

ROCKY RIVER PUBLIC LIBRARY

Board of Trustees' Meeting
 Wednesday, February 24, 2010

The regular business meeting of the Board of Trustees of the Rocky River Public Library was held in the library on Wednesday, February 24, 2010.

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), Pam Ward (Meeting Secretary) and Roger Stanbridge (CPMA President)

Also Attending: Evelyn Janoch (Adult Services Manager), Greg Jackson (Building Services Manager), Frances Homa (Children's Services Manager), Camille Nice (Circulation Department Manager), Louise Russell (Public Services Manager), Carol Jacobs (Cowan Pottery Curator), Ann Jackson (Technical Services Manager), Elizabeth Rowe- Rawlinson (Information Technology Manager) and Angela Paterek (Training Services Manager)

1. **CALL TO ORDER:** Ms. Schafer called the meeting to order at 7:02 p.m.
2. **COWAN ASSOCIATES DISCUSSION:** Mr. Roger Stanbridge, Board President of the Cowan Pottery Museum Associates, thanked the board of Trustees for the opportunity to speak with them about the Cowan Pottery Museum Associates (CPMA) and the commitment the Associates have to the Cowan Pottery Museum. Mr. Stanbridge had two objectives. The first objective was to give the board a better understanding of what the Associates do, how they work and the financial aspects of the organization. The second objective was to get input from the library board on how the Associates could complement and support the Cowan Museum. Ms. Schafer inquired about the \$6,600 in the CPMA fund for Museum acquisition and preservation support and if the top priority of the Associates fundraising was for acquisitions. Mr. Stanbridge stated the funds were for restoration and acquisitions and that the Associates needed to prioritize the restoration work. Mr. Stanbridge stated that the ultimate goal of the Associates was to endow the R. Guy Cowan scholarship at the Cleveland Institute of Art (CIA) which would require \$50,000. Separate fundraising would be needed to achieve this goal. Mr. Stanbridge stated the Associates have a fund for \$1,500 set up to cover the R. Guy Cowan scholarship cost. Ms. Schafer expressed the Board's concern that the library cannot spend public funds on a scholarship for a ceramics student from CIA. Mr. Stanbridge responded that all incremental costs associated with fundraising should be paid by the Cowan

Associates. The level of interest in Cowan Pottery is flat at this time, but collectors are still collecting. The Associates do not have an intern program thru the CIA, but an intern program is a possibility. Cowan Scholarship winners attend the Cowan Symposium and present their ceramic work. There is also a Scholarship event at CIA that the Cowan Curator and the Associates attend. Membership in CPMA is \$30 per year and \$35 for a joint membership. Membership funds cover the expenses of the organization. The Associates may run a small deficit this year. There are about 70 members at this time and the Associates are trying to attract new members. Many of the members are not only pottery enthusiasts, but art enthusiasts. When asked if the Associates would broaden their support of Cowan Museum to also supporting the library, Mr. Stanbridge responded that the focus would need to stay on the support of the Cowan Museum since the CPMA is a 501-c3 non-profit organization. Mr. Henson suggested that the Cleveland Film Commission could be contacted to see if Cowan Pottery could be listed as a resource for background art. Ms. Schafer suggested that the Associates could help out the Cowan Curator with Museum duties on a volunteer basis. The Cowan Associates do promote the Cowan Museum outside of Rocky River and they are trying to broaden the demographics to get new members. The Cowan Curator is not a member of the Cowan Associates Board of Trustees, but attends the meetings as an invited guest. There are no paid members in the Associates. Ms. Schafer stated the library should be compensated for any staff time devoted to the Associates events. Mr. Stanbridge responded that in the future there would be a prior agreement to what services would be provided and the library should be reimbursed for staff time out of the event proceeds. The cash assets of the CPMA are as follows: \$10,000 scholarship fund, \$6,600 for acquisitions and restoration, \$24,000 cash and the inventory of the Cowan Store. Ms. McQuillan inquired if there was anything the board could do for the Associates and Mr. Stanbridge responded that more outreach programs by the Cowan curator would be helpful and that having a full time curator position would allow the museum to be accredited. Mr. Stanbridge suggested sending the library board copies of the Associates board minutes. The CPMA meets 4 times annually.

3. **CUSTOMER FEEDBACK:** Mr. Lonsak reported on communications that had been received by the library. Ms. Sommers read a letter from the Lifelong Learning Center of the Cleveland Museum of Art thanking the library for allowing them to conduct evaluations of 20 library patrons concerning the changes at the art museum. Ms. Corradi thanked Mr. Lonsak and the staff for the celebration in the Children's Department. Ms. Theodosion, President of the Rocky River Public Library Women's Committee, sent a letter to Mr. Lonsak congratulating him on the announcement of his retirement. Ms. Janoch, Adult Services Manager, received a letter from Kent State University, thanking her for supervising a practicum student from the Kent School of Library and Information Science.

4. **BUSINESS OF THE BOARD:**

APPROVAL OF THE JANUARY 27, 2010 MINUTES: Ms. Schafer asked for

any changes or corrections to the minutes of the January 27, 2010 meeting. There being none, Ms. McQuillan made a motion to approve the minutes as distributed, seconded by Ms. Manzo. All trustees voted yes. The minutes were approved.

FISCAL OFFICER'S REPORT: Mr. Hawkinson presented the Financial Statement for January, 2010 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. Mr. Henson moved to approve the Financial Reports, seconded by Ms. Bednarski. All trustees voted yes. Motion carried.

BUDGET MODIFICATIONS: None

RELEASE OF ASSETS: Mr. Hawkinson presented a list of assets to be declared surplus. Ms. McQuillan moved to declare these items as surplus, seconded by Mr. Henson. All trustees voted yes. Motion carried.

PAYROLL MODIFICATION: The Personnel Report was distributed and payroll modifications were reviewed. There was one resignation. Ms. Manzo moved to accept the Personnel Report, seconded by Ms. McQuillan. All trustees voted yes. Motion carried.

JANUARY 2010 GIFT REPORT: The Gift Report for January, 2010 reported cash gifts of \$615 to the General Fund and \$370 to the Capital Fund. Ms. Lanzen moved to accept these donations, seconded by Ms. Bednarski. All trustees voted yes. Motion carried.

Mr. Hawkinson reported that the library had been selected for an audit of the year 2008 by the Bureau of Worker's Compensation.

Mr. Hawkinson reported that he would like to establish a Municipal Investor Account with U.S. Bank. The structure for the Municipal Investor Account for its government accounts is similar to Star Ohio. The account is currently yielding 0.15% compared to .05% on Star Ohio. Mr. Hawkinson would like to transfer 50% of the amount in Star Ohio to the U.S. Bank Municipal Investor Account. Mr. Henson made a motion to approve establishing a Municipal Investor Account with U.S. Bank, seconded by Ms. Manzo. All trustees voted yes. Motion carried.

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

- Mr. Lonsak reported that the library's new website is up and running.
- The case concerning the theft of library DVD's has been continued into March.
- There is still an issue with before and after school student drop off in the library lot.

- The Rocky River School Bond Campaign Committee will present a bond information night on March 11, 2010 at 7 p.m. at Rocky River Public Library.

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

- The migration process to move the servers to an off-site location at Sirsi will begin on April 13, 2010 and will take approximately three days. On April 16, the system will be down and Mr. Mason requested the board's approval to close the library to the public on April 16. The board approved closing the library on April 16, 2010.
- Mr. Mason requested the board's approval to post a 20 hour position (MLS) for the Children's department. The board gave its approval.

STATISTICAL REPORT: Mr. Mason presented monthly figures for January, 2010. The spreadsheets provided the following information: circulation, program attendance, customer visits, database usage and website visits. Program attendance was up 20% and customer visits were up 7% from last year.

MARKETING & DEVELOPMENT DIRECTOR'S REPORT: Ms. Sommers reported on the various news releases put out by the library and upcoming events. Ms. Sommers reported that Mr. Lonsak's retirement was covered by the local newspapers. A public reception in honor of Mr. Lonsak will be held at Rocky River Public Library on April 30.

5. **PRESIDENT'S REPORT:** Ms. Schafer requested dates in April that the Board could meet for the annual meeting with the Rocky River School Board. Ms. Schafer reported that there will be a Special Board Meeting on March 1 at 6:30 p.m. The next regular board meeting will be held on March 24, 2010.

6. COMMITTEE REPORTS:

Building and Grounds: No report

Community Relations: No report

Finance & Personnel: No Report

7. **New Business:** None

8. **Adjournment:** There being no further business, the meeting was declared adjourned at 8:38 p.m.

Cynthia Schafer, President

Diane Murphy, Secretary