

Rocky River Public Library

Board of Trustees Meeting

Wednesday, February 22, 2017

The regular meeting of the Board of the Rocky River Public Library was held in the Library on Wednesday, February 22, 2017 at 7 p.m.

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

Absent:

Also Present: Jamie Mason (Director), Stephen Latza (Fiscal Officer) and Pam Ward (Business Manager)

1. **CALL TO ORDER:** Mr. Hosek called the meeting to order at 7:00 p.m.
2. **PUBLIC COMMENT:** Patrons were very pleased with their interactions with staff in circulation, reference and the training department.
3. **BUSINESS OF THE BOARD**

APPROVAL OF THE JANUARY 25, 2017 MINUTES: Mr. Hosek asked for any changes or corrections to the minutes of the January 25, 2017 board meeting. There being corrections, Ms. Bednarski motioned to approve the modified January 25, 2017 minutes, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

FISCAL OFFICER AND FINANCE COMMITTEE REPORT: Mr. Latza presented the Financial Statements for January 2017 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. Mr. Latza reported that the 2016 year-end report has been reconciled. The PLF receipts from January are similar to the amount received in January 2016. There were more receipts in January 2017 than disbursements due to a property tax advance of \$450,000. The audit began last week. Mr. Latza is finalizing the 2017 financial statements for submission to the Ohio Auditor's office. Mr. Latza discussed the draft financial statements for 2016. Ms. McQuillan motioned to approve the January 2017 Financial Statements as presented, seconded by Mr. McCaulley. All trustees voted yes. Motion carried.

Mr. Mason reviewed the expenses for joining CLEVNET. The first year cost is approximately \$90,000 due to conversion fees and the second year cost is approximately \$13,000. Patrons will have greater access to collections and academic research. The Library will realize greater savings in 2018.

Purchase Orders over \$10,000: Mr. Hosek requested approval of the purchase orders over \$10,000. Ms. Bednarski motioned to approve the list of purchase orders, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

GIFT REPORT: The Gift Report for January 2017 reported cash gifts of \$18,525 to the General Fund which included generous gifts of \$6,000 for library programs from the Friends of Rocky River Public Library and \$12,500 from the Rocky River Public Library Women's Committee for public restroom renovations. There was a \$50 contribution to the Cowan Fund. Ms. Schafer motioned to approve the January Gift Report, seconded by Ms. McQuillan. All trustees voted yes. Motion carried.

RELEASE OF ASSETS: Mr. Latza presented a list of assets to be declared surplus. Ms. McQuillan motioned to approve the list of assets to be declared surplus, seconded by Mr. Glover. All trustees voted yes. Motion carried.

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

- The hydraulic power unit in the public elevator needs to be replaced. The new pump will be more efficient. At the Building and Grounds committee meeting on February 6, 2017, the committee decided to postpone the children's off floor office renovation. The pump replacement is a higher priority. Mr. Mason requested the board to authorize up to \$23,800 for the hydraulic power unit replacement. Ms. Bednarski motioned to approve up to \$23,800 for the hydraulic power unit replacement on the public elevator, seconded by Ms. McQuillan. All trustees voted yes.

SIRSI CONTRACT: Mr. Hosek requested a motion to approve the Sirsi contract as listed in the board packet. Ms. Bednarski motioned to approve the Sirsi contract, seconded by Ms. McQuillan. All trustees voted yes. Motion carried.

PAYROLL MODIFICATIONS: Mr. Mason presented the February 2017 Personnel Report. There were two appointments. Ms. McQuillan motioned to approve the February 2017 personnel report, seconded by Mr. McCaulley. All trustees voted yes. Motion carried.

Updates to the Director Report

- Mr. Mason reported that Bacteria Shield™ will be applied to public area desks, countertops and door knobs on February 24, 2017. The cost for one year is \$2,100.
- Violent intruder training will be provided for the staff this year.
- The Library has a social media team and a set of social media procedures.
- The website redesign has not been completed.
- We are researching possible grants and revenue ideas.
- New analytics will be run for circulation statistics after the Library joins CLEVNET.

CBLH Contract: Ms. Bednarski reviewed the contract for the public restroom renovation. The Library's labor attorney will review the contract. We have requested surveys for the possible removal of asbestos and lead paint. Mr. Mason reviewed the format for the renovation. All the public restrooms will be renovated. There will be two single use bathrooms and a mother's room added on the lower level. The restrooms on the main level will be expanded and will be ADA compliant.

PRESIDENT'S REPORT: Mr. Hosek reported that he met with Mr. Mason, Mr. Latza, and RRPL Foundation representatives Ms. Bednarski and Ms. Schafer to discuss possible capital

projects and a two-three year strategy to present to the Rocky River Public Library Foundation. Mr. Hosek will meet with Dr. Fancher, the President of the Rocky River School Board. Mr. Hosek met with Mr. Latza to discuss reaching out to financial professionals at other libraries for information on grants.

The OLC North Chapter Trustee meeting is on the same date as the April 26 Board meeting. There was discussion on changing the April 26 board meeting to Monday, April 24. An e-mail will be sent when the date is confirmed.

COMMITTEE REPORTS:

Building & Grounds: no report

Personnel: No report. The committee will set up a meeting date.

4. NEW BUSINESS: none

5. ADJOURNMENT: Mr. McCaulley motioned to adjourn the meeting at 8:23 p.m.

John Hosek President

Dan Glover, Secretary