

Rocky River Public Library

Board of Trustees Meeting

Wednesday, December 14, 2016

The regular meeting of the Board of the Rocky River Public Library was held in the Library on Wednesday, December 14, 2016 at 7 p.m.

Present: Audra Bednarski, John Hosek, Catherine Manzo, Justin McCaulley, Jean McQuillan and Cynthia Schafer

Absent: Dan Glover

Also Present: Jamie Mason (Director), Kitty Sommers (Marketing & Development Director), Stephen Latza (Fiscal Officer), Chanel Steiner (Graphics and Publications Specialist) and Pam Ward (Business Manager)

1. **CALL TO ORDER:** Ms. McQuillan called the meeting to order at 7:00 p.m.
2. **PUBLIC COMMENT:** Patrons appreciated the helpful staff in the Public Computer Center, the clock placed in the periodicals room and the printed brochure of the Children's programs. A small table was placed under the public phone in the Library lobby. The Beach Cliff Garden Club thanked Ms. Carney, Children's Department manager, for her assistance with the club's children's program. There were comments about the Library's beautiful holiday decorations. The Cowan Pottery Associates thanked Ms. Sommers for her assistance throughout the last ten years.
3. **PUBLIC WEBSITE PRESENTATION:** Ms. Chanel Steiner presented a demonstration of the redesigned Rocky River Public Library website. The redesign should be finished by the end of February 2017.
4. **BUSINESS OF THE BOARD**

APPROVAL OF THE OCTOBER 26, 2016 MINUTES: Ms. McQuillan asked for any changes or corrections to the minutes of the October 26, 2016 board meeting. There being one addition, Mr. Hosek motioned to approve the amended October 26, 2016 minutes, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

FISCAL OFFICER AND FINANCE COMMITTEE REPORT: Mr. Latza presented the Financial Statements for October and November 2016 covering segmented revenues and expenditures for the nine funds: General, Library Grants, Debt Service, Capital, Major Capital Projects, Capital-Cowan, Mackey Bequest, Nyland Bequest and the Moll Children's Fund. The November cash balance was higher than the cash balance of November 2015. The November 2016 PLF decreased 3.6% from last November. Interest income is up from last November and expenditures are down from November 2015. Ms. Manzo motioned to approve the October and November 2016 Financial Statements, seconded by Mr. Hosek. All trustees voted yes. Motion carried.

Mr. Mason updated the board on the carpeting project for the Children's department.

RESOLUTION 07-16: Resolution to transfer funds from the Library Grant Fund 201 to the General Fund. Ms. Bednarski motioned to approve Resolution 07-16, seconded by Mr. Hosek. All trustees voted yes. Motion carried.

RESOLUTION 08-16: Permanent Appropriations for 2017. Ms. Manzo motioned to approve Resolution 08-16, seconded by Ms. McQuillan.

ROLL CALL

Ms. Bednarski Yes

Mr. McCaulley Yes

Ms. Manzo Yes

Ms. McQuillan Yes

Mr. Hosek Yes

Ms. Schafer Yes

All trustees voted yes. Motion carried.

RESOLUTION 09-16: Resolution to approve transferring \$323,000 from the General Fund to the Capital Fund during 2016 to fund the permanent appropriations as requested. Mr. Hosek motioned to approve Resolution 09-16, seconded by Ms. Manzo. All trustees voted yes. Motion carried.

GIFT REPORT: The Gift Report for October 2016 reported cash gifts of \$61 to the General Fund. The Gift Report for November 2016 reported cash gifts of \$206 to the General Fund. Ms. Bednarski motioned to approve the October and November 2016 Gift Reports, seconded by Mr. McCaulley. All trustees voted yes. Motion carried.

MARKETING AND DEVELOPMENT DIRECTOR'S REPORT: Ms. Sommers referred to her monthly report of activities and media coverage of Library events.

RESOLUTION 06-16: Resolution to thank Kitty Sommers on the occasion of her retirement from Rocky River Public Library. Ms. McQuillan motioned to approve Resolution 06-16, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

DIRECTOR'S REPORT: Mr. Mason reviewed the activities in the Director's report.

Mr. Mason reported that the Library's cost for employee benefits -- including OPERS, medical and dental insurance, and worker's compensation -- equals approximately 29 percent of the total amount paid to employees for their wages and salaries.

An inventory of the library collection has been completed.

PAYROLL MODIFICATIONS: Mr. Mason presented the December Personnel Report which included the 2017 employee rates. There were four resignations and one appointment. Ms. Bednarski motioned to approve the December 2016 personnel report with one correction to the 2017 employee rates, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

PRESIDENT'S REPORT: Ms. McQuillan presented the slate of 2017 Board officers.

President	John Hosek
Vice President	Cynthia Schafer
Secretary	Dan Glover

RESOLUTION 10-16: Resolution to thank Liz-Rowe-Rawlinson on the occasion of her retirement from the Rocky River Public Library. Ms. Manzo motioned to approve Resolution 10-16, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

COMMITTEE REPORTS:

Building & Grounds: no report

Personnel: Will be discussed in Executive Session.

5. **NEW BUSINESS:** none

6. **EXECUTIVE SESSION:** Ms. McQuillan moved that the Board enter into Executive Session to discuss the employment of a public employee, seconded by Mr. McCaulley.

John Hosek Yes

Audra Bednarski Yes

Cynthia Schafer Yes

Catherine Manzo Yes

Justin McCaulley Yes

Jean McQuillan Yes

All trustees voted yes. Motion carried. The Board of Trustees moved into Executive Session at 8:35 p.m. Ms. McQuillan motioned to exit Executive Session at 9:33 p.m. and return to public session, seconded by Mr. Hosek. All trustees voted yes. Motion carried.

Ms. McQuillan motioned to approve a Deputy Director position, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

7. **ADJOURNMENT:** Ms. McQuillan motioned to adjourn the meeting at 9:34 p.m.

Jean McQuillan President

Dan Glover, Secretary