

ROCKY RIVER PUBLIC LIBRARY

Board of Trustees' Meeting

Wednesday, May 26, 2010

The regular business meeting of the Board of Trustees of the Rocky River Public Library was held in the library on Wednesday, May 26, 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 7:05 p.m.
2. **EXECUTIVE SESSION:** Ms. McQuillan 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 7:06 p.m. The Board of Trustees concluded its Executive Session at 7:23 p.m. and returned to the regular meeting.

Immediately following Executive Session, Ms. Schafer requested a motion to establish the position of Systems Support Specialist at pay grade 16. Ms. Bednarski made a motion to establish the Systems Support Specialist position at pay grade 16, seconded by Mr. Henson. All trustees voted yes. Motion carried. Ms. Schafer requested a motion to appoint Peter Matera to the position of Systems Support Specialist at \$15.58/hour. Ms. McQuillan moved to appoint Peter Matera to position of Systems Support specialist at \$15.58 /hour, seconded by Ms. Lanzen. All trustees voted yes. Motion carried.

3. **CUSTOMER FEEDBACK:** Mr. Lonsak reported on communications that had been received by the library. One patron thought Rocky River Public Library was an amazing library. Another patron suggested placing a bench inside the plastic enclosure at the entrance to the library. Ms. Spooner thanked the library for loaning easels for the Rocky River School district art show. Ms. Jennifer Norman, principal of Goldwood School, thanked the library staff for sharing their time with Goldwood students. The Goldwood students had a tour of the library.
4. **BUSINESS OF THE BOARD:**

APPROVAL OF THE APRIL 21, 2010, APRIL 28, 2010, MAY 10, 2010 AND MAY 11, 2010 BOARD MEETINGS: Ms. Schafer asked for any changes or

corrections to the minutes of the April, 21, 2010, April 28, 2010, May 10, 2010 and May 11, 2010 board meetings. There being one correction, Ms. McQuillan motioned to approve the minutes as corrected, seconded by Mr. Henson. All trustees voted yes. Motion carried.

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

Mr. Hawkinson reported that the library received a distribution of \$44,020 from the Public Library Fund. The PLF through April is 17% below one year ago. Property tax collections have held up.

BUDGET MODIFICATIONS: None

RELEASE OF ASSETS: None

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

APRIL 2010 GIFT REPORT: The Gift Report for April, 2010 reported cash gifts of \$985 to the General Fund which included \$250 from the Rocky River Public Library Foundation and \$150 from the Friends of Rocky River Public Library to assist with the cost of the Director's retirement reception. There was a contribution of \$100 to the Capital fund. Ms. Lanzen made a motion to accept these donations, seconded by Ms. McQuillan. All trustees voted yes. Motion carried. The board discussed the \$461 given in memory of Charles Bishop and reserved for future determination how it would be spent.

Mr. Hawkinson reported that the parking lot would be sealed and restriped on June 13, 2010. The book drop will not be available on that date. He also reported that the 2011 Tax Budget had been approved by the Rocky River Board of Education at the May board meeting. Mr. Hawkinson attended a workplace labor seminar which included information on the Genetic Information Nondiscrimination Act.

INTERIM DIRECTOR'S REPORT: Mr. Lonsak referred to his activities in the Interim Director's report. Mr. Lonsak asked for board approval to talk to the new Director, Mr. Cronin, about the seasonal security position. The board gave approval.

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

- Mr. Mason reported on the first month of the new collection agency. 146 accounts were turned over to Unique Management. 49 of these accounts had bad addresses, 98% of these were processed and sent letters. 39 of these accounts reduced the overdue balance and 40% paid in full. \$1600 in materials was recovered and \$567 in fines was collected. He informed the board about a problem with one account which has been resolved.

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

MARKETING & DEVELOPMENT DIRECTOR'S REPORT: Ms. Sommers reported on various news releases put out by the library and upcoming events. Ms. Sommers reported that she is researching information on e-mail marketing. Ms. Bednarski thanked Ms. Sommers for the lovely receptions held for Mr. Lonsak.

5. **PRESIDENT'S REPORT:** Ms. Schafer distributed the employment letter prepared by Lynda Murray and signed by Mr. Cronin. Ms. Schafer requested a motion to appoint Nicholas Cronin as the next Director of Rocky River Public Library according to the terms and conditions of the letter dated May 12, 2010. Mr. Henson moved to appoint Nicholas Cronin as Director of Rocky River Public Library, seconded by Ms. Lanzen. The trustees voted as follows:

Yes: Audra Bednarski, William Henson, Betsy Lanzen, Catherine Manzo,
Jean McQuillan, Cynthia Schafer

No: Diane Murphy

A majority of the trustees voted yes. Motion carried.

Ms. Murphy stated that she felt Mr. Mason was the "best equation for the library, staff and community" and that in these economic times Mr. Mason "would most constructively manage the budget". Ms. Murphy stated she plans to support the board's decision to appoint Mr. Cronin as Director of Rocky River Public Library.

6. **COMMITTEE REPORTS:**

Building & Grounds: None

Community Relations: None

Finance & Personnel: None

7. **NEW BUSINESS:** Mr. Lonsak thanked the board for the retirement dinner and gift. The board discussed having a board meeting in July and will make this decision at the June 30 board meeting.

8. **ADJOURNMENT:** There being no further business, the meeting was declared adjourned at 8:14 p.m.

President

Secretary