

ROCKY RIVER PUBLIC LIBRARY

Board of Trustees' Meeting

Wednesday, July 21, 2010

The regular business meeting of the Board of Trustees of the Rocky River Public Library was held in the library on Wednesday, July 21, 2010.

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

Absent: Audra Bednarski

Also Present: Nick Cronin (Director), Gary Hawkinson (Fiscal Officer), Jamie Mason
(Deputy Director) and Pam Ward (Meeting Secretary)

1. **CALL TO ORDER:** Ms. Schafer called the meeting to order at 7:02 p.m. Ms. Schafer asked for a motion to amend the agenda to include an Executive Session at the end of the regular meeting. Ms. McQuillan made a motion to amend the agenda to include an Executive Session, seconded by Mr. Henson. All trustees voted yes. Motion carried.
2. **CUSTOMER FEEDBACK:** Mr. Cronin reported on communications that had been received by the library. A patron was concerned about bodily fluids left on public computer terminals and keyboards. Comments from patrons suggested that the library have more benches, cell phone zones and a feminine product trash can in the main floor restroom. Patrons commented that the staff in the Public Computer Center is helpful and that the maintenance staff does a fine job taking care of the library grounds. Mr. Cronin read a letter from Rosemary Ward, an Outreach librarian, concerning an appreciative Outreach patron that intends to include Rocky River Public Library in her will. Another patron appreciated being able to use a typewriter in the Computer Center.
3. **BUSINESS OF THE BOARD:**

APPROVAL OF THE JUNE 30, 2010 BOARD MEETING: Ms. Schafer asked for any changes or corrections to the minutes of the June 30, 2010 board meetings. There being corrections, Ms. McQuillan motioned to approve the minutes as amended, seconded by Mr. Henson. All trustees voted yes. Motion carried.

FISCAL OFFICER'S REPORT: Mr. Hawkinson presented the Financial Statement for June, 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 \$51,523 from the Public Library Fund, \$219,800 from the Homestead Exemption credit and \$12,892

from the Commercial Activity Tax. The library is on target for property tax expectations.

- Expenditures in the General Fund were \$274,263. This is \$25,276 below June, 2009. The majority of the reduction was in total salaries.
- Investment returns remain low.
- Ms. Schafer inquired about the percentage of year-to-date money spent on materials acquisitions. Mr. Hawkinson responded that the amount year-to-date was under 50%. Ms. Schafer encouraged the managers to spend the budget for the year.

BUDGET MODIFICATIONS: None.

RELEASE OF ASSETS: None

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

JUNE 2010 GIFT REPORT: The Gift Report for June, 2010 reported cash gifts of \$182 to the General Fund. Joe and Elaine Kisvardi donated an in-kind contribution of Cowan Pottery titled "In Holland." Ms. Lanzen made a motion to accept these donations, seconded by Mr. Henson. All trustees voted yes. Motion carried.

Mr. Hawkinson is working on the 2011 budget. Ms. Schafer asked for a schedule for salary increases that listed increases in increments from 1% - 3%.

Mr. Hawkinson reported that the impact on next year's healthcare costs due to the Patient Protection and Affordable Care Act is not known at this time.

DIRECTOR'S REPORT: Mr. Cronin referred to his activities in the Director's report.

- Mr. Cronin began discussions with local library directors on a joint promotion campaign tentatively called "Libraries Work." Ms. Sommers will be involved in this project.
- Mr. Cronin along with Ms. Bednarski, Ms. Sommers and Ms. O'Neil attended the Rocky River Family Fun Fest on July 11th. He also attended the Antique Appraisal Fair with Ms. Nowak, Ms. Jacobs and Mr. Lonsak on July 12.
- Ms. Alabaugh will present an overview of Teen Services at the August 25 board meeting and Ms. Paterek (Training Services) and Ms. Rowe-Rawlinson (Technology Services) will present overviews at the September 29 board meeting.
- Mr. Cronin distributed a letter from a patron concerning damage to his automobile tires. The board recommended that if the patron calls the library, he should be referred to the library's insurance agent.
- Mr. Cronin, Mr. Mason and Ms. Manzo will be attending a strategic planning workshop at the Delaware County District Library on September 16.

- Mr. Cronin referred to the cell phone policy. The policy states that “For public convenience, a pay phone is available in the Greeter’s Lobby.” The word pay will be replaced with the word courtesy.
- Mr. Cronin reported that by statute, the correct term for the library board is the board of trustees. The correct wording will now be on the intranet, website and the *Inside View*.

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

- Mr. Mason reported that the use of the self check stations has increased to 14% from 12 % of total checkouts.

STATISTICAL REPORT: Mr. Mason presented monthly figures for June, 2010. The spreadsheets provided the following information: circulation, program attendance, customer visits, database usage and website visits. June circulation is up 11.5% over the previous year.

MARKETING & DEVELOPMENT DIRECTOR’S REPORT: No report

4. PRESIDENT’S REPORT: None

COMMITTEE REPORTS:

Building & Grounds: None

Community Relations: None

Finance & Personnel: None

6. NEW BUSINESS: None

- 7. EXECUTIVE SESSION:** Ms. McQuillan moved that the board enter into executive session to discuss personnel matters. The motion was seconded by Mr. Henson. All Trustees voted yes. Motion carried. The Board of Trustees moved into Executive Session at 7:46 p.m. The Board of Trustees concluded its Executive Session at 8:40 p.m. and returned to the regular meeting.

- 8. ADJOURNMENT:** There being no further business, the meeting was declared adjourned at 8:41 p.m.

Cynthia Schafer, President

Diane Murphy, Secretary