

**Rocky River Public Library**  
Board of Trustees Meeting  
Wednesday, October 26, 2011

The regular business meeting of the Board of Trustees of the Rocky River Public Library was held in the Library on Wednesday, October 26, 2011.

Present: Audra Bednarski, Diane Murphy, Betsy Lanzen, Jean McQuillan, Cynthia Schafer and William Henson

Absent: Catherine Manzo

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

1. **CALL TO ORDER:** Ms. Bednarski called the meeting to order at 7:00 p.m.
2. **INTRODUCTION OF THE NEW CIRCULATION MANAGER:** Ms. Bednarski welcomed Ms. Russell to the meeting. The Board members congratulated her on her new position as Manager of the Circulation Department. Ms. Russell has worked at Rocky River Public Library for sixteen years.
3. **CUSTOMER FEEDBACK:** Mr. Cronin reported on communications that have been received by the Library.
  - A patron was grateful for the help he received from Mr. Heatwole in the Public Computer Center.
  - Ms. Tuck Macalla, from the Children's Department, appreciated the help she received from the Circulation Department for her volunteer youth group. The youth group visited the circulation department. Ms. Holcepl gave a presentation on the Women's Committee book sale operations for the youth group.
  - Secretary of State Jon Husted's regional liaison, Marilyn Jacobcik, thanked Mr. Cronin and the Library staff for allowing her to set up office hours in the lobby of the Library.
  - A patron was frustrated with the lack of parking in the lot at a recent story hour. Ms. Murphy suggested that programs be staggered to lessen the parking lot issues.
  - A patron appreciated the help she has received from the Reference staff during a time of illness.
4. **BUSINESS OF THE BOARD:**

**APPROVAL OF THE SEPTEMBER 28, 2011 BOARD MEETING MINUTES:** Ms. Bednarski asked for any changes or corrections to the minutes of the September 28, 2011

Board meeting. There being none, Ms. McQuillan made a motion to approve the minutes as distributed, seconded by Ms. Lanzen. All trustees voted yes. Motion carried.

**APPROVAL OF THE 2012 BOARD MEETING SCHEDULE AND LIBRARY**

**CLOSING SCHEDULE:** Ms. Schafer motioned to accept the 2012 Board of Trustees Meeting Schedule, seconded by Mr. Henson. All trustees voted yes. Motion carried. Ms. Lanzen motioned to approve the 2012 Library Closing Schedule, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

**FISCAL OFFICER'S REPORT:** Mr. Hawkinson presented the Financial Statement for September, 2011 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. Hawkinson reported that the Total Cash Balance at September 30, 2011 was \$6,554,064. The Unencumbered Cash Balance at September 30, 2011 was \$6,050,362. The Library received a distribution from the PLF of \$44,028 in September. The September PLF is 6.7% below a year ago, but the year-to-date amount is 6.2% above the first nine months of 2010. Mr. Henson motioned to accept the financial report, seconded by Ms. Lanzen. All trustees voted yes. Motion carried.

Mr. Hawkinson distributed revenue graphs for 2008-2011.

**BUDGET MODIFICATIONS:** None

**RELEASE OF ASSETS:** None

**PAYROLL MODIFICATIONS:** The Personnel Report was distributed and payroll modifications were reviewed. There was one separation by mutual agreement and one appointment. Ms. McQuillan made a motion to accept the Personnel Report, seconded by Ms. Lanzen. All trustees voted yes. Motion carried.

**SEPTEMBER 2011 GIFT REPORT:** The Gift Report for September 2011 reported cash gifts of \$49 to the General Fund which included a \$25 donation to the Outreach program. Mr. Henson motioned to accept these donations, seconded by Ms. McQuillan. All trustees voted yes. Motion carried.

**CRIME INSURANCE COVERAGE:** Mr. Hawkinson distributed a summary of the Library's current insurance coverage for Crime. There is a potential for crime against the Library concerning fraud and electronic fraud on bank accounts. The summary provides three alternative crime policies with the basic limits increased from \$50,000/\$25,000 to \$1,000,000. These alternatives were reviewed by the Library's insurance agent. The board members asked for more detailed information on what is covered in the alternative policies. Mr. Hawkinson will provide this information at the December Board meeting.

Mr. Hawkinson reviewed the information on the Ohio Library Council Omnibus Legislation Summary of Draft Proposal. More information will be provided at the December Board Meeting. Most of the legislation will not affect Rocky River Public Library.

Ms. Murphy excused herself from the meeting at 7:30 p. m.

Mr. Cronin, Mr. Mason and Mr. Hawkinson have been working with The Human Resource Department to review salary structures and selected job descriptions. The entry level salary grade will be affected by the minimum wage increase from \$7.40 to \$7.70 per hour. The findings will be presented to the Finance Committee for review.

Mr. Hawkinson will present the proposal for Productive Capital Management at the December Board meeting. The Board members would like a representative of this company to attend a Board meeting to provide more information.

The Auditor of State Bulletins cover new methods of fund balance reporting, governmental fund type definitions and the best practices for responding to public records requests.

Mr. Hawkinson and Mr. Lack, IT Network Manager, are looking into a new telephone service contract. Mr. Hawkinson hopes to have quotes for the December Board meeting.

The Kaiser Permanente policy expires January 31, 2011.

**DEPUTY DIRECTOR REPORT:** None

**STATISTICAL REPORT:** Mr. Cronin presented monthly figures for September, 2011. Customer spreadsheets provided the following information: circulation, program attendance, customer visits, database usage and website visits. Program attendance was up 7 % for the year and customer visits were up 1.1% for the year. Total circulation for the year is down 0.64%. Mr. Cronin reported that some databases may be discontinued due to low usage. Digital downloads are up from last year. The Library homepage and the digital library were the top two pages viewed on the Library website.

**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 Rocky River Business Expo and the Senior Health Fair. Ms. Sommers reported that there are new community newspapers. The *Fairview Park & Rocky River Community Guide* featured Mr. Cronin on its cover along with other community and business leaders. Ms. Sommers is working on the next *Inside View* newsletter.

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

- Mr. Cronin thanked Ms. McQuillan and Mr. Henson for attending the staff meetings on October 20.
- The open position for Assistant Circulation Manager has been posted internally.
- Warner Brothers has announced that they will not allow theatrical releases to be sold to libraries until 28 days after the release date. Libraries will be limited to purchasing three copies on Amazon.

- Mr. Cronin will be talking with Mr. McKay, City of Rocky River Engineer, on the parking lot issue.
- Mr. Cronin is reviewing the Personnel Manual for any changes or updates that may be necessary.
- The staff is adapting to the use of collectionHQ, a software program that helps the staff manage their collections.
- Mr. Cronin reported that some databases will be cancelled due to low usage.
- The Children's Department would like to replace two AWE computer stations (early literacy computers) with touch screen computers. The cost of two all in one early literacy computers is \$6,620. Ms. McQuillan motioned to approve the purchase of two all in one early literacy computers at the cost of \$6,620, seconded by Ms. Lanzen. All trustees voted yes. Motion carried. The Board suggested keeping the two older early literacy computers, but left the decision up to the discretion of Mr. Cronin.
- Mr. Cronin reviewed the Strategic Plan material and the timeline prepared by Mr. Mason. The cost of implementing many of the goals is minimal. There was discussion on the types of performing arts programs the Library could offer patrons. The Board agreed that the Library could charge a fee for a program.

**PRESIDENT'S REPORT:** none

**COMMITTEE REPORTS:**

**Building & Grounds:** A meeting will be scheduled in the near future.

**Community Relations & Endowments:** No report

**Finance & Personnel:** A meeting needs to be scheduled in November.

**Special Committee:** Ms. Bednarski presented the proposed revisions for the bylaws of the Board of Library Trustees and the Statement of Trustee Ethics and Expectations Policy.

**5. NEW BUSINESS:** None

**6. EXECUTIVE SESSION:** Mr. Henson moved that the board enter into executive session to discuss personnel matters. The motion was seconded by Ms. Schafer. All trustees voted yes. Motion carried. The Board of Trustees moved into Executive Session at 9:34 p.m. The Board of Trustees concluded its Executive Session at 11:00 p.m. and returned to the regular meeting.

**7. ADJOURNMENT:** There being no further business, the meeting was adjourned at 11 p.m.

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Catherine Manzo, President

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William Henson, Secretary