

Rocky River Public Library
 Board of Trustees Meeting
 Wednesday, June 29, 2011

The regular business meeting of the Board of Trustees of the Rocky River Public Library was held in the Library on Wednesday, June 29, 2011.

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

Absent:

Also Present: Nick Cronin, (Director), Gary Hawkinson (Fiscal Officer), Jamie Mason (Deputy Director), Kitty Sommers (Marketing and Development Director), Fran Homa, Lucy Carney, Patricia Hehir-Brewer, Cassie Feliciano and Pam Ward (Meeting Secretary)

1. **CALL TO ORDER:** Ms. Manzo called the meeting to order at 7:00 p.m.
2. **Resolution 05-11:** The Board presented Frances M. Homa with a resolution thanking her for her 30 years of service with the Rocky River Public Library. Ms. Lanzen moved to adopt the resolution, seconded by Ms. Schafer. All trustees voted yes. Motion carried.
3. **Introduction of New Children's Department Manager:** Mr. Cronin introduced Lucy Carney to the Board as the new Children's Department Manager. Ms. Carney has worked at Rocky River Public Library as a Children's Librarian for the past three years.
4. **CUSTOMER FEEDBACK:** Mr. Cronin reported on communications that have been received by the Library. Mr. Cronin reported that a patron requested that a shelf be placed in the public restroom. Another patron expressed thanks for book recommendations from the reference staff. The Director of Espersanza thanked the Library for its donation of books. The Lake Erie Wheelers thanked the Library for the gift bag donation for "Pedal to the Point." A patron thanked the computer center staff for their help. The Community Care Network thanked the Library for the use of a meeting room. The Adult Services department thanked Ms. Wilson from the IT department for helping a patron with her iPad.

3. BUSINESS OF THE BOARD:

APPROVAL OF THE MAY 25, 2011 BOARD MEETING MINUTES: Ms. Manzo asked for any changes or corrections to the minutes of the May 25, 2011 Board meeting. There being none, Ms. Bednarski made a motion to approve the minutes as distributed, seconded by Mr. Henson. All trustees voted yes. Motion carried.

FISCAL OFFICER'S REPORT: Mr. Hawkinson presented the Financial Statement for May, 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 \$6,664,705. The Unencumbered Cash Balance is \$5,489,731. The Homestead Tax Exemption was received in the amount of \$219,665. The Library received a distribution from the PLF of \$79,070 of which \$39,426 was placed in the Debt Service Fund and \$39,664 was placed in the General Fund. All future 2011 distributions will be recorded in the General Fund. The May PLF revenues were 11.5% above May 2010 and 7.6% higher on a year-to-date basis. Mr. Hawkinson reported that surge protectors for the compressors have been ordered. Ms. McQuillan motioned to accept the financial report, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

BUDGET MODIFICATIONS: None

RELEASE OF ASSETS: None

PAYROLL MODIFICATIONS: The Personnel Report was distributed and payroll modifications were reviewed. There was one resignation, four appointments and four adjustments. Ms. McQuillan made a motion to accept the Personnel Report, seconded by Ms. Bednarski. All trustees voted yes. Motion carried.

MAY GIFT REPORT: The Gift Report for May, 2011 reported cash gifts of \$59 to the General Fund. Ms. Bednarski motioned to accept these donations, seconded by Ms. McQuillan. All trustees voted yes. Motion carried.

DEPARTMENT MATTERS: Mr. Cronin, Mr. Hawkinson and Mr. Mason attended an update on SB5 presented by Kastner, Westman and Wilkins on June 1, 2011. The first processing with Paychex was completed on June 1, 2011. A survey about flexible spending accounts has been sent to the staff from the Hylant Group, The results will be presented at the August Board meeting. A new copier has been ordered for the lobby.

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

- Ms. Manzo congratulated Mr. Mason on his appointment as Vice-Chair of the OPLIN Board for the 2011-12 fiscal year.

STATISTICAL REPORT: Mr. Mason presented monthly figures for May, 2011. The spreadsheets provided the following information: circulation, program attendance, customer visits, database usage and website visits. Program attendance, customer visits and circulation of materials were up compared to May of 2010. Mr. Henson inquired if there had been any feedback on video game content. Mr. Mason reported there has not been any feedback from patrons. The video games are kept behind the circulation desk. Ms. Murphy requested a forecast of current year statistics.

MARKETING & DEVELOPMENT DIRECTOR'S REPORT: Ms. Sommers reported on the media coverage of the Library and upcoming events. Ms. Sommers reported that Cox

is still airing *Cowan Pottery* as part of their “Local on Demand” programming. The *West Life* did a profile on Ms. Homa’s retirement. River Days takes place on July 9-10, 2011.

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

- Mr. Cronin reported that Staff Day was a success with an energetic speaker, a team building exercise and staff recognition.
- The driveway apron project went well and staff worked together to direct traffic.
- A group of librarians from Sweden will tour Rocky River Public Library in August.
- STRATEGIC PLAN: Mr. Cronin requested approval of the Strategic Plan. Mr. Henson motioned to approve the Strategic Plan, seconded by Ms. McQuillan. All trustees voted yes. Motion carried.
- INTERNAL PLAN: The Board reviewed the Internal Plan and was pleased with how much had been accomplished in the past year.
- Mr. Cronin updated the Board on the south wall project. Cutting Edge will complete the project. The estimated cost is \$11,250. The work will begin in late July. Mr. Henson motioned to approve contract with Cutting Edge to complete the south wall project, seconded by Ms. Schafer. All trustees voted yes. Motion carried.
- Mr. Cronin reported that Ms. Rowe-Rawlinson and Mr. Matera are working on the project with collectionHQ which should go live in September.
- Mr. Cronin reported that the Building Services Department is working on weeding, trimming and mulching the grounds.

PRESIDENT’S REPORT: Ms. Manzo reported that Ms. Lanzen will begin her new term as a trustee on June 30, 2011. Ms. Manzo met with Mr. Swartz, President of the Rocky River School Board, to discuss parking lot issues.

COMMITTEE REPORTS:

Building & Grounds: No report

Community Relations: Ms. McQuillan had a very informative meeting with the Library support group presidents and Ms. Sommers to discuss *Inside View* insert.

Finance & Personnel: No report

Special Committee: No report.

4. **NEW BUSINESS:** Ms. Schafer reported that she had read the OLC task force report and would send the link to any interested board members.
6. **ADJOURNMENT:** There being no further business, the meeting was adjourned at 8:37 p.m.

Catherine Manzo, President

William Henson, Secretary