

Rocky River Public Library
Board of Trustees Meeting
Tuesday, April 19, 2011

The regular business meeting of the Board of Trustees of the Rocky River Public Library was held in the Library on Tuesday, April 19, 2011.

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

Absent: Diane Murphy, Cynthia Schafer

Also Present: Nick Cronin, (Director), Gary Hawkinson (Fiscal Officer), Jamie Mason (Deputy Director), Kitty Sommers (Marketing and Development Director), Greg Jackson (Building Services Manager) and Pam Ward (Meeting Secretary)

1. **CALL TO ORDER:** Ms. Manzo called the meeting to order at 7:05 p.m.
2. **DEPARTMENT OVERVIEW - BUILDING SERVICES:** Greg Jackson, Building Services Manager, presented information on the south wall project to stop water leakage. He and two other Building Services staff members will work on this project which will involve cleaning and resealing the south wall and adding PVC drain pipes. Plantings will need to be removed and replaced after repairs have been made. Mr. Jackson presented information on costs pertaining to repairing the apron (\$4,192) on Hampton Road and repairing 6 sections of sidewalk (\$2,200). Ms. Manzo asked that the sidewalks on Riverview Avenue not be repaired until after the sewer work is finished on Riverview Avenue. Mr. Jackson reported that the work on the chiller and compressor replacement will begin on April 21, 2010. Mr. Jackson presented a computer demonstration showing online heating and cooling controls. The Board requested that Mr. Jackson lower the building temperature at night to save energy and report the results back to the board.
3. **CUSTOMER FEEDBACK:** Mr. Cronin reported on communications that have been received by the Library.

Mr. Cronin reported that there were no patron comments this month. He received a letter from the Rocky River Assistance Program thanking the Library for the 4,556 food items collected in the "Food for Fines" Program. Mr. Cronin read a letter from Doug Pace, the coordinator of the AARP Tax Aide Program that met at Rocky River Public Library. Mr. Pace stated that 480 federal tax returns were prepared this year. Mr. Pace thanked the Library staff for all their help this tax season. Author, Joelle Charbonneau, thanked the Library for supporting reading.

4. BUSINESS OF THE BOARD:

APPROVAL OF THE MARCH 30, 2011 BOARD MEETING MINUTES: Ms. Manzo asked for any changes or corrections to the minutes of the March 30, 2011 board meeting.

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

APPROVAL OF THE APRIL 8, 2011 SPECIAL BOARD MEETING MINUTES: Ms. Manzo asked for any changes or corrections to the minutes of the April 8, 2011 Special Board Meeting. There being corrections, Ms. Bednarski made a motion to approve the minutes as amended, seconded by Ms. McQuillan. All trustees voted yes, Motion carried.

FISCAL OFFICER'S REPORT: Mr. Hawkinson presented the Financial Statement for March, 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 is \$6,604,950. The Library received a distribution from the PLF of \$37,100 that was placed in the Debt Service Fund. The Library also received \$5,395 for public utility property taxes and \$15,000 as an advance on the second half of 2010 property taxes. Mr. Hawkinson referred to a memo from Lynda Murray, OLC, showing that there will be a reduction in PLF funds of approximately 5% in the biennium budget. Mr. Hawkinson reported that investment returns are decreasing. Mr. Henson motioned to accept the financial report, seconded by Ms. McQuillan. All trustees voted yes. Motion carried.

BUDGET MODIFICATIONS: None

RELEASE OF ASSETS: None

PAYROLL MODIFICATIONS: The Revised Personnel Report was distributed and payroll modifications were reviewed. There were two resignations and one adjustment. Ms. McQuillan made a motion to accept the Revised Personnel Report, seconded by Ms. Lanzen. All trustees voted yes. Motion carried.

MARCH GIFT REPORT: The Gift Report for March, 2011 reported cash gifts of \$5,147 to the General Fund which included a gift of \$5,070 from the Friends of Rocky River Public Library for support for various Library programs. Ms. McQuillan motioned to accept these donations, seconded by Ms. Lanzen. All trustees voted yes. Motion carried.

DEPARTMENT MATTERS: The audit for the 2009-2010 period was signed off by the Auditor of State's office on March 31, 2011. Mr. Hawkinson reported that he is considering changing the payroll service vendor to Paychex.

RESOLUTION 03-11 Resolution Authorizing 2012 Tax Budget: The 2012 tax budget will be presented to the Rocky River School Board. Ms. McQuillan motioned to adopt Resolution 03-11 authorizing the 2012 tax budget, seconded by Mr. Henson. All trustees voted yes. Motion carried.

RESOLUTION 04-11 Resolution Designating Public Depositories: Mr. Henson motioned to adopt Resolution 04-11 designating public depositories, seconded by Ms. Bednarski. All trustees voted yes. Motion carried.

Update on Senate Bill 5: Mr. Hawkinson referred to a memo from Vorys, Sater, Seymour & Pease that suggested that libraries may be exempted from vacation and sick leave caps. The healthcare benefits may only apply if under a bargaining unit. The Library will need to establish performance based pay ranges. Libraries will no longer be able to pay the PERS share for an employee.

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

- Mr. Mason referred to the update on Unique Management in the board packet. The board requested that Mr. Mason present a quarterly update on the collections by Unique Management.

STATISTICAL REPORT: Mr. Mason presented monthly figures for March, 2011. The spreadsheets provided the following information: circulation, program attendance, customer visits, database usage and website visits. Program attendance was up 12.8%, customer visits were down 5.1% and circulation of materials was up 1.6%.

CELL PHONE POLICY: Mr. Mason presented changes to the cell phone policy. Ms. Bednarski motioned to approve the board policy on cell phones as corrected, seconded by Ms. McQuillan. All trustees voted yes. Motion carried.

MARKETING & DEVELOPMENT DIRECTOR'S REPORT: Ms. Sommers reported on the media coverage of the Library and upcoming events. Ms. Sommers reported that WVIZ aired a feature on Cowan Pottery on the local program *Applause*. Cox will be taping the second half of a feature on Cowan Pottery. The *Inside View* newsletter was mailed to Rocky River residents.

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

- Mr. Cronin made one correction to his report. The second meeting of the writing team for the Strategic Plan met on April 18, 2011.
- The Cowan Pottery Preview Sale and the Cowan Pottery Public Sale were a success.
- The Strategic Plan writing team will meet weekly after the manager meetings. The final plan will be available to the board at the May 25, 2011 meeting.
- A program featuring Paula McClain, author of *The Paris Wife* will take place here at Rocky River Public Library in October 2011.
- Patrons requesting bus schedules will be referred to the reference desk.
- The Board of Trustees met with the Rocky River School Board on April 8, 2011.
- Mr. Cronin reported that teen behavior has improved in the last month.
- Mr. Cronin referred to the Library's mission statement and tagline and whether these items need to be included in the Strategic Plan. The board concluded that it was not necessary for the mission statement or tagline to be included in the Strategic Plan.
- Mr. Cronin confirmed that the final agreement had been made with CollectionHQ.
- Ms. Manzo asked for an update on the internal plan for the May board meeting.

- The Trustee Dinner takes place on April 27, 2011.

PRESIDENT'S REPORT: Ms. Manzo reported that there are three applicants for the Board of Trustees position. Ms. Manzo commented on board communications.

COMMITTEE REPORTS:

Building & Grounds: Copies of the 2010-2014 Five Year Major Capital Expenditure Plan were distributed. All major projects on the list have been completed or are in the process of being completed.

Community Relations: No report

Finance & Personnel: No report

Special: The Special Committee met tonight before the board meeting.

5. **NEW BUSINESS:** None

6. **ADJOURNMENT:** Ms. Manzo asked for a motion to adjourn. Mr. Henson motioned to adjourn. There being no further business, the meeting was adjourned at 9:18 p.m.

Catherine Manzo, President

William Henson, Secretary