

Rocky River Public Library
 Board of Library Trustees' Meeting
 Wednesday, May 21, 2008

The regular business meeting of the Board of Trustees of the Rocky River Public Library was held in the library on Wednesday, May 21, 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), Gary Hawkinson (Clerk-Treasurer), Kitty Sommers (Marketing and Development Director), Ann Jackson (Technical Services Manager) and Pamela Ward (Meeting Secretary)

1. **CALL TO ORDER:** Ms. Lanzen called the meeting to order at 7:01 p.m.
2. **CUSTOMER FEEDBACK:** None.
3. **PRESENTATION BY ANN JACKSON, MANAGER OF TECHNICAL SERVICES DEPARTMENT:** Ms. Jackson reported that there are 4 full time and 5 part time employees in Technical Services. The three main activities of this department are to order, catalog and process all library materials. Technical Services staff is also responsible for mending and repairing books and audiovisual materials. Some books are sent to a bindery for repair. The library orders most of its materials from 3 main vendors. The Technical Services department is looking forward to having its offices renovated.

4. BUSINESS OF THE BOARD

APPROVAL OF THE APRIL 30, 2008 MINUTES: Ms. Lanzen asked for any changes or corrections to the minutes of the April 30, 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 April, 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). Mr. Henson moved to approve the Financial Reports, seconded by Mr. Pavic. All trustees voted yes. Motion carried.

BUDGET MODIFICATIONS: None.

RELEASE OF ASSETS: Mr. Hawkinson presented a list of assets to be declared surplus (sheet attached). Ms. Manzo moved to declare these items as surplus, seconded by Mr. Henson. All trustees voted yes. Motion carried. Mr. Henson would like the library to obtain information about selling surplus items on E-Bay.

PAYROLL MODIFICATIONS: The Personnel Report (sheet attached) was distributed and payroll modifications were reviewed. There was one resignation, one appointment and one adjustment. Ms. McQuillan moved to accept the Personnel Report, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

The **GIFT REPORT** (sheet attached) for April, 2008 reported cash gifts of \$548 to the General Fund which included a gift of \$500 from the Rocky River Junior Women's Club. Ms. McQuillan moved to accept these donations, seconded by Ms. Lanzen. All trustees voted yes. Motion carried.

PROFESSIONAL ACTIVITIES: Mr. Hawkinson attended a NEO-RLS Human Resources workshop at the Porter Westlake Library on May 14 and an OLC Clerk-Treasurer's Association meeting at the Hudson Library on May 16. Qifang Liu assisted in the month-end closing of the financial records for the month of April.

RESOLUTION 05-08: Resolution to authorize the Clerk-Treasurer to open sealed bids and establish the bidding policy and procedures. Ms. Lanzen moved that we approve Resolution 05-08 to authorize the Clerk-Treasurer to open sealed bids and establish the bidding policy and procedures, seconded by Mr. Henson. All trustees voted yes. Motion carried. The board will choose the lowest responsible bid.

RESOLUTION 06-08: Resolution to authorize the Director to enter into a contract for the resurfacing of the parking lot. Ms. Schafer made a motion to accept Resolution 06-08, seconded by Ms. McQuillan. All trustees voted yes. Motion carried.

Mr. Hawkinson updated the board on the following:

- New phone system upgrade went well.
- Contracts were signed for closed circuit television security monitoring system and door access controls.
- The library retained the services of Bramhall Engineering and Surveying Co., Inc. located in Avon, Ohio for bid specs for the parking lot resurfacing project. The estimated cost of their services is \$5,000.
- The contract from the 2006 renovation project will be updated for the parking lot resurfacing project.

- Senate Bill 185 will take effect on June 20, 2008. Some of the changes that will affect libraries are that this bill establishes the Public Library Fund which replaces LLGSF. This bill also reduces the bid period for construction projects from 4 to 2 weeks. The Clerk-Treasurer's title will be changed to Fiscal Officer.

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

- Mr. Lonsak reported that Staff Day, held on May 16, 2008 went well. The training was on emotional intelligence. The next training day topic will be optimism.
- The Cowan Symposium on May 10 was excellent.
- The artwork entitled "Channels" will be hung in early June.
- Mr. Lonsak updated the board members on current after school problems with Middle School students. The board was in favor of a zero tolerance policy. The need for a security policy was discussed and the library will look into after school security for fall, 2008. It was suggested that there be an article on afterschool policy in the "Inside View."
- Mr. Lonsak referred to the database statistics and the low usage of some of the databases. There was discussion on canceling some of the databases with low usage. Mr. Pavic suggested the library have a customer advisory board to see what patrons would like to see on the library website and which databases should be available.
- Mr. Lonsak stated that the library website should be updated daily.

DEPUTY DIRECTOR'S REPORT: None.

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

Mr. Hawkinson distributed a chart prepared by Ms. Levin on circulation statistics for the month of April (see attached sheets).

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).

PRESIDENT'S REPORT: Ms. Lanzen reported that she attended the Rocky River School Board meeting on May 15, 2008. At this meeting, Jean McQuillan was reappointed to the Library Board of Trustees for a 7 year term and the library tax revenue budget was approved.

The Library Board of Trustees will meet with Lynda Murray on June 23, 2008.

COMMITTEE REPORTS:

Buildings and Grounds: No report.

Community Relations: The Library Foundation met on May 13, 2008 at 7:00 p.m. The Foundation expressed interest in exploring ways to support the Outreach program.

Finance and Personnel: No report.

- 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 8:52 p.m. and reconvened into open session at 9:05 p.m.

- 6. ADJOURNMENT:** There being no further business, the meeting was declared adjourned at 9:06 p.m.

Betsy Lanzen, President

Catherine Manzo, Secretary