

ROCKY RIVER PUBLIC LIBRARY

Board of Trustees' Meeting
Wednesday, April 28, 2010

The regular business meeting of the Board of Trustees of the Rocky River Public Library was held in the library on Wednesday, April 28, 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 7:04 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. Bednarski. All trustees voted yes. Motion carried. The Board of Trustees moved into Executive Session at 7:05 p.m. The Board of Trustees concluded its Executive Session at 8:25 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 Mr. Hawkinson had received a letter from Ms. Maher regarding a contribution in memory of Charles Bishop. Mr. Lonsak reported that a patron suggested that the library have a copier in the computer center, sell postage stamps and have a drop-off for mail. Another patron thanked the reference department for their help on a research project. Ms. Homa, Children's Department Manager, received a thank you note for a program on pets from Daisy Troop 7145. A patron appreciated the new library events bulletin board in the lobby and also suggested that the library evaluate the library's parking lot situation.
4. **BUSINESS OF THE BOARD:**

APPROVAL OF THE MARCH 24, 2010 BOARD MINUTES AND APRIL 12 AND APRIL 14, 2010 SPECIAL BOARD MEETING: Ms. Schafer asked for any changes or corrections to the minutes of the March 24, 2010 meeting and the April 12 and April 14, 2010 special board meetings. There being none, Ms. McQuillan made a motion to approve the minutes as distributed, seconded by Ms. Lanzen. All trustees voted yes. The minutes were approved.

FISCAL OFFICER'S REPORT: Mr. Hawkinson presented the Financial Statement for March, 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. Manzo. All trustees voted yes. Motion carried.

Mr. Hawkinson reported that property tax collections year to date are about even with the same period one year ago. He reported that he is not optimistic about the Public Library Fund collections for the coming months.

BUDGET MODIFICATIONS: None

RELEASE OF ASSETS: None

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

MARCH 2010 GIFT REPORT: The Gift Report for March, 2010 reported cash gifts of \$250 to the General Fund from the Cowan Pottery Museum Associates to assist with the cost of the Director's reception and \$350 to the Capital Fund from the Rocky River Junior Women's Club for exterior banners. Ms. McQuillan moved to accept these donations, seconded by Mr. Henson. All trustees voted yes. Motion carried.

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

- Mr. Lonsak stated that working with the board and staff at Rocky River Public Library for the last 6 and a half years has been the highlight of his career. Mr. Lonsak will serve as Interim Director for the next month.

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

- Mr. Mason reported that there will be an Ohio Library Council Trustee workshop on June 5, 2010. Please let him know if you are interested in attending the workshop.
- Mr. Mason commented on the Hennen's Report. The data used in the report was based on reporting statistics from 2007 when Rocky River Public Library was being renovated. Rocky River Public Library ranked #18 out of 1,700 libraries in its population category.
- Recyclable tote bags are now available for \$2.00 per bag.
- Mr. Mason reported on the print management system, Cassie. There were 3,000 free pages printed, 967 paid pages and 2,000 pages cancelled. The average session length was 40 minutes.

- The self check station has been moved from the lobby to the first floor. The self check stations account for 12% of total checkouts. Ms. Manzo commented on the location of the self check screen not being in view of the reference librarians.

STATISTICAL REPORT: Mr. Mason presented monthly figures for March, 2010. The spreadsheets provided the following information: circulation, program attendance, customer visits, database usage and website visits. Program attendance was up 8.5% and circulation was up 4.4% from one year ago.

MARKETING & DEVELOPMENT DIRECTOR'S REPORT: Ms. Sommers reported on the various news releases put out by the library and upcoming events. The *Inside View* has been received by Rocky River residents.

Mr. Hawkinson asked the board for approval on the consultant rate of \$65/hour for Mr. Lonsak. The board gave its approval.

5. PRESIDENT'S REPORT: No report

6. COMMITTEE REPORTS:

Building and Grounds: Mr. Henson reported that the chiller unit on the west side of the building needs to be replaced at a cost of \$100,000 and masonry repairs of \$15,000 are needed on the west and south elevation and above the garage door. Mr. Henson recommended that the board approve these expenses. A portion of the HVAC repairs will need to go to bid. Ms. Manzo motioned to approve the Building and Grounds committee recommendations, seconded by Ms. Lanzen. All trustees voted yes. Motion carried.

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 9:22 p.m.

Cynthia Schafer, President

Diane Murphy, Secretary