

ROCKY RIVER PUBLIC LIBRARY

Board of Library Trustees' Meeting

Wednesday, December 10, 2008

The regular business meeting of the Board of Trustees of the Rocky River Public Library was held in the library on Wednesday, December 10, 2008 at 7:12 p.m.

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

Also Present: John Lonsak (Director), Gary Hawkinson (Clerk-Treasurer),
Carol Jacobs (Cowan Curator), and Jamie Mason

1. **CALL TO ORDER:** Ms. Lanzen called the meeting to order at 7:12 p.m.

INTRODUTCION OF JAMIE MASON: Mr. Lonsak introduced Jamie Mason who has been extended and accepted an offer to be the Deputy Director commencing on January 19, 2008. Each Board Member introduced themselves. Mr. Mason is currently the Information Technology Director at Avon Lake Public Library. Prior to being employed by Avon Lake Public Library he was a consultant to libraries. He had received his Masters of Library Science degree in the past year and has worked in numerous positions at the Avon Lake Public Library as needed. He discussed his philosophy on managing staff in a library.

2. **CUSTOMER FEEDBACK:** Mr. Lonsak reported on several communications that had been received by the library. One patron requested more technical books. Another patron suggested that computer games should not be allowed on the public computers. A letter had also been received from Mary Ann Theodosion thanking the library for the appreciation luncheon for the support groups. Mr. Lonsak also read several letters received from students thanking Ms. Cammock in Children's for the help she provided them and for being a good role model.

3. **BUSINESS OF THE BOARD:**

APPROVAL OF THE OCTOBER 29, 2008 MINUTES: Ms. Lanzen asked for any changes or correction to the minutes of the October 29, 2008 meeting. Ms. Schafer noted that the vote on a motion to approve a change to pay grade 11 had not been included. The minutes will be corrected. A motion to approve the minutes as amended 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 October 2008 covering segmented revenues and expenditures for 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 Ms. Manzo. All trustees voted yes. Motion carried.

BUDGET MODIFICATIONS: None.

RELEASE OF ASSETS: None.

PAYROLL MODIFICATIONS: A revised Personnel Report was distributed that had one appointment, and one adjustment. Ms. McQuillan moved to accept the Personnel Report, seconded by Mr. Pavic. All trustees voted yes. Motion carried.

The **GIFT REPORT** (sheet attached) for October 2008 reported cash gifts of \$571.00 to the General Fund and \$25.00 to the Cowan Acquisition Fund. The report also included and itemized listing of thirteen pieces of artwork valued at \$27,573.00 that were donated to the library by the Women's Committee of the Rocky River Public Library. Mr. Henson moved to accept these donations, seconded by Mr. Pavic. All trustees voted yes. Motion carried.

Mr. Hawkinson discussed the deficit projected for the State of Ohio and that all state departments were ordered to reduce their budgets by 10%. The Public Library Fund has not been changed yet, but it is fixed at 2.22% of the State General Revenue Fund. It is unlikely that the Public Library Fund will not have some reduction.

DIRECTOR'S REPORT: Mr. Lonsak referred to his activities in the Director's Report and asked for any questions (see attached sheet).

- Mr. Lonsak reported that the planning for the 80th Birthday celebration of the library had taken a significant amount of time.
- Mr. Lonsak discussed the hiring process for the new Deputy Director had absorbed a significant amount of time during the month. The selection of Jamie Mason as the new Deputy had been offered and accepted. Mr. Lonsak mentioned that he was impressed with his background and the staff needs someone to work with.
- Mr. Lonsak conducted a Cowan Tour for a group during a period where Ms. Jacobs was not available.
- Mr. Lonsak mentioned that the donations in memory of Sally Case, who was an active member of the Friends of the Rocky River Public Library, were approximately \$2,700 and that discussions were being held with the family as to what would be purchased for the library in her memory.

- Mr. Lonsak discussed that the public had been making numerous requests for the library to have a collection of blue-ray discs for loan. The library is in the process of buying a start up collection that will be kept out as quick flicks.

OTHER MATTERS: Mr. Lonsak mentioned that the holiday party for the staff would be held on January 10, 2009 from 6:00 p.m. to 10:00 p.m. in the lower level of the Library. The party was being catered, but permission was being requested for the staff to be able to bring beer or wine to the party. The Board of Trustees concurred that beer or wine brought by the staff would be permitted.

Mr. Lonsak discussed the selection of an architect for the renovation of the north side of the lower level next year. The firm of CBLH had done a feasibility study earlier this year. There was discussion of the advantages and disadvantages of using the same architect that did the renovation or to use another architect. The recommendation was to use another architect.

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

MARKETING DIRECTOR'S REPORT: Mr. Lonsak reported on the highlights of the Marketing Director's report due to Ms. Sommers not being able to be present.

4. **PRESIDENT'S REPORT:** Ms. Lanzen reported that she was meeting with Ms. Schafer to review Board positions for the next calendar year. It was not expected there would be much change when Ms. Schaffer assumed the President's role after the January Board meeting.

5. COMMITTEE REPORTS:

Buildings and Grounds: No report. There will be a meeting scheduled after the 2009 appropriations are completed.

Community Relations: Ms. McQuillan mentioned that the Foundation had sent out its annual fund drive letters and \$2,325.00 had been received of which \$915.00 was designated for the Outreach Program.

Finance and Personnel: Ms. Murphy requested Mr. Hawkinson to review the 2009 Appropriations Budget. Mr. Hawkinson summarized the process that the Finance and Personnel committee had gone through in the preceding week to remove some of the discretionary items. The resulting 2009 Appropriations totaling \$5,577,497.00 was presented for approval by the Board. Mr. Henson moved to accept the 2009

Appropriations in Resolution 12 – 08 as presented. Mr. Pavic seconded the motion. All trustees voted yes. Motion carried.

Mr. Hawkinson presented the 2009 salaries for all employees in a second Personnel Report for approval. The salaries were determined in accordance with a formula approved at the September 24, 2008 Board of Trustees meeting. Ms. Schaffer recommended that all exempt personnel salaries be reflected as an annual salary rate rather than an hourly rate. Mr. Hawkinson stated he would make the change. Ms. McQuillan motioned that the salary rates, as modified for the exempt personnel, be accepted. The motion was seconded by Mr. Henson. All trustees voted yes. Motion carried.

6. **EXECUTIVE SESSION:** Ms. Lanzen moved that the Board adjourn into executive session to discuss personnel matters. The motion was seconded by Ms. McQuillan. All trustees voted yes. Motion carried. The Board of Trustees concluded its Executive Session at 9:13 p.m. and returned to the regular meeting.
7. **ADJOURNMENT:** There being no further business, the meeting was declared adjourned at 9:13 p.m.

Betsy Lanzen, President

Catherine Manzo, Secretary