

Rocky River Public Library

Board of Trustees Meeting

Monday, April 24, 2017

The regular meeting of the Board of the Rocky River Public Library was held in the Library on Monday, April 24, 2017 at 7 p.m.

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

Absent:

Also Present: Jamie Mason (Director), Steve Haas (Adult Services Manager) and Pam Ward (Business Manager)

1. **CALL TO ORDER:** Mr. Hosek called the meeting to order at 7:02 p.m.
2. **PUBLIC COMMENT:** Patrons were pleased with the helpful staff in the Public Computer Center, the Book Buzz programs and the upcoming environmental programs listed in the *Inside View* newsletter. Patrons enjoyed the program on amphibians presented by the Beach Cliff Garden Club. Patron suggestions included opening the Library on Sunday during the summer, another drop off for books in a different location, a faster library app for renewing materials and a coffee machine in the lobby.

3. BUSINESS OF THE BOARD

APPROVAL OF THE MARCH 27, 2017 MINUTES: Mr. Hosek asked for any changes or corrections to the minutes of the March 27, 2017 board meeting. There being corrections, Ms. Bednarski motioned to approve the minutes as corrected, seconded by Ms. Manzo. All trustees voted yes. Motion carried.

FISCAL OFFICER AND FINANCE COMMITTEE REPORT: Mr. Latza presented the Financial Statements for March 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. The Finance Committee met on April 12, 2017. Ms. McQuillan motioned to approve the March 2017 financial statements as presented, seconded by Mr. McCaulley. All trustees voted yes. Motion carried.

GIFT REPORT: The Gift Report for March 2017 reported cash gifts of \$1,018 to the General Fund. Ms. Schafer motioned to approve the March 2017 Gift Report, seconded by Ms. Bednarski. All trustees voted yes. Motion carried.

RESOLUTION 01-17: Resolution authorizing 2018 tax budget: Mr. Latza presented the 2018 tax budget. Ms. McQuillan motioned to approve the 2018 tax budget, seconded by Ms. Schafer. All trustees voted yes. Motion carried. Mr. Latza will present the 2018 tax budget at the May 2017 Rocky River School Board meeting.

Mr. Latza reviewed the quotes for renewal of the Library's electric contract which expires in December 2018. Mr. Hosek motioned to enter into an agreement with SES for the Library to obtain the lowest price for energy. Mr. Latza will work with SES to get the price as listed or lower. Mr. Glover seconded the motion. All trustees voted yes. Motion carried.

Mr. Latza reported that the Library received a clean audit.

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

- The installation for the wireless access project and new security fobs began today and will be completed soon.
- Mr. Mason and Mr. Hosek met with a staff member in Congressman Renacci's office and Mr. Mason, Mr. Hosek and Ms. Bednarski met with Congresswoman Kaptur's staff regarding IMLS funding cuts.
- Mr. Mason will prepare the agenda for the May Joint School Board/Library board meeting.
- The Library received a State Library grant in the amount of \$998 to support the Community Read project.
- Mr. Mason and Ms. Shuster, Human Resource Generalist, met to discuss the position analysis to update job descriptions and pay grades. They will meet with managers individually to discuss the results. The Personnel Committee will meet later this year to review and present to the Board for approval.
- Mr. Mason will attend a meeting tomorrow to discuss the upcoming PLF contract.

Material Loan Policy: Mr. Mason reviewed the material loan policy. Ms. Bednarski motioned to approve the material loan policy as discussed, seconded by Mr. Glover. All trustees voted yes. Motion carried.

PERSONNEL REPORT: PAYROLL MODIFICATIONS: Mr. Mason presented the April 2017 Personnel Report. There was one resignation and one appointment. Ms. Schafer motioned to approve the April 2017 personnel report, seconded by Mr. McCaulley. All trustees voted yes. Motion carried.

PRESIDENT'S REPORT: The Rocky River Public Library Foundation will meet May 9, 2017. Interviews for the open Library Board Trustee position take place on May 9, 2017. The Trustee dinner is on April 26, 2017.

COMMITTEE REPORTS:

Building & Grounds: The committee will meet on May 1, 2017 to finalize the bathroom renovation project.

Personnel: The committee met several times. The review for Mr. Latza, Fiscal Officer, takes place in Executive Session tonight.

4. NEW BUSINESS: none

5. EXECUTIVE SESSION: Ms. McQuillan motioned to adjourn into executive session to discuss the review and compensation of a public employee, seconded by Ms. Bednarski.

ROLL CALL

Justin McCaulley	Yes
Dan Glover	Yes
Cynthia Schafer	Yes
Jean McQuillan	Yes
John Hosek	Yes
Catherine Manzo	Yes
Audra Bednarski	Yes

All trustees voted yes. Motion carried. The board of trustees moved into Executive Session at 8:26 pm. Mr. McCaulley motioned to exit Executive Session at 9:09 pm and return to public session, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

Mr. McCaulley motioned to increase the yearly salary for Mr. Latza by \$1,000, effective April 23, 2017, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

- 6. ADJOURNMENT:** Ms. McQuillan motioned to adjourn the meeting at 9:10p.m. There being no further business, the meeting adjourned at 9:10 p.m.

John Hosek, President

Dan Glover, Secretary