPTEMBER 26, 2007 MINUTES: Ms. Lanzen asked for any changes or corrections to the minutes of the September 26, 2007, meeting. There being none, a motion to approve the minutes was made by Mr. Henson, seconded by Ms. Schafer. All trustees voted yes. The minutes were approved.

CLERK-TREASURER'S REPORT:

Mr. Hawkinson distributed the preliminary 2008 Board of Trustees meeting calendar and the 2008 scheduled library closings (see attached sheets).

Mr. Hawkinson presented the **FINANCIAL STATEMENTS** for September, 2007, covering segmented revenues and expenditures from the seven funds: General, Capital, Capital-Note/Bond, Capital-Cowan, Mackey Bequest, Nyland Bequest, and the Moll Children's Fund (sheets attached). Ms. McQuillan moved to approve the Financial Reports, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

Mr. Hawkinson reported the need for modifications of the budget. He proposed approving \$6,000 for the repair of the Cowan mosaic tile this year and that \$5,000 be appropriated in the 2008 budget for artwork repair. After discussion, the board agreed that the Cowan Associates should contribute money for the repair of Cowan artwork.

There was discussion on the need to hire an outside company for maintenance of the library grounds including the Reading Garden. There was discussion on the need to revise the budget for upcoming expenses to repair an elevator and to tuck point the exterior of the building.

BUDGET MODIFICATIONS: RESOLUTION 07-07: Budget Modification for October 24, 2007 to decrease the capital and bequest fund contingencies to provide appropriations for capital improvements and contracted services. Mr. Henson made a motion to approve the budget modifications in Resolution 07-07, seconded by Mr. Pavic. All trustees voted yes. Motion carried.

RELEASE OF ASSETS: Mr. Hawkinson presented a list of assets to be declared surplus (sheet attached). Ms. McQuillan moved to approve the disposition of assets, seconded by Ms. Murphy. All trustees voted yes. Motion carried.

PAYROLL MODIFICATIONS: The Revised Personnel Report (sheet attached) was distributed and payroll modifications were reviewed. There were two resignations, two appointments and two adjustments. Ms. McQuillan moved to accept the Revised Personnel Report, seconded by Mr. Pavic. All trustees voted yes. Motion carried.

The **GIFT REPORT** (sheet attached) for September 2007 reported cash gifts of \$144 to the General Fund. Ms. Manzo moved to accept these donations, seconded by Ms. Lanzen. All trustees voted yes. Motion carried.

POLICY MODIFICATION: Mr. Hawkinson distributed copies of the revised "Reimbursement of Travel Expenses" (see attached sheets). Ms. Manzo made a motion to approve the revised travel policy, seconded by Mr. Henson. All trustees voted yes. Motion carried.

PROFESSIONAL ACTIVITIES: Mr. Hawkinson attended an NEO Human Resources Learning Group at Stow-Munroe Falls Library on October 10 and an NEO Training session on October 15 for completion of the e-rate forms for refund of certain telecommunications costs.

Mr. Hawkinson is in the process of reviewing alternative healthcare insurers.

DIRECTOR'S REPORT: Mr. Lonsak referred to his activities report and asked for any questions (see attached sheet).

- Mr. Lonsak and Mr. Henson attended a meeting to discuss the Cuyahoga County's distribution of the LLGSF on October 5.
- Mr. Lonsak and Ms. Sommers participated in the Rocky River Business to Business on October 11.

- Mr. Lonsak will attend the Chamber Luncheon on October 25 and the Rocky River School Board Meeting on November 7, 2007.
- Requests for the library's Outreach services have increased.

DEPUTY DIRECTOR'S REPORT:

- Ms. Levin distributed a report comparing programming data statistics from 1994-1995, 2003-2004 and the current year September-2007-December 2007 (see attached sheets).
- Ms. Levin informed the board about the Customer Service Initiative for 2008 prepared by Ann Jackson (Technical Services Manager) and Frances Homa, (Manager of Children's Services). The theme will be "Worker Bees, Working for the Customer".
- Ms. Levin distributed drafts of the proposed public phone policy and animals on library property policy. Ms. McQuillan made a motion to adopt the public phone policy and the animals on library property policy. Mr. Henson seconded the motion. All trustees voted yes. Motion carried.
- Ms. Levin reported on an upcoming program featuring the poet, Dunya Mikhail. The program will be held at the Rocky River High School Auditorium on February 12, 2008.

STATISTICAL REPORT: Ms. Levin presented monthly figures (sheet attached) for September 2007. The spreadsheets provided the following information: circulation, program attendance, customer visits, database usage and website visits.

MARKETING DIRECTOR'S REPORT: Mr. Lonsak presented the Marketing and Public Relations Director's report. He reported on the various news releases put out by the library and upcoming events (see attached sheets).

PRESIDENT'S REPORT:

Ms. Lanzen thanked the board members for attending the productive half day retreat on October 20, 2007.

Ms. Lanzen and Mr. Lonsak will attend the school board meeting on November 7, 2007 at 5:00 p.m.

COMMITTEE REPORTS:

Buildings and Grounds: Mr. Pavic met with Mr. Lonsak and Ms. Rowe-Rawlinson, Director of IT, to discuss the technology plan. Ms. Rowe- Rawlinson and Ms. Steiner, Web Design Specialist, will be asked to attend the December 6, 2007 board meeting.

Community Relations: The outdoor sign will be installed this week.
The Library Foundation will meet on November 13, 2007 at 7:00 p.m.

Finance and Personnel: The Finance and Personnel Committee will meet at 6:30 p.m. on December 4.

The next board meeting is on December 5, 2007 at 7:00 p.m.

4. **EXECUTIVE SESSION:** Ms. Lanzen moved that the Board enter into Executive Session to discuss personnel Matters. Ms. McQuillan seconded the motion. All trustees voted yes. Motion carried.

The Board adjourned to Executive Session at 8:25 p.m. and reconvened into open session at 8:50 p.m.

5. **ADJOURNMENT:** There being no further business, the meeting was declared adjourned at 8:50 p.m.

Betsy Lanzen, President

Catherine Manzo, Secretary