

## **-ROCKY RIVER PUBLIC LIBRARY**

Board of Library Trustees' Meeting

Wednesday, December 7, 2005

The regular business meeting of the Board of Library Trustees of the Rocky River Public Library was held in the library on December 7, 2005 at 7:00 p.m.

Present: William Henson, Betsy Lanzen, Catherine Manzo Strasek, Jean McQuillan, and David Pampush

Absent: Diane Murphy and Jeffrey Pavic

Also Present: John Lonsak (Director), Jean Evans (Deputy Director), James Wilson (Clerk-Treasurer), Qifang Liu (Deputy Clerk-Treasurer), and Kitty Sommers (Marketing and Public Relations Director)

1. **CALL TO ORDER:** Mr. Henson called the meeting to order at 7:02 p.m.
2. **CUSTOMER FEEDBACK:** Mr. Lonsak stated there was no customer feedback to report.
3. **BUSINESS OF THE BOARD:**
  - **APPROVAL OF THE OCTOBER 26, 2005 MINUTES:** Mr. Henson asked for any changes or corrections to the minutes of the meeting. There being no changes, the minutes were approved as distributed.
  - **CLERK-TREASURER'S REPORT:**
    - Mr. Wilson presented the ***FINANCIAL STATEMENTS*** for October 2005, covering segmented revenues and expenditures from the seven funds: General, Capital, Capital-Note/Bond, Capital-Cowan, Mackey Bequest, Nyland Bequest, and the Moll Children's Fund (sheets attached). Mr. Pampush moved to approve the Financial Reports, seconded by Ms. McQuillan. All trustees voted yes. Motion carried.
    - ***BUDGET MODIFICATIONS*** –Approval was requested to renew contracts for plant care and refrigeration services. Mr. Pampush moved to renew the annual contract with Plantscaping, Inc., seconded by Ms. McQuillan. All trustees voted yes. Ms. Manzo Strasek made a motion to renew the Allen Refrigeration Services contract, seconded by Ms. Lanzen. All trustees voted yes.  
Mr. Wilson presented Resolution 9-05 to transfer \$25,000 from the professional fees to the building improvement line item in the Note/Bond Fund. The request to transfer \$24,429.15 from the Capital Fund to the Note/Bond Fund is to offset the Tax Anticipation Note receipts that were retained for the first interest payment. Mr. Henson moved to approve the transfer, seconded by Ms. McQuillan. All trustees voted yes. Motion carried.
    - There were no **professional activities** reported for the Clerk-Treasurer's office, and the year-end schedule for the Clerk-Treasurer's office was noted.

- **Public Information Request-** There was an inquiry from *West Life* regarding a library press release about its recently issued audit reports for the years ending December 31, 2003 and December 31, 2004. The reporter was given an explanation of the phrase, *clean and unqualified audit*.
- The October **GIFT REPORT** (sheet attached) was presented, with \$185.00 received. Ms. McQuillan moved to accept these donations. Mr. Pampush seconded the motion. All trustees voted yes. Motion carried.
- The **PERSONNEL REPORT** (sheet attached) reviewed payroll modifications, as well as the proposed 2006 salary adjustments. Mr. Pampush moved to accept the personnel report. Ms. McQuillan seconded the motion. All trustees voted yes. Motion carried.
- **FIXED ASSET INVENTORY DISPOSITION** list was provided to the Board regarding assets declared surplus in the last 18 months. The library is planning a surplus sale on January 21. Mr. Henson moved to declare these surplus items for sale. Ms. McQuillan seconded the motion. All trustees voted yes. Motion carried.

● **DIRECTOR'S REPORT:**

**RENOVATION PROJECT** - Throughout the month managers met with architect Duane Van Dyke to review plans for their respective areas, refining plans according to need. Mr. Van Dyke will need to come before the Board for final approval of project plans so he can have the bid packaging documents ready for bid opening in early February.

**JOB EVALUATION PROJECT** – Mr. Lonsak updated work with The Human Resource Department Ltd. of Beachwood. Position descriptions for all jobs are completed, as well as job rankings for exempt and non-exempt positions. Performance evaluations will begin in January 2006. In January, job rankings and accompanying pay scale will be presented to the Board.

**CLERK-TREASURER POSITION** – Mr. Lonsak stated that Jim Wilson, Clerk-Treasurer, will be leaving Rocky River Public Library to become Clerk-Treasurer for the Lorain Public Library. Mr. Wilson will continue to work his customary 8:00 a.m. to 5:00 p.m. schedule until December 9. After this time, until the January Board meeting, he will work evenings and weekends, until a new Clerk-Treasurer is hired and sworn in.

**OTHER ACTIVITIES OF THE DIRECTOR** – Mr. Lonsak referred the Board to his written report and asked for questions. There were no further questions.

**SELECTION PROCESS FOR OWNER'S REPRESENTATIVE/CONSTRUCTION MANAGER** - Mr. Lonsak reported that on November 30th, some of the Board and the Administration interviewed firms for selecting a construction manager or an owner's representative. The firms interviewed were Panzica Construction, Infinity Construction, DLA Services, LCC, Four Gable Management Co., and Mr. Al Sanchez, independent contractor. He stated that architect Duane Van Dyke delineated the advantages and disadvantages of employing a construction manager versus an owner's representative for the renovation project and the comparative costs.

Discussion followed comparing each company's previous projects, references, services, costs, discounts, and bidding structure. The desire is to have daily monitoring of the project, do it right, on schedule, and at the best price.

Mr. Henson made a motion to engage the construction management services of Infinity Construction for the Rocky River Public Library renovation project for \$218,000.

Mr. Pampush seconded the motion. All trustees voted yes.

Motion carried. Mr. Lonsak will inform Infinity Construction that it will be engaged to provide services as construction manager for the renovation.

#### ●DEPUTY DIRECTOR'S REPORT:

**LIBRARY DATABASES** -Jean Evans, Deputy Director, reported that the use of databases has increased in part due to increased staff training and consequent increased usage when assisting patrons. Increased staff training opportunities for free online and in-person database training by vendors will continue into the new year. The **Price4Antiques database** was recently added to our online research tools. The value of antiques and collectibles represents one of the most popular requests for information from our patrons.

Implementation of Single Search, which will greatly improve accessibility and patron use of our database collection, continues in stages.

The January-April edition of *ExLibris* has been written, edited and is in production. The library's adopted library relationship has been announced to the public and efforts are being coordinated to raise funds to help this hurricane-stricken library system.

Ms. Evans stated that more revenue is being generated for **color copies** since the new color copying policy went into effect at the end of September 2005.

In January, she will be meeting with Stephen Brand, Chief Imagination Officer of **OneCleveland**, which is affiliated with Case Western Reserve University. This is a broadband wireless intranet linking nonprofits, libraries, hospitals, museums, and schools. She will explore opportunities and ideas.

#### ●PRESIDENT'S REPORT:

Mr. Henson reported that he had attended a number of meetings, including meetings pertaining to RFID systems and implementation, as well as the **Rocky River School Board** meeting. At the school board meeting, Mr. Henson updated members on the progress of our renovation project.

In regard to the **Clerk-Treasurer's position**, 30 applications were reviewed and 5 candidates are scheduled for interviews next week.

The **Rocky River Public Library Foundation** has reinstated its charter with the state of Ohio.

**●COMMITTEE REPORTS**

**-Building and Grounds:** No report

**-Community Relations:** Ms. McQuillan will be one of two appointees from the Board who will also serve on the Rocky River Public Library Foundation Board.

**-Finance & Personnel:** The Committee moved to adopt Resolution No.10-05, Annual Permanent Appropriation Resolution for 2006. All trustees voted yes. Motion carried.

**4. OTHER BUSINESS:** No other business was raised.

**5. ADJOURNMENT:** There being no further business, the meeting was declared adjourned at 8:42 p.m.

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William Henson, President

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Betsy Lanzen, Secretary