

**Rocky River Public Library**  
Board of Library Trustees' Special Meeting  
Saturday, October 20, 2007

The special business meeting of the Board of Trustees of the Rocky River Public Library was held in the library on Saturday, October 20, 2007, at 8:00 a.m.

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

Absent: Diane Murphy

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 8:03 a.m.

**2. BUSINESS OF THE BOARD:**

**Personnel Matters:** Mr. Hawkinson stated that there has been a 3% salary increase the last four years and OPERS deductions have gone up from 8% to 10% the last four years. Healthcare costs have also increased. There have been 7 requests for staffing increases.

There was discussion on the substitute rate and policy. Ms. Levin will present a draft of the new substitute policy at the December Board meeting.

There was discussion on the requests for 7 positions (see attached sheets). Mr. Pavic made a motion to approve all of the positions except for Circulation and Cowan. Ms. McQuillan seconded the motion. All trustees voted yes. Motion carried.

There was discussion on the healthcare options recommended by Mr. Hawkinson (see attached sheets). Ms. McQuillan made a motion to adopt option # 5 to benefit each employee, seconded by Ms. Manzo. All trustees voted yes. Motion carried.

There was discussion on programming and whether the library should increase programming. There was discussion on the physical limitations of the building, number of meeting rooms and parking problems. It was suggested that the library compare the number of programs before and after construction.

There was discussion on the Outreach program, van and the possible use of volunteers to help with Outreach.

There was discussion on a strategic plan for the library. Ms. Levin distributed information on “Balanced Scorecard” which focuses on a strategic plan for one year at a time (see attached sheets).

There was discussion on the need to update the library’s mission statement which will include the Cowan Museum. Mr. Lonsak and Ms. Levin will present a draft of a new mission statement to the board for approval by the end of the year.

There was discussion on the Cowan Pottery Museum, the pottery repair philosophy and art preservation. Mr. Hawkinson suggested the use of endowment funds for repair costs. Ms. McQuillan made a motion to allocate \$5,000 from the Mackey bequest fund for repair of the Egyptian Maiden tile, seconded by Mr. Henson. All trustees voted yes. Motion carried.

### **3. OTHER BUSINESS**

Ms. Lanzen reported that the Board received a note from Ms. Janoch, Adult Services Manager, thanking the board for approving reimbursement of professional membership fees for the staff.

Mr. Lonsak updated the board on the status of the outdoor sign, the commemorative plaque for the Reading Garden and the possible purchase of a magnifier for Adult Services.

The Art Committee, a sub-committee of the Women’s Committee, met last week to discuss the purchasing of art for the library. The next meeting will be November 13.

### **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 11:03 a.m. and reconvened into open session at 11:50 a.m.

### **5. ADJOURNMENT:** There being no further business, the meeting was declared adjourned at 11:50 a.m.

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Betsy Lanzen, President

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Catherine Manzo, Secretary