

## **ROCKY RIVER PUBLIC LIBRARY**

Board of Library Trustees' Meeting

Wednesday, January 27, 2010

The regular business meeting of the Board of Trustees of the Rocky River Public Library was held in the library on Wednesday, January 27, 2010 at 7:00 p.m.

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

Absent: None

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

1. **CALL TO ORDER:** Ms. Schafer called the meeting to order at 7:03 p.m.
2. **EXECUTIVE SESSION:** Mr. Henson moved that the board enter into executive session to discuss personnel matters. The motion was seconded by Ms. Manzo. All trustees voted yes. Motion carried. The Board of Trustees moved into Executive Session at 7:04 p.m. The Board of Trustees concluded its Executive Session at 8:30 p.m. and returned to the regular meeting.
3. **ELECTION OF OFFICERS:** Ms. Schafer asked for a motion to approve the following slate of officers for the 2010 Board Year. Ms. McQuillan moved to approve the slate of officers, seconded by Mr. Henson.

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

All trustees voted yes, the appointments were made.

### **BOARD COMMITTEE ASSIGNMENTS**

Building & Grounds	Chair Bill Henson, members Catherine Manzo, Audra Bednarski
Community Relations	Chair Jean McQuillan, members Catherine Manzo, Diane Murphy
Finance & Personnel	Chair Diane Murphy, members Audra Bednarski, Bill Henson, Betsy Lanzen, Catherine Manzo, Jean McQuillan, Cynthia Schafer

Records Commission Chair Gary Hawkinson, members Audra Bednarski, Bill Henson, Betsy Lanzen, Catherine Manzo, Jean McQuillan, Diane Murphy, Cynthia Schafer

RRPL Foundation Appointments – Jean McQuillan, Bill Henson

**4. APPOINTMENT OF FISCAL OFFICER AND DEPUTY FISCAL**

**OFFICER:** Mr. Henson moved for the reappointment of Gary Hawkinson as Fiscal Officer and Qifang Liu as Deputy Fiscal Officer, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

- 5. CUSTOMER FEEDBACK:** Mr. Lonsak reported on communications that had been received by the library. Mr. Lonsak received a note from a patron who appreciated the adult section of the library and the great staff. Another patron would like to see more books on tape. Mr. Lonsak also received comments about cell phone usage in the library and the need for a new library robot phone voice. Mr. Lonsak reported that Meritech had made a donation to the Food Bank in the library's name. Rocky River Public Library received an invitation to the grand opening of the new Bay St. Lewis- Hancock County Public Library in Bay St. Lewis, Mississippi.

**6. BUSINESS OF THE BOARD:**

**APPROVAL OF THE DECEMBER 16, 2009 MINUTES:** Ms. Schafer asked for any changes or corrections to the minutes of the December 16, 2009 meeting. There being none, Ms. Lanzen made a motion to approve the minutes as distributed, seconded by Ms. McQuillan. All trustees voted yes. The minutes were approved.

**FISCAL OFFICER'S REPORT:** Mr. Hawkinson presented the Financial Statements for December, 2009 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). Mr. Henson moved to approve the Financial Reports, seconded by Ms. Bednarski. All trustees voted yes. Motion carried.

**BUDGET MODIFICATIONS:** None

**RELEASE OF ASSETS:** None

**PAYROLL MODIFICATIONS:** None

**DECEMBER 2009 GIFT REPORT:** The Gift Report for December, 2009 reported cash gifts of \$125 to the General Fund. Ms. McQuillan moved to accept

these donations, seconded by Ms. Manzo. All trustees voted yes. Motion carried.

**RESOLUTION 01-10: Resolution to transfer funds from the General Fund 101 to the Capital Fund 401.** Mr. Henson motioned to adopt Resolution 01-10, seconded by Ms. McQuillan. All trustees voted yes. Motion carried.

**DIRECTOR'S REPORT:** Mr. Lonsak referred to his activities in the Director's Report.

- Rocky River Public Library has been working with the Rocky River Police and Fire Departments on the morning and afternoon student drop-off issues. Mr. Lonsak reported that Fire Lane signs have been posted in the parking lot which makes it illegal to stop or park in the fire lane.
- Mr. Lonsak and Mr. Mason met with Mr. Gifford, the principal of Rocky River Middle School, to discuss student drop-off issues.
- Mr. Lonsak reported that there have been thefts of DVD's over the past several months.
- A new awning has been installed at the front entrance. All comments from the public and staff have been positive.
- Building Services is obtaining quotes on a new water tower.
- The Women's Committee of Rocky River Public Library will be purchasing several items for the library.
- Mr. Lonsak met with Dr. Richard Watts, past head of cardiology at Fairview Hospital. Dr. Watts has written an autobiography entitled Odyssey of a Cardiologist.

**DEPUTY DIRECTOR'S REPORT:** Mr. Mason referred to the activities in his report.

- Mr. Mason reported that Unique Management will be handling overdues and collections for the library beginning in February.
- The library will have fax and notary service available for patrons in the near future. We will look into having a scanner available for the public.
- Text-a-librarian and texting holds will be available in the near future.

**STATISTICAL REPORT:** Mr. Mason presented monthly figures for December, 2009. Circulation was up .7% for the year.

**MARKETING & DEVELOPMENT DIRECTOR'S REPORT:** Ms. Sommers reported on the various news releases put out by the library and upcoming events. The 50% discount program on fines is going well. The new online language system, BYKI, is now available on the library website with over 70 languages. Ms. Sommers reported that the Foundation's annual fund drive has brought in \$5,355 to date.

7. **PRESIDENT'S REPORT:** Ms. Schafer stated that she would like to change the date of the March 31, 2010 board meeting to March 24, 2010. All of the members agreed to this date. Ms. Schafer received a letter from Dr. Martin from the Rocky River United Methodist Church thanking the library for its donation.

8. **COMMITTEE REPORTS:**

**Building and Grounds:** No report.

**Community Relations:** Ms. McQuillan reported that Holly Tomasch is the new President of the Rocky River Public Library Foundation. The Foundation awarded the Patricia Belcastro Scholarship to two library employees.

**Finance and Personnel:** No report.

9. **New Business:** None.
10. **Adjournment:** There being no further business, the meeting was declared adjourned at 9:31 p.m.

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Cynthia Schafer, President

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Diane Murphy, Secretary