

Rocky River Public Library
Board of Trustees Meeting
Wednesday, August 24, 2011

The regular business meeting of the Board of Trustees of the Rocky River Public Library was held in the Library on Wednesday, August 24, 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), Steve Haas (Adult Services Manager), Evelyn Janoch and Pam Ward (Meeting Secretary)

- 1. CALL TO ORDER:** Ms. Manzo called the meeting to order at 7:00 p.m.
- 2. Resolution 07-11:** The Board presented Evelyn Janoch with a resolution thanking her for her 16 years of service with the Rocky River Public Library. Ms. Manzo moved to adopt the resolution, seconded by Mr. Henson. All trustees voted yes. Motion carried.
- 3. Introduction of New Adult Services Department Manager:** Mr. Cronin introduced Steve Haas to the Board as the new Adult Services Department Manager.
- 4. CUSTOMER FEEDBACK:** Mr. Cronin reported on communications that have been received by the Library.
 - Ms. Patricia Hehir- Brewer thanked the Library for her practicum experience here at Rocky River Public Library.
 - Patron suggested that the drive thru slot be changed to slide books into slot to make it easier to drop off books.
 - Patron would like to see more books in the lobby book sale.
 - Patron thanked the Library for the new copier in the lobby.
 - Ms. Calladine congratulated the Library on the completion of its strategic plan. Ms. Calladine was happy to participate on the Strategic Planning Team.
 - Ms. Jacobs, Cowan Curator, received notes from the Forever Young Chapter of the Red Hat Ladies and the Cleveland Artist Foundation thanking her for the Cowan Museum tours.
 - Ms. Jones from Southwest General Health Center thanked Ms. Janoch for the donation of medical books.

- Mr. Cronin read comments from the Training department class surveys. The survey results included many positive comments on the Training Department teachers, Excel classes and the handouts provided by the Training department.
- Mayor Bobst, on behalf of the City of Rocky River, thanked the Library staff for participating in “River Days”.
- Patron had positive comments on the Library’s Strategic Plan, especially the goals of expanding the Training department classes and concentrating on early reader/children’s literacy.
- St. Thomas Lutheran School staff had a luncheon to honor Ms. Homa, retired Children’s Department Manager.

5. BUSINESS OF THE BOARD:

APPROVAL OF THE JUNE 29, 2011 BOARD MEETING MINUTES: Ms. Manzo asked for any changes or corrections to the minutes of the June 29, 2011 Board meeting. There being none, Ms. McQuillan made a motion to approve the minutes as distributed, seconded by Ms. Bednarski. All trustees voted yes. Motion carried.

APPROVAL OF THE AUGUST 2, 2011 SPECIAL BOARD MEETING MINUTES: Ms. Manzo asked for any changes or corrections to the minutes of the August 2, 2011 Special Board meeting. There being corrections, Ms. McQuillan made a motion to approve the minutes as amended, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

FISCAL OFFICER’S REPORT: Mr. Hawkinson presented the Financial Statement for June and July, 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 July 31 was \$6,707,811. The Unencumbered Cash Balance at July 31, was \$5,985,266. The Library received a distribution from the PLF of \$55,534 in June and \$68,414 in July. The PLF receipts are expected to decline starting in August, 2011 with the 5% PLF reduction in the State Budget that began July 1, 2011. The Library received \$13,442 for the Commercial Activity Tax in June and \$924,000 in July for the first advance on the second half 2010 Real Property tax collections and \$80 from the personal property tax. Mr. Henson motioned to accept the financial report, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

BUDGET MODIFICATIONS: None

RELEASE OF ASSETS: Mr. Hawkinson presented a list of one asset to be declared surplus. Ms. McQuillan motioned to declare the item surplus, seconded by Ms. Bednarski. All trustees voted yes. Motion carried.

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

JUNE AND JULY GIFT REPORTS: The Gift Report for June, 2011 reported cash gifts of \$188 to the General Fund. The July Gift Report reported cash gifts of \$101 to the General Fund. The following donations were made to the Cowan Pottery Museum: William and Jean Rouch -flower frog figurine, Eileen Cernea-vase, Ron Rickard-oriental red shell comport, Gerald and Wynne Maschino-artichoke lamp base, Cowan Pottery Museum Fund- magenta vase & 2 candlesticks, modernist cat lamp base, two Schreckengost sports plates, set of 3 horses, two magenta/pink lustre vases. There were 9 anonymous donations from the Affordable Cowan preview sale valued at a total of \$225. Ms. Bednarski motioned to accept these donations, seconded by Ms. Lanzen. All trustees voted yes. Motion carried.

Property and Casualty Insurance: Mr. Hawkinson reported that enhancements have been made to the Library's existing coverage through the Pinkerton Agency. Additional coverage on Fine Arts has been added at no additional expense. Flood insurance has been added to the coverage in the amount of \$1 million at an additional premium of \$800 annually. The deductible on property coverage was increased to \$2,500 from \$1,000 which is a savings of \$627 annually. The annual cost for property and casualty insurance went from \$18,896 to \$19,161 which is an increase of 1.4%. Mr. Hawkinson will be looking into expanding crime coverage and reviewing all of the Library's insurance coverage. Mr. Henson motioned to approve the renewal of Property and Casualty insurance with Republic Franklin Insurance Company with the added changes, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

Flexible Spending Account: Mr. Hawkinson reviewed the results of the staff survey by Hylant and Company. There were 37 responses. The results indicated that 57% of the respondents were interested in a healthcare flexible spending account. There was minimal interest in a dependent care FSA and minimal interest in an account debit card healthcare FSA. The board approved moving ahead with implementing a FSA for two years beginning in January 2012.

Resolution 08-11: Resolution requesting advances of funds from the County Fiscal Auditor. Ms. McQuillan motioned to approve Resolution 08-11 requesting advances of funds from the County Fiscal Officer, seconded by Mr. Henson. All trustees voted yes. Motion carried.

Elevator Update: Mr. Hawkinson reported that work began on Friday, August 19 to reinstall the pump on the public elevator. Schindler Elevator began work to replace the cylinder on August 22. The elevator is expected to be operational by September 1. Mr. Hawkinson recommended replacing the cylinder on the freight elevator in 2012.

DEPUTY DIRECTOR: Mr. Mason referred to the activities in his report. Mr. Mason reported that participation in the summer reading programs was up this year. Mr. Mason reviewed the circulation statistics and the changes made in reporting the statistics. Music downloads will not be included in the circulation statistics. Digital downloads are now included in the statistics. Mr. Mason provided information on the collection agency, Unique Management. The Library is recovering a combination of fines, materials and waived fees at a 5 to 1 ratio of what we are paying for the service.

STATISTICAL REPORT: Mr. Mason presented monthly figures for June and July, 2011. Customer spreadsheets provided the following information: circulation, program attendance, customer visits, database usage and website visits. Program attendance and customer visits were up in July compared to last year. Program attendance, customer visits and circulation of materials were down in July, 2011.

MARKETING & DEVELOPMENT DIRECTOR'S REPORT: Ms. Sommers reported on the media coverage of the Library and upcoming events. Ms. Sommers reported that *Inside View* has been delivered to Rocky River residents. Six librarians from Sweden toured the Library. Ms. Sommers is working on the 2012 Book Festival. Ads for the Library were placed on Facebook. Ms. Sommers distributed copies of the Strategic Plan brochure.

Mr. Mason distributed copies of the revised cell phone policy to the board members.

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

- Mr. Cronin reported that the first Strategic Planning meeting will take place at the August 29 Manager Meeting. Mr. Cronin will provide quarterly updates to the Board.
- The Library had a booth at River Days. It was a wonderful experience and was very well attended this year.
- The appraisers did a wonderful job at the Antique Appraisal Fair.
- The Cowan Centennial Committee has begun working on this celebration.
- Mr. Cronin thanked the staff for handling the elevator issue while he was out of the office.
- The south wall waterproofing project has been completed.
- Ms. Rowe-Rawlinson is setting up 25 user accounts for Collection HQ.
- School starts on August 25. Mr. Cronin, Mr. Haas (Adult Services Manager) and Ms. Alabaugh (Teen Librarian) met with Rocky River Middle School Principal, Ms. Rose to welcome her to the school. Mr. Cronin, Mr. Haas and Ms. Alabaugh were present at the Middle School when school fees were being paid. They provided applications for Library cards along with Library behavior guidelines.
- Mr. Cronin and Mr. Mason met with the Adult Services staff to discuss afterschool issues and guidelines.
- Mr. Haas attended the Rocky River Chamber of Commerce luncheon.

Mr. Mason reported that he will provide a report on the the Library Trends Committee at the September Board meeting.

Mr. Cronin informed the Board that the NEO trustee training series will discuss policy setting at the September 20 meeting.

PRESIDENT'S REPORT: Ms. Manzo reported that she met with Representative Nan Baker in July. Ms. Manzo attended the retirement reception for Ms. Janoch. Ms. Manzo and Mr. Cronin met with Mayor Bobst, Superintendent of Rocky River Schools, Dr. Shoaf and

Rocky River School Board President, Mr. Swartz to discuss parking lot issues. It was determined through a title search that the Library does have title to the south parking lot which had been acquired when the Library purchased the land from the Rocky River Schools. The Board members gave approval for the Library to contact the City of Rocky River Engineer, Mr. McKay, to assess the Library parking lot issues.

Ms. Manzo attended a Cowan Pottery Board meeting. Ms. Manzo requested that Ms. Jacobs, Cowan Pottery Curator, provide a year-end report on the Cowan Pottery Museum Associates acquisitions and restoration amounts.

COMMITTEE REPORTS:

Building & Grounds: No report

Community Relations: Ms. McQuillan thanked Ms. Sommers for her work on the insert for the *Inside View*. Ms. McQuillan is planning a joint meeting in January with the support group presidents.

Finance & Personnel: No report

Special Committee: No report.

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 9:03 p.m. The Board of Trustees concluded its Executive Session at 9:24 p.m. and returned to the regular meeting.
8. **ADJOURNMENT:** There being no further business, the meeting was adjourned at 9:24 p.m.

Catherine Manzo, President

William Henson, Secretary