

ROCKY RIVER PUBLIC LIBRARY

Board of Trustees' Meeting

Wednesday, December 15, 2010

The regular business meeting of the Board of Trustees of the Rocky River Public Library was held in the Library on Wednesday, December 15, 2010.

Present: Audra Bednarski, William Henson, Betsy Lanzen, Catherine Manzo,
Jean McQuillan

Absent: Diane Murphy, Cynthia Schafer

Also Present: Nick Cronin (Director), Gary Hawkinson (Fiscal Officer),
Kitty Sommers (Marketing and Development Director) and Pam
Ward (Meeting Secretary)

1. **CALL TO ORDER:** Ms. Manzo called the meeting to order at 7:11 p.m.
2. **CUSTOMER FEEDBACK:** Mr. Cronin reported on communications that have been received by the Library.
 - Mr. Cronin received a complaint from a patron concerning charges for making copies in the Public Computer Center.
 - A patron suggested the Library offer plastic bags to protect library materials on rainy days.
 - United Way of Greater Cleveland thanked the staff for their participation in the United Way campaign this year.
 - The Rocky River Assistance program thanked the Library and its patrons for their contribution of 22 backpacks for the Assistance Program.
 - The Rocky River High School yearbook staff thanked the Library for its support.
 - Ms. Carte, Administrative Assistant, received a thank you note from a student for her help in proctoring an exam.
 - Ms. Tuck-Macalla attended a Blue Ribbon award ceremony at St. Christopher School. Rocky River Public Library staff was thanked for helping children with book selections.
 - Ms. Paterek, Training Department Manager, received an e-mail from a patron thanking Ms. Pelton for her help with G mail.
 - Ms. Nowak, Adult Services Librarian, relayed positive comments from a program speaker about the Library website.
 - A visitor from Michigan sent a letter thanking the Library for the display on the Edmund Fitzgerald.
 - Ms. Ward, Adult Services Librarian, passed along positive comments from a patron concerning the Library's "fabulous collection" of materials, including documentaries.
 - A patron commented on the excellent help she received from the adult librarians concerning eReaders.

3. BUSINESS OF THE BOARD:

APPROVAL OF THE OCTOBER 27, 2010 BOARD MEETING: Ms. Manzo asked for any changes or corrections to the minutes of the October 27, 2010 board meeting. There being one correction, Mr. Henson motioned to approve the minutes as amended, seconded by Ms. Bednarski. All trustees voted yes. Motion carried.

APPROVAL OF THE NOVEMBER 16, 2010 SPECIAL BOARD MEETING: Ms. Manzo asked for any changes or corrections to the minutes of the November 16, 2010 Special Board meeting. There being none, Ms. Bednarski motioned to approve the minutes as distributed, seconded by Ms. Lanzen. All trustees voted yes. Motion carried.

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

Mr. Hawkinson reported that the expenditures in the General Fund were \$327,513. Year-to-date total salary expense is 20.3% lower than the same period one year ago. Expenditures for library materials for October were 29% higher than October 2009.

BUDGET MODIFICATIONS: None.

RELEASE OF ASSETS: None

OCTOBER 2010 GIFT REPORT: The Gift Report for October, 2010, reported cash gifts of \$30 to the General Fund and \$25 to the Capital Fund. Ms. McQuillan made a motion to accept these donations, seconded by Ms. Bednarski. All trustees voted yes. Motion carried.

PERSONNEL INFORMATION POLICY: Mr. Hawkinson asked the board for approval of the revised Personnel Information Policy in the board packet. Ms. Lanzen motioned to approve the Personnel Information Policy as revised, seconded by Ms. McQuillan. All trustees voted yes. Motion carried.

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

Mr. Hawkinson reported that the Public Library Fund distributions are down 22% from 2 years ago and 6% from last year. The amount of substitute hours used in 2010 to date total 315 hours compared to 4,357 hours used in 2009. A debt service payment of \$190,000 for

principal and \$24,700 for semi-annual interest payments on the Tax Anticipation Notes was made in December.

BUDGET MODIFICATIONS: None.

RELEASE OF ASSETS: None.

NOVEMBER 2010 GIFT REPORT: The Gift Report for November, 2010 reported cash gifts of \$62 to the General Fund and \$10,250 to the Capital Fund from the Rocky River Public Library Foundation (\$5,000 for the Outreach Program and \$5,250 for the Library Outreach vehicle). Ms. McQuillan made a motion to accept these donations, seconded by Ms. Bednarski. All trustees voted yes. Motion carried. Lesley Hahn contributed a Cowan dish to the Cowan Pottery Museum.

PERSONNEL REPORT: Mr. Hawkinson presented the Personnel Report that provides effective, December 26, 2010 a 3% increase off the midpoint of the individual's pay rate. Mr. Hawkinson stated that some employees have reached the maximum of their pay grade and will not receive an increase. Mr. Hawkinson distributed information on the Kaiser Healthcare renewal proposal. The library's broker is looking at quotes from other carriers. The board will need to approve the new rates.

Mr. Hawkinson asked for board approval of the Personnel Report. Ms. McQuillan motioned to approve the Personnel Report, seconded by Mr. Henson. All trustees voted yes. Motion carried.

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

- Mr. Cronin reported that the Library Trends Committee will meet on January 6, 2011. This committee will explore new technologies, programs and societal trends.
- The Cowan Pottery Museum Associates held a development workshop on November 6, 2010. The Associates would like to expand and broaden the CPMA membership and build connections with other organizations with common interests.
- Mr. Cronin reported that there were 1,014 downloads on Freegal Music in November and from December 1-15 there were 764 downloads.
- Mr. Cronin reported that he would not ask for approval of the dress code policy at this time, but will present the policy to the staff for feedback.
- Mr. Cronin informed the board that he would like to have a staff development day on June 9, 2011 and asked the board for approval to amend the Library closing schedule to include June 9, 2011. Ms. McQuillan made a motion to amend the library closing schedule to include June 9, 2011, seconded by Ms. Manzo. All trustees voted yes. Motion carried.
- Mr. Cronin reviewed the display case policy with the board. An application must be filled out and approved by the Director.

Strategic Plan – Mr. Cronin reviewed the possible candidates for the strategic plan committee which will include members from Library support groups, community members, library patrons and community figures.

STATISTICAL REPORT: Mr. Cronin presented monthly figures for October, 2010. The spreadsheets provided the following information: circulation, program attendance, customer visits, database usage and website visits. October program attendance was up 20.5% over last year. Customer visits were down 1.9%.

MARKETING & DEVELOPMENT DIRECTOR'S REPORT: Ms. Sommers reported on the media coverage of the Library and upcoming events. Ms. Sommers reported that the Library participated in the Cleveland Playhouse's Festival of Trees. *Inside View* will be mailed to Rocky River residents on December 27, 2010.

PRESIDENT'S REPORT: None

COMMITTEE REPORTS:

Building & Grounds: None

Community Relations: None.

Finance & Personnel: Resolution Number 06-10 Permanent Appropriation Resolution For 2011. Mr. Hawkinson presented the Appropriation Resolution No. 06-10 and asked for a motion to approve the resolution. Mr. Henson moved to approve the Appropriation Resolution Number 06-10 for 2011, seconded by Ms. McQuillan. All trustees voted yes. Motion carried.

4. **OLD BUSINESS:** None

5 **NEW BUSINESS:** None

6. **ADJOURNMENT:** There being no further business, the meeting was declared adjourned at 9:44 p.m.

Cynthia Schafer, President

Diane Murphy, Secretary