

ROCKY RIVER PUBLIC LIBRARY

Board of Trustees' Meeting
Wednesday, March 24, 2010

The regular business meeting of the Board of Trustees of the Rocky River Public Library was held in the library on Wednesday, March 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) and Pam Ward (Meeting Secretary)

1. **CALL TO ORDER:** Ms. Schafer called the meeting to order at 7:02 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. McQuillan. 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 7:58 p.m. and returned to the regular meeting.
3. **CUSTOMER FEEDBACK:** Mr. Lonsak reported on communications that had been received by the library. Mr. Lonsak reported that Ms. Sommers had received a letter from a marketing intern thanking Ms. Sommers for meeting with her and sharing her advice and experience. Mr. Lonsak read a letter from the Rocky River Junior Womens Club. The group donated \$350 to the Rocky River Public Library to purchase outdoor banners. A patron suggested that the library have a paper shredder in the public computer center.
4. **BUSINESS OF THE BOARD:**

APPROVAL OF THE FEBRUARY 24, 2010 MINUTES AND MARCH 1, 2010 SPECIAL BOARD MEETING: Ms. Schafer asked for any changes or corrections to the minutes of the February 24, 2010 meeting and March 1, 2010 special board meeting. There being corrections, Ms. McQuillan made a motion to approve the minutes as corrected, seconded by Ms. Schafer. All trustees voted yes. The minutes were approved.

FISCAL OFFICER'S REPORT: Mr. Hawkinson presented the Financial Statement for February, 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.

Mr. Hawkinson reported that property tax collections year to date are \$48,200 below the same period one year ago. By reducing the use of substitutes, there was a savings of \$30,900 over a period of 10 weeks compared to the same period last year.

BUDGET MODIFICATIONS: None

RELEASE OF ASSETS: None

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

FEBRUARY 2010 GIFT REPORT: The Gift Report for February, 2010 reported cash gifts of \$413 to the General Fund. Ms. McQuillan moved to accept these donations, seconded by Mr. Henson. All trustees voted yes. Motion carried.

Mr. Hawkinson reported that the audit by the Bureau of Worker's Compensation found that the BWC premium was correctly calculated and paid on all reportable wages in the year 2008.

Mr. Hawkinson stated that a Building and Grounds committee meeting should be held in the near future.

Ms. McQuillan inquired about the state budget. Mr. Hawkinson responded that the library funding budget cuts had been approximately 31%. Mr. Mason attended Legislative day in Columbus and reported that we could expect further budget cuts for libraries, local government and higher education later in 2010.

Mr. Hawkinson reported that he had established a Municipal Investor Account with U. S. Bank.

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

- Mr. Lonsak reported that there have been problems with patrons bringing food and drinks into the public computer center.
- Mr. Lonsak has requested advice from the Rocky River Police and the county prosecutor about how to deal with problem patrons.
- Mr. Lonsak will correspond with Chief Wagner of the Rocky River Police Department about ongoing problems with before and afterschool student drop off in the library lot.
- Mr. Lonsak reported that the Library Trustee dinner will be held on April 22, 2010.

- Mr. Lonsak reported on capital improvements which included roof repair over the non-fiction area. The cost for West Side Roofing to repair the roof will be \$16,480. The cost for Western Plains Building Company to replace 14 decorative window panels will be \$20,625. Mr. Lonsak asked for the board's approval to proceed with these projects. Ms. Schafer asked for a motion to authorize Mr. Lonsak to engage in a contract with West Side Roofing. Ms. McQuillan made a motion to authorize Mr. Lonsak to enter into a contract with West Side Roofing for \$16,480 for repair and replacement of the roof over the non-fiction area, seconded by Mr. Henson. All trustees voted yes. Motion carried. Ms. Schafer asked for a motion to authorize Mr. Lonsak to enter into a contract with Western Plains Building Company to replace 14 decorative window panels. Ms. Manzo made a motion for Mr. Lonsak to enter into a contract with Western Plains Building Company for \$20,625, not to exceed \$25,000, for removal and replacement of 14 decorative window panels. All trustees voted yes. Motion carried.
- Mr. Lonsak reported the need for a Building and Grounds committee meeting to tour the grounds of the library. Masonry and coping work needs to be done as well as repair of the driveway apron.

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

- Mr. Mason reported that Matthew Stock has been hired as a full time children's librarian.
- The Workload Analysis Project for the Technical Services department has been completed. The department is running efficiently and there is no backlog of materials. Inter-department communication needs improvement.
- The library now offers fax service. Notary public service will be available in the near future. A self check will be moved to the reference desk from the lobby.
- Mr. Mason is attending a series of five workshops thru the Ohio Library Council on "Creating Thriving Communities". The first session dealt with the services available through the Ohio Library Council and human resource issues.

STATISTICAL REPORT: Mr. Mason presented monthly figures for February, 2010. The spreadsheets provided the following information: circulation, program attendance, customer visits, database usage and website visits. Program attendance and circulation were down in February.

MARKETING & DEVELOPMENT DIRECTOR'S REPORT: Ms. Sommers reported on the various news releases put out by the library and upcoming events. Ms. Sommers has been promoting text-a-librarian and the library's new print management system, Cassie.

5. **PRESIDENT'S REPORT:** Ms. Schafer reported that the annual meeting with the Rocky River School board will be held on April 14, 2010 at 7:15 a.m. The retirement dinner for Mr. Lonsak will be on April 23, 2010 at 7p.m.

Mr. Lonsak and Mr. Mason attended the Rocky River Schools bond informational meeting held at the library on March 11, 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 9:02 p.m.

Cynthia Schafer, President

Diane Murphy, Secretary