

Rocky River Public Library
Board of Trustees Meeting
Wednesday, September 28, 2011

The regular business meeting of the Board of Trustees of the Rocky River Public Library was held in the Library on Wednesday, September 28, 2011.

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

Absent: Diane Murphy

Also Present: Nick Cronin (Director), Gary Hawkinson (Fiscal Officer), Jamie Mason (Deputy Director), Kitty Sommers (Marketing and Development Director), Jim Lack (Network Manager), Carol Jacobs (Cowan Curator) and Pam Ward (Meeting Secretary)

- 1. CALL TO ORDER:** Ms. Manzo called the meeting to order at 7:03 p.m.
- 2. DEPARTMENT OVERVIEW- JIM LACK, NETWORK SERVICES:** Mr. Lack is the Manager of Network Services for the Library. He and Ms. Wilson (IT Network Associate) completed over 400 job tickets so far this year. The Library has 10 servers and 125 computers. The Network Department maintains servers for HVAC, e-mail exchange, RFID and the internal website. This department maintains the security camera computer and is responsible for the phone system which includes voice mail and the phone queue system. The department is also responsible for 35 stand alone and network printers and daily, weekly and monthly backups for the phone and voicemail systems. Other areas that the network department is responsible for maintaining include the firewall, cabling, wireless system, software for the Smart Boards, the outdoor sign and the plasma TV. Mr. Lack and Ms. Wilson research and purchase software and hardware for the Library. Ms. Wilson handles the questions that deal with mobile devices and downloadable technology. Mr. Lack is working on setting up wireless printing for mobile devices and is researching virtualization prices. Five servers will be replaced in 2012.
- 3. CUSTOMER FEEDBACK:** Mr. Cronin reported on communications that have been received by the Library.
 - Ms. Sommers received notes thanking her for the display for Constitution Week and for helping a patron obtain a library card.
 - The Children's Department received positive comments on the Kensington School visit.
 - Ms. Foley appreciated the Library's presence at the Middle School schedule pick-up/fee day.

- A patron thanked Ms. Paterek, Training department manager, for the informative class handouts.

4. BUSINESS OF THE BOARD:

APPROVAL OF THE AUGUST 24, 2011 BOARD MEETING MINUTES: Ms. Manzo asked for any changes or corrections to the minutes of the August 24, 2011 Board meeting. There being none, Ms. McQuillan made a motion to approve the minutes as distributed, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

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

APPROVAL OF THE SEPTEMBER 6, 2011 SPECIAL BOARD MEETING MINUTES: Ms. Manzo asked for any changes or corrections to the minutes of the September 6, 2011 Special Board Meeting. There being corrections, Ms. Schafer motioned to approve the minutes as amended, seconded by Ms. Bednarski. All trustees voted yes. Motion carried.

FISCAL OFFICER'S REPORT: Mr. Hawkinson presented the Financial Statement for August, 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 August 31, 2011 was \$6,858,123. The Unencumbered Cash Balance at August 31, 2011 was \$6,203,088. The Library received a distribution from the PLF of \$42,307 in August. The PLF receipts started to decline in August, 2011 with the PLF reduction in the State Budget that began July 1, 2011. Each month should have a 6.77% reduction from the same month in the prior year. The Library received \$424,000 for the second half 2010 property tax collections. 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: Mr. Hawkinson presented a list of assets to be declared surplus. Ms. McQuillan motioned to declare the items as surplus, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

PAYROLL MODIFICATIONS: None

AUGUST GIFT REPORT: The Gift Report for August, 2011 reported cash gifts of \$20 to the General Fund. Ms. Bednarski motioned to accept these donations, seconded by Ms. Lanzen. All trustees voted yes. Motion carried.

DEPARTMENT MATTERS:

- Mr. Hawkinson attended the New Fiscal Officer Conference at the OLC offices on August 26, 2011.
- Mr. Cronin and Mr. Hawkinson attended the Cuyahoga County Budget Commission meeting.
- Mr. Hawkinson is working on the 2012 budget preparation. The Finance Committee will need to meet in late October/early November.
- The freight elevator cylinder will need to be replaced in 2012.
- Mr. Hawkinson is considering retaining an investment consultant.
- Mr. Hawkinson will update the Board on crime insurance at the October Board meeting.

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

- Mr. Mason reported that training for collectionHQ has been completed.
- Mr. Cronin, Mr. Mason and Mr. Hawkinson met with the Human Resource Department on August 31, 2011 to review pay ranges and job descriptions.

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

Mr. Mason distributed information on the ideas the Library Trends Team came up with at their meetings. The suggested areas of concentration include double facing monitors for the reference staff, CCD barcode scanners, AWE all-in-one touch screens, automated book vending machines, a mobile-friendly library, coffee nook and a read-down fines program, Wireless printing and lending e-devices will be implemented by the Strategic Plan. Ms. Rowe-Rawlinson will research LSTA grant opportunities.

MARKETING & DEVELOPMENT DIRECTOR'S REPORT: Ms. Sommers reported on the media coverage of the Library and upcoming events. Ms. Sommers reported that *West Life* announced the appointment of Adult Services Manager Steve Haas. Ms. Sommers is working on the next newsletter. The Library's Facebook fan base has increased by 20%.

COWAN POTTERY CENTENNIAL: Ms. Jacobs, Cowan Pottery Museum Curator, reviewed the timeline for the Cowan Pottery Centennial (Spring 2012-Fall 2013). Ms. Jacobs reported that "a series of events, displays and celebrations will take place to heighten public awareness of Cowan Pottery and to build more support for the museum". The kickoff date will be in March 2012 with an exhibit at the Beck Center on works of Cowan artists after Cowan Pottery closed in 1931. The official kickoff will be the Cowan Symposium on May 5, 2012. Ms. Jacobs hopes to have a celebration on August 4, 2012 on the grounds of the Cowan Pottery Studio on Lake Rd. in Rocky River.

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

- Mr. Cronin reported that the school year is off to a good start. The after school situation has been good at the Library.
- Mr. Cronin and Mr. Mason met with City of Rocky River Engineers, Mr. McKay and Mr. Linden concerning parking lot issues. The flow of the lot is as good as it can be, considering the space limitations. Mr. Cronin sent the parking lot deed information to Rocky River City Hall and the Rocky River Schools.
- Mr. Cronin will have more information on the timeline and budget figures for the Strategic Plan after the October 3, 2011 Manager Meeting.
- Mr. Cronin reported that Rocky River Public Library may see some patrons from Fairview Park Library due to renovation work at the Fairview Park Library beginning November 2011.
- Mr. Cronin reported that the Cuyahoga County Library System is now offering a new service to deliver items to Outreach patrons by U. S .mail.
- There will be full staff meetings at 10 a.m. and 2 p.m. on Thursday, October 20, 2011.
- Mr. Cronin discussed the maintenance and beautification of the Library grounds with the Maintenance Department.

PRESIDENT'S REPORT: Ms. Manzo advised the Board that she sent a letter to Mr. Swartz regarding their meeting on August 11, 2011.

COMMITTEE REPORTS:

Building & Grounds: No report

Community Relations: No report

Finance & Personnel: No report

Special Committee: Ms. Bednarski reported that the committee is in the process of revising and reviewing the bylaws of the Board of Library Trustees and will present the proposed changes at the October meeting.

5. **NEW BUSINESS:** Ms. McQuillan proposed that the limit for the Library Director to enter into a contract be brought back down to \$5,000. The limit had been changed to \$10,000 during the 2006 Library Renovation. All members voted yes. Motion carried.
6. **EXECUTIVE SESSION:** Ms. Schafer 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 9:12 p.m. The Board of Trustees concluded its Executive Session at 10:25 p.m. and returned to the regular meeting.
7. **ADJOURNMENT:** There being no further business, the meeting was adjourned at 10:25 p.m.

Catherine Manzo, President

William Henson, Secretary