

ROCKY RIVER PUBLIC LIBRARY

Board of Library Trustees' Meeting

Wednesday, February 4, 2009

The regular business meeting of the Board of Trustees of the Rocky River Public Library was held in the library on Wednesday, February 4, 2009 at 7:00 p.m.

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

Nor Present: Jeff Pavic

Also Present: John Lonsak (Director), Jamie Mason (Deputy Director), Gary Hawkinson (Fiscal Officer), Kitty Sommers (Marketing and Development Director), and Pam Ward (Meeting Secretary)

1. **CALL TO ORDER:** Ms. Lanzen called the meeting to order at 7:00 p.m.
2. **ELECTION OF OFFICERS:** Ms. Lanzen asked for a motion to approve the following slate of officers for the 2009 Board Year. Mr. Henson moved to approve the slate of officers, seconded by Ms. McQuillan (see attached sheets for 2009 slate of officers and board committees).

Cynthia Schafer - Board President
Catherine Manzo - Vice-President
Diane Murphy - Secretary

All trustees voted yes, the appointments were made.

3. **APPOINTMENT OF FISCAL OFFICER AND DEPUTY FISCAL OFFICER:** Mr. Henson made a motion for the reappointment of Gary Hawkinson as Fiscal Officer and Qifang Liu as Deputy Fiscal Officer, seconded by Ms. McQuillan. All trustees voted yes. Motion carried.
4. **CUSTOMER FEEDBACK:** Mr. Lonsak reported on communications that had been received by the library. One patron commented on how much she loved the Cowan Pottery displays, especially the display of the Jazz Bowl. Another patron expressed dissatisfaction with the use of air hand dryers in the public restrooms.
5. **BUSINESS OF THE BOARD:**

APPROVAL OF THE DECEMBER 10, 2008 MINUTES: Ms. Lanzen asked for any changes or correction to the minutes of the December 10, 2008 meeting. There being none, a motion to approve the minutes was made by Ms. McQuillan and seconded by Ms. Schafer. All trustees voted yes. The minutes were approved.

FISCAL OFFICER'S REPORT:

Mr. Hawkinson presented the Financial Statements for November 2008 covering segmented revenues and expenditures for the eight funds: General, Debt Service, Capital, Major Capital Projects, Capital-Cowan, Mackey Bequest, Nyland Bequest, and the Moll Children's Fund (sheets attached). Ms. Manzo moved to approve the Financial Reports, seconded by Ms. McQuillan. All trustees voted yes. Motion carried.

BUDGET MODIFICATIONS: None.

RELEASE OF ASSETS: None.

PAYROLL MODIFICATIONS: None.

The **GIFT REPORT** (sheet attached) for November 2008 reported cash gifts of \$700 to the General Fund which was donated by the Women's Committee of the Rocky River Public Library for the Library's 80th Anniversary. The University Women's Committee contributed \$50.00 to the Cowan Acquisitions Fund. Ms. McQuillan moved to accept these donations, seconded by Mr. Henson. All trustees voted yes. Motion carried.

Mr. Hawkinson presented the Financial Statements for December, 2008 covering segmented revenues and expenditures for the eight funds: General, Debt Service, Capital, Major Capital Projects, 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.

BUDGET MODIFICATIONS: None.

RELEASE OF ASSETS: None.

PAYROLL MODIFICATIONS: None.

The **GIFT REPORT** (sheet attached) for December 2008 reported cash gifts of \$518 to the General Fund which included a donation of \$100 by the Friends of the Rocky River Public Library for the Library's 80th Anniversary. Ms. Lanzen moved to accept these donations, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

PAYROLL MODIFICATIONS: Mr. Hawkinson distributed information on a modification to the job description of Pay Grade 18, Adult Services Librarian (see attached sheets). The modification to the description states that adult services

librarians “may be asked to help with large print materials “ and “may help select, circulate and deliver library materials to outreach locations within the city” and “may help perform all circulation functions for selected outreach materials”. Mr. Hawkinson asked for a motion to approve this modification to the job description. Mr. Henson moved to approve this modification to the Grade 18, Adult Services Librarian job description, seconded by Ms. Manzo. All trustees voted yes. Motion carried.

Mr. Hawkinson reported that 47 boxes of records were sent to the Iron Mountain Storage facility.

Mr. Hawkinson reported that due to increased fees from our present bank, he is considering changing banks. He will request quotations from several area banks in March/April.

RESOLUTION 01-09: The Resolution to transfer funds from the General Fund 101 to the Capital Fund 401. Ms. McQuillan made a motion to authorize the transfer of \$190,000 from the general fund 101 to the capital fund 401, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

Mr. Hawkinson distributed information on the 401 capital fund expenditure budget for 2009 (see attached sheets).

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 staff have been monitoring the lower level hallway after school, due to vandalism of the lower level restrooms. There was discussion on the subject of afterschool security and whether it would be more beneficial to hire one security guard. There was discussion on what measures are taken when vandalism occurs. Incident reports are filed with the name of student, phone number and parent names. Students may be banned from the library.
- Mr. Lonsak reported that the Friends of Rocky River Public Library had received \$2,900 in donations for a memorial for Sally Case who had been a member of the Friends of Rocky River Public Library. The type of memorial has yet to be determined.
- Mr. Lonsak reported that the library would like to enter into a contract with the architectural firm, CBLH, to remodel the north side of the lower level. This area includes the Technical Services Department, IT Department and the off-floor area of the Adult Services Department. Mr. Hawkinson asked for approval to enter into a contract with CBLH that does not exceed \$20,000. Ms. McQuillan made a motion to approve entering into a contract with CBLH that is not to exceed \$20,000, seconded by Ms. Manzo. All trustees voted yes. Motion carried.

- Mr. Lonsak informed the board that Ms. Janoch will provide a demonstration of Overdrive at the March board meeting.
- Mr. Lonsak reported that the lobby area can get very cold due to drafts on very cold days. A temporary awning is being considered.
- Staff Day will be held on Thursday, June 11. Mr. Lonsak asked for the board's approval to close the library for staff day. Approval was granted by the board.
- Mr. Lonsak reported that there were cracks in 3 concrete slabs that need to be repaired on the south side of the building.
- The Friend's Tea will be held on March 18 from 12-2 p.m. There will be a catered luncheon and the River's Edge Choir from Rocky River High School will perform.
- Mr. Lonsak reported that work is being done by staff to standardize library material loan periods.

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

MARKETING & DEVELOPMENT 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).

6. **PRESIDENT'S REPORT:** Ms. Lanzen extended an official welcome to Mr. Mason. Ms. Lanzen thanked the Board, Mr. Lonsak, Mr. Hawkinson, Ms. Sommers and Ms. Ward for making her two years as President "so easy".

7. **COMMITTEE REPORTS:**

Buildings and Grounds: Mr. Hawkinson reported that the tables in the Community Room and the auditorium had been replaced. New chairs have been ordered.

Community Relations: Ms. McQuillan mentioned that the Foundation met in January. The funds for the Patricia Belcastro Scholarship have been distributed. The annual fund drive has brought in over \$6,700, half of which was designated for the Outreach program.

Finance and Personnel: No report.

OTHER BUSINESS: Ms. Schafer will be unable to attend the February 25, 2009 board meeting. Ms. Manzo will chair the February 25 meeting.

8. **ADJOURNMENT:** There being no further business, the meeting was declared adjourned at 8:42

Catherine Manzo, Vice-President

Diane Murphy, Secretary