

Rocky River Public Library
 Board of Library Trustees' Meeting
 Wednesday, April 30, 2008

The regular business meeting of the Board of Trustees of the Rocky River Public Library was held in the library on Wednesday, April 30, 2008, 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), Kitty Sommers (Marketing and Development Director), Carol Jacobs (Cowan Pottery Museum Curator) 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 informed the board about letters he received from library customers over the past month which included suggestions that the library have computers for the teen area and e-mail notification for when library materials are due. Mr. Lonsak received positive comments on the library's helpful staff including Mary Pelton in the Training Department and the very informative material that Adult Reference Librarians, Stacey Hayman and Carol O'Keefe, provided at a recent OLC chapter conference. Mr. Lonsak also received a thank you from Portage County Library for the furnishings they purchased from Rocky River Public Library and for Greg Jackson's help in procuring these items. Mr. Lonsak also read a letter from Westlake Porter Library's Collection Supervisor thanking us for our letter of support for a grant. Mr. Lonsak reported that 605 people attended the AARP Tax Aide seminars and 536 federal tax returns were filed.
3. **PRESENTATION BY CAROL JACOBS, COWAN POTTERY MUSEUM CURATOR** Ms. Jacobs presented a slide show and talk for the board on the Cowan Pottery Museum and its internationally known art. Rocky River Public Library has the largest publicly owned collection of Cowan pottery. Ms. Jacob's main duties include maintaining and displaying the collection. There is an inventory database of the museum's 1200 pieces. Ms. Jacobs is also responsible for programming, tours, and the Cowan website information. Ms. Jacobs also reported that the Cowan Symposium will take place on May 10, 2008.

4. BUSINESS OF THE BOARD

APPROVAL OF THE MARCH 19, 2008 MINUTES: Ms. Lanzen asked for any changes or corrections to the minutes of the March 19, 2008, meeting. There being none, a motion to approve the minutes was made by Ms. Lanzen and seconded by Ms. McQuillan. All trustees voted yes. The minutes were approved.

APPROVAL OF THE APRIL 23, 2008 MINUTES: Ms. Lanzen asked for any changes or corrections to the minutes of the April 23, 2008, meeting. There being none, a motion to approve the minutes was made by Ms. Lanzen and seconded by Ms. McQuillan. All trustees voted yes. The minutes were approved.

CLERK-TREASURER'S REPORT:

Mr. Hawkinson presented the **FINANCIAL STATEMENTS** for March, 2008, covering segmented revenues and expenditures from the eight funds: General, Debt Service, 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 Mr. Pavic. All trustees voted yes. Motion carried.

BUDGET MODIFICATIONS: None.

RELEASE OF ASSETS: None.

PAYROLL MODIFICATIONS: The Personnel Report (sheet attached) was distributed and payroll modifications were reviewed. There were three appointments Mr. Henson moved to accept the Personnel Report, seconded by Ms. Manzo. All trustees voted yes. Motion carried.

The **GIFT REPORT** (sheet attached) for March, 2008 reported cash gifts of \$48 to the General Fund. Ms. McQuillan moved to accept these donations, seconded by Ms. Lanzen. All trustees voted yes. Motion carried.

PROFESSIONAL ACTIVITIES: Mr. Hawkinson attended a Fiscal Officer and Investment training program conducted by the Ohio Library Council in Columbus on April 3 and 4. Qifang Liu will attend training programs to become a Certified Payroll Specialist.

OHIO ETHICS LAWS: Mr. Hawkinson distributed copies of the current version of the Ohio Ethics Law. The Board members signed an acknowledgement of receipt of the Ohio Ethics Law.

Mr. Hawkinson distributed a list of the capital cost estimates for 2008 with quotes from 3 companies. The estimates were for security cameras and monitoring, replacing the stairwell door security controls and resurfacing and linestriping the parking lot (see attached sheets).

Mr. Hawkinson asked the board for approval for the Director to sign a contract with Securitec One, Inc. to replace the door controls with proximity key fobs (100). Mr. Henson made a motion to authorize the Director to sign a contract with Securitec One, Inc, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

Mr. Hawkinson presented quotes from 3 companies for the parking lot resurfacing and line striping which range from \$42,950-\$53,327 (see attached sheets). This work will need to be put out to bid. Mr. Lonsak reported that the library would meet with Kevin Beirne, Building Commissioner, City of Rocky River, to discuss the parking lot project.

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

- **LLGSF:** Mr. Lonsak distributed copies of the Cuyahoga County Public Library Fund Allocation report and the new agreement between the nine independent free public library systems.
- **RESOLUTION 03-08:** Ms. McQuillan made a motion to accept this new agreement, seconded by Ms. Lanzen. All trustees voted yes. Motion carried (see attached sheets).
- Mr. Lonsak reported that Ms. Levin would attend legislative day on May 6 in Columbus.
- Mr. Lonsak reported that a patron requested the library dim the outdoor sign. Mr. Lonsak responded that the library had followed the city's code and the sign had been approved.
- The library phone system has been upgraded.
- Mr. Lonsak reported that 4 copies of "The Secret Empire" had been left in the library. A reporter had inquired how the library was handling this and he was referred to the library's collection development policy.

DEPUTY DIRECTOR'S REPORT:

- Ms. Levin distributed a folder with information on the OLC conference "Under the Radar" which was presented by Carol O'Keefe and Stacey Hayman (Adult Services Librarians).
- Ms. Levin distributed copies of "The Library Journal" article on YA Reads for Adults which was written by several members of the Adult Services Staff.
- Ms. Levin stated the "Reading Matters" initiative had been launched.

- Ms. Levin suggested that the Community Relations committee meet to review library policies.

STATISTICAL REPORT: Ms. Levin presented monthly figures (sheet attached) for March, 2008. The spreadsheets provided the following information: circulation, program attendance, customer visits, database usage and website visits.

MARKETING DIRECTOR'S REPORT: Ms. Sommers presented the Marketing and Development Director's report. She reported on the various news releases put out by the library and upcoming events (see attached sheets). Ms. Sommers reported that the library's newsletter, "Inside View," was delivered to Rocky River residents.

PRESIDENT'S REPORT:

Ms. Lanzen thanked the board members for attending the library's annual breakfast meeting with the Rocky River school board on April 23, 2008.

The date of the next board meeting has been changed to May 21, 2008 at 7:00 p.m.

COMMITTEE REPORTS:

Buildings and Grounds: No report.

Community Relations: The Library Foundation will meet on May 13, 2008 at 7:00 p.m.

Finance and Personnel: The Finance and Personnel Committee met at 6:15 p.m. before the board meeting to discuss the 2009 tax budget.

RESOLUTION 04-08: Resolution authorizing 2009 Tax Budget. Mr. Pavic made a motion to authorize the 2009 tax budget, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

5. **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 8:58 p.m. and reconvened into open session at 9:47 p.m.

6. **ADJOURNMENT:** There being no further business, the meeting was declared adjourned at 9:48 p.m.

Betsy Lanzen, President

Catherine Manzo, Secretary