

**ROCKY RIVER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Dates - 2005**

January	26	Organizational Meeting
February	23	
March	30	
April	20	
May	25	
June	29	
August	31	
September	28	
October	26	
December	7	

All meetings begin at 7:00 p.m. in the lower-level,
Community Room and are open to the public.

ROCKY RIVER PUBLIC LIBRARY

Board of Library Trustees' Meeting

Wednesday, January 26, 2005

The annual organizational business meeting of the Board of Library Trustees of the Rocky River Public Library was held in the library on Wednesday, January 26, 2005, at 7:00 p.m.

Present: Jean McQuillan, William Henson, Betsy Lanzen, Catherine Manzo Strasek, Margaret McCarthy and Jeffrey Pavic

Absent: David Pampush

Also Present: John Lonsak (Director) and James Wilson (Clerk-Treasurer)

1. **CALL TO ORDER:** Ms. McQuillan called the meeting to order at 7:02 p.m.
2. **ELECTION OF OFFICERS:** Ms. McQuillan presented the following slate of officers for the 2005 Board Year:
 - William Henson – President
 - Jeffrey Pavic – Vice President
 - Betsy Lanzen – Secretary

All trustees voted yes, the appointments were made.
3. **APPOINTMENT OF CLERK-TREASURER AND DEPUTY CLERK-TREASURER:** Ms. Manzo Strasek moved for the reappointment of James Wilson as Clerk-Treasurer, and Qifang Liu as Deputy Clerk-Treasurer, seconded by Jean McQuillan. All trustees voted yes. Motion carried.
4. **BOARD COMMITTEE ASSIGNMENTS -** Mr. Henson presented the following committee assignments for the 2005 Board Year:
 - Buildings & Grounds – Chair Jeff Pavic, members Cathy Manzo Strasek, Jean McQuillan
 - Community Relations – Chair Jean McQuillan, members Betsy Lanzen, Cathy Manzo Strasek and Peg McCarthy
 - Finance & Personnel – Chair Dave Pampush, members Betsy Lanzen and Jeff Pavic
 - Records Commission – Chair Jim Wilson, members Dave Pampush and John Lonsak
 - RRPL Foundation Representative – Jeff Pavic
5. **BOARD MEETING SCHEDULE –** Mr. Henson presented a Board Calendar for 2005 (sheet attached).
6. **CUSTOMER FEEDBACK:** Mr. Lonsak received a letter from Dick Wright's daughter, thanking the library for commemorating her father with the new flat-panel television in the library lobby.

7. **LIBRARY STATISTICS:** Mr. Lonsak reviewed the library's statistics, and noted that he will be working with the library staff to develop a better reporting tool.

8. **BUSINESS OF THE BOARD:**

—**APPROVAL OF THE DECEMBER 8th, 2004 MINUTES:** Ms. McQuillan asked for any changes or corrections to the minutes of the DECEMBER 8th, 2004 meeting. There being no changes, the minutes were approved as distributed.

—**CLERK-TREASURER'S REPORT:**

- Mr. Wilson presented the cumulative Financial Report for December, 2004, 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). Ms. McCarthy moved to approve the December Financial Reports, seconded by Ms. McQuillan. All trustees voted yes. Motion carried.
- Mr. Wilson presented a list of assets to be declared scrap (sheet attached). Ms. Manzo Strasek moved to declare the items as scrap, seconded by Ms. Lanzen. All trustees voted yes. Motion carried.
- Mr. Wilson requested approval to submit an application of insurance for proposed healthcare plans from Kaiser Permanente. The standard HMO plan will be renewed with a major decrease in premiums. Kaiser is also offering a new Point-of-Service insurance program that would allow employees to see non-Kaiser doctors within a Kaiser-based network and also doctors outside the Kaiser network. The premium for the new plan would still be less than the 2004-2005 HMO premiums. Ms. McQuillan moved to approve the filing of application for the new plans, seconded by Ms. McCarthy. All trustees voted yes. Motion carried.
- Mr. Wilson requested approval to renew the Clerk-Treasurer and Deputy Clerk-Treasurer surety bonds through the Ohio Casualty Group. Mr. Wilson noted that the agent for the bonds is now Schraff Insurance in Rocky River, since the Somers Agency in Lorain, Ohio no longer represents Ohio Casualty Group. Ms. McQuillan moved to approve the renewal of the surety bonds, seconded by Mr. Henson. All trustees voted yes. Motion carried.
- In the **PERSONNEL REPORT** (sheet attached) there were two resignations and four adjustments to hours or pay rates. Ms. McCarthy moved to accept the Personnel Report with a second by Ms. Lanzen. All trustees voted yes. Motion carried.
- The **GIFT REPORT** (sheet attached) for November-December, 2004 recorded cash gifts to the General and Capital Funds. Mr. Henson moved to accept these donations. Mr. Pavic seconded the motion. All trustees voted yes. Motion carried.

- **RESOLUTION 1-05:** Withholding consent for the remission of taxes, penalties and interest on an application for real property tax exemption filed under section 3 of SUB. H.B. 362 of the 125th General Assembly. Ms. McQuillan moved that Resolution 1-05 be approved and forwarded to the Cuyahoga County Auditor by February 15th, seconded by Mr. Henson. All trustees voted yes. Resolution approved.
- **RESOLUTION 2-05:** authorizing the issuance of notes in the amount or not to exceed \$2,200,000 in anticipation of library and local government fund receipts for the purpose of proceeding with the building renovation project. Ms. McQuillan moved that Resolution 2-05 be approved, seconded by Ms. McCarthy. All trustees voted yes. Resolution approved.
- Mr. Wilson presented a proposal for construction-related, legal services from Bricker & Eckler, Attorneys at Law. Ms. McQuillan requested that Mr. Wilson obtain quotes from Cleveland-based law firms.
- Mr. Wilson reported on three contracts in excess of \$5,000 requiring Board approval. The first two were renewals of maintenance contracts for the HVAC system by Allen Refrigeration in the amount of \$10,263.75, and the elevator maintenance contract for \$5,100 with Edmonds Elevator. The third was an invoice from Van Dyke Architects, LLC in the amount of \$5,978.40. Ms. Lanzen moved to approve the contracts and payment of the invoice from Van Dyke Architects, seconded by Ms. Manzo Strasek. All trustees voted yes. Motion carried.

—**DIRECTOR'S REPORT:**

- Mr. Lonsak allowed Sue Brown a moment to thank the Board for approving the 10-hour-per-week increase to her position as the Cowan Curatorial Associate.
- The Ohio Library Council's Legislative Day is April 27th.
- Mr. Lonsak presented the proposal for the Job Classification Project from Gortz and Associates. Mr. Wilson is sitting in on meetings with the consultants. Mr. Lonsak will wait until all of the proposals are in to recommend one of the proposals.
- Mr. Lonsak reported that members of the Boards of Lakewood Public Library and the Cuyahoga County Public Library met to discuss County's study. Lakewood was still not interested in participating in the study.
- The County Budget Commission will meet on February 7th to review the three-year LLGSF Agreement that had been approved by the eight libraries. Mr. Lonsak and Mr. Wilson will be attending the meeting. Mr. Lonsak will contact our County Prosecuting Attorney, Joyce Dodrill to see if she will be attending the meeting.

- Mr. Lonsak reported a problem with a Domestic Relations Court order, naming the library as the visitation site in a bitter custody case. The situation has been resolved with help from Joyce Dodrill. She encouraged the Judge to order a different site for their visitations.
- Mr. Lonsak reported on meetings with Duane Van Dyke and the library managers. Mr. Van Dyke will present those changes later in this meeting.
- **EXECUTIVE SESSION:** Mr. Henson moved that the Board enter into Executive Session to discuss personnel matters. Ms. McQuillan seconded the motion. All voted yes. The Board adjourned to Executive Session at 8:30 p.m., and reconvened into open session at 8:46 p.m.
- **MEETING WITH DUANE VAN DYKE:** Mr. Van Dyke reviewed the process used since July of 2004 in defining the project, and then he presented the layouts that had been discussed with the managers. Children's would wrap around on the mezzanine level, technology training and public computers would be in the lower level. A new staff kitchen would be built in the lower level and Administration would be located on the first floor.

The Board discussed the needs of the Children's Department and the potentially limited future need for public-access computers. The Board did agree that Administration should be on the first floor, and that Children's should not expand into the current staff kitchen and quiet room. The Board agreed with Mr. Van Dyke that the long stairs should be wrapped along the wall to provide a landing. The mezzanine-level programming rooms should be designed to accommodate adult meetings as well as story hours. Cowan displays should be expanded within the collections. The Board expressed concerns over losing any additional parking spaces should a new lobby area be added. Mr. Van Dyke will get back to the Board with some pricing for some of the major portions of the project. He will have more detailed information for the February 23rd meeting.

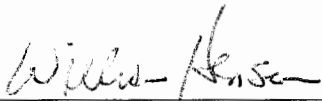
—**PRESIDENT'S REPORT:**

- Mr. Henson attended the Local Government Fund meeting for mayors, townships and libraries. It looks as though the Local Government Funds could be cut between 7.5% and 50% in the next biennium. Cuyahoga County Commissioner Peter Lawson Jones has called another meeting to be held before the Governor's budget announcement. Representative Patton suggested that the funds be given to the counties, and to allow them to determine how to distribute the Local Government Funds.
- Ms. McQuillan noted that the April Board meeting conflicts with OLC's Legislative Day. The Board meeting date is changed to April 20th.
- Mr. Henson noted that the "State of the Schools" luncheon will be held on February 3rd.

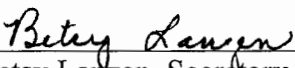
—COMMITTEE REPORTS:

- ❖ **BUILDING & GROUNDS:** The Committee met and reviewed meeting room fees and the charges for the public-access color printers. The issue of meeting-room fees was tabled until the completion of the renovation project. The current voluntary charge for copies is 10¢ for B&W and 25¢ for color, after ten free copies. The Committee recommended a 50¢ per color copy fee after five free copies. Mr. Lonsak has been told that other libraries are referring people to RRPL for free color copies. Liz Rowe will be tying the SIRSI patron database with the Pharos public-access-computer system in the near future.
- ❖ **COMMUNITY RELATIONS:** Ms. McQuillan will be setting a meeting in February.
- ❖ **FINANCE & PERSONNEL:** No Report

9. **OTHER BUSINESS:** Mr. Wilson asked that committees please forward agendas for their meetings to his office for public posting, and that minutes of the meetings be taken as well.
10. **ADJOURNMENT:** There being no further business, the meeting was declared adjourned at 10:26 p.m.



William Henson, President



Betsy Lanzen, Secretary

ROCKY RIVER PUBLIC LIBRARY

Board of Library Trustees' Meeting

Wednesday, February 23, 2005

The regular business meeting of the Board of Library Trustees of the Rocky River Public Library was held in the library on Wednesday, February 23, 2005, at 7:00 p.m.

Present: Jeffrey Pavic, William Henson, Betsy Lanzen, Catherine Manzo Strasek, Margaret McCarthy, Jean McQuillan, and David Pampush

Absent: None

Also Present: John Lonsak (Director) and James Wilson (Clerk-Treasurer)

1. **CALL TO ORDER:** Mr. Henson called the meeting to order at 7:00 p.m.

2. **CONCERNS OF THE ROCKY RIVER POLICE REGARDING CHAT ROOM USE BY CHILDREN IN THE LIBRARY:** Detective Philip Morron and Officer Craig Witalis addressed their concerns regarding child safety with the Board. Rocky River and other local police departments have encountered a number of problems recently with children as young as age twelve, meeting adults through contacts made in computer chat rooms. The problems have arisen through the use of home computers, but library computers could be used by children trying to avoid parental control at home. The policemen suggested that the renovation project might be an appropriate time to establish computers with limited access for those under age eighteen.

The Board discussed the need for chat rooms, and weighed the informational usefulness of chat rooms and instant messaging against the potential waste of valuable computer resources and the potential dangers to Rocky River's children. Mr. Henson noted that some libraries do not have chat rooms, and that most of the academic libraries do not have chat rooms on their computers. It was decided that banning chat rooms and instant messaging on the public computers would not restrict anyone's access to information.

Mr. Pavic made a motion that chat room accessibility be removed on library public computers. Ms. McCarthy seconded the motion. Discussion was held on the issue. Then, Ms. McQuillan moved to modify the motion to add instant messaging. Ms. Manzo Strasek seconded the motion. All trustees voted yes. Motion carried.

3. **CUSTOMER FEEDBACK:** Mr. Lonsak received two letters. One was from Sandy Wright thanking the library for remembering her husband Dick Wright, with the new flat-panel television in the lobby. Barnes and Nobles sent an invitation to their grand opening at Crocker Park. Mr. Lonsak also read a thank-you letter from a Cowan pottery enthusiast who complimented Sue Brown on the tour she gave of the library's Cowan collection. Finally, Mr. Lonsak reported that several Borders employees told him that RRPL is a wonderful library.

4. BUSINESS OF THE BOARD:

- **APPROVAL OF THE JANUARY 26th, 2005 MINUTES:** Mr. Henson asked for any changes or corrections to the minutes of the JANUARY 26th, 2005 meeting. There being no changes, the minutes were approved as distributed.
 - **CLERK-TREASURER'S REPORT:**
 - Mr. Wilson presented the cumulative Financial Report for January, 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). Ms. McQuillan moved to approve the January Financial Reports, seconded by Mr. Pampush. All trustees voted yes. Motion carried.
 - Mr. Wilson presented **Resolution 3-05** to modify the budget by transferring \$35,000 from the contingency line item to Purchased and Contracted Services. Ms. McQuillan moved to adopt the resolution, seconded by Ms. Manzo Strasek. All trustees voted yes. Motion carried.
 - The **GIFT REPORT** (sheet attached) for January, 2005 recorded cash gifts to the General Fund. Mr. Pampush moved to accept these donations. Ms. McCarthy seconded the motion. All trustees voted yes. Motion carried.
 - In the **PERSONNEL REPORT** (sheet attached) there were two adjustments to hours or pay rates. Ms. Lanzen moved to accept the Personnel Report with a second by Ms. McQuillan. All trustees voted yes. Motion carried.
 - Mr. Wilson updated the Board on the upcoming Tax Anticipation Note for the renovation project. The money should transfer to the library on March 2nd. The amount to be received is approximately \$1,925,000.
 - The Records Commission will hold a meeting at 6:30 p.m., prior to the March Board Meeting.
 - **MEETING WITH DUANE VAN DYKE** – Mr. Van Dyke brought in revised plans. The plans included a new entrance with a vestibule and a stairway to the Lower Level. The circulation desk was brought out further from its current position. Self-check machines would be able to handle about 30% of the circulation check-outs. The current business-reference alcove would be used by Cowan Pottery, and the Clerk-Treasurers Office would be located on the Mezzanine Level in the new addition above the main entrance.
- Mr. Van Dyke met with the Fire Marshall, and the Lower Level rooms may need to be equipped with sprinklers. The library may need to look at adding an additional handicap parking spot. Ms. Manzo Strasek suggested looking at angled parking on the Riverview

side of the building. Mr. Pavic suggested a canopied awning by the main entrance.

Duane Van Dyke will get construction cost estimates to determine if the new front entrance is feasible given the budget for the project. He will then share the re-designed plans with the staff.

—**DIRECTOR'S REPORT:**

- Mr. Lonsak would like to schedule the presentation of Ann Connelly's Retirement Resolution for the March Board Meeting.
- Mr. Lonsak passed out a tentative statistical report, and updated the Board on the revisions to data collection methods and efforts to gather more data directly from SIRSI.

—**PRESIDENT'S REPORT:**

- Mr. Henson will attend the Local Government Fund meeting for mayors, townships and libraries on February 24th.
- The Joint Meeting with the School Board will be held on April 28th at 7:30 a.m. and will be hosted by the schools this year.
- Mr. Henson reported that Ms. McCarthy's term on the Board expires in 2005, and that she has chosen not to seek reappointment. The School Board will make a new appointment to the vacant position.

—**COMMITTEE REPORTS:**

- ❖ **BUILDING & GROUNDS:** No report
- ❖ **COMMUNITY RELATIONS:** Ms. Manzo Strasek will be the contact person from the Board to work with the Friends of the RRPL. Ms. McQuillan will be the Women's Committee contact and Mr. Pavic will be the Board's representative on the Rocky River Public Library Foundation.

The Staff Recognition Luncheon will be held on May 3rd at the library.

The Committee will be reviewing the Customer Use Policy.

Ms. McQuillan attended the OLC Government Relations Committee Meeting. The LLGSF funding for the new biennium looks like it will be cut 5% in 2006 and a larger cut in 2007.

- ❖ **FINANCE & PERSONNEL:** No Report

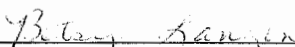
5. **OTHER BUSINESS:** Ms. Lanzen is on the Levy Committee for the Rocky River School District's November operating levy.

6. **EXECUTIVE SESSION:** Ms. McQuillan moved that the Board enter into Executive Session to discuss personnel matters. Ms. Manzo Strasek seconded the motion. All voted yes. The Board adjourned to Executive Session at 9:45 p.m., and reconvened into open session at 10:10 p.m.

7. **ADJOURNMENT:** There being no further business, the meeting was declared adjourned at 10:10 p.m.



William Henson, President



Betsy Lanzen, Secretary

ROCKY RIVER PUBLIC LIBRARY

Board of Library Trustees' Meeting

Wednesday, March 30, 2005

The regular business meeting of the Board of Library Trustees of the Rocky River Public Library was held in the library on Wednesday, March 30, 2005 at 7:00 p.m.

Present: William Henson, Jeffrey Pavic, Catherine Manzo Strasek, Jean McQuillan, and David Pampush

Absent: Betsy Lanzen and Margaret McCarthy

Also Present: John Lonsak (Director), Jean Evans (Deputy Director) and James Wilson (Clerk-Treasurer)

1. **CALL TO ORDER:** Mr. Henson called the meeting to order at 7:00 p.m.
2. **INTRODUCTION OF NEW DEPUTY DIRECTOR, JEAN EVANS:** After an introduction by Mr. Lonsak, Ms. Evans then gave the Board a brief autobiographical sketch. Most recently she had been in charge of electronic resources at the Cuyahoga County Public Library. Prior to that she was a reference librarian in the same system. Ms. Evans received her MLS from Kent State University while working as a librarian. Prior to her work in libraries, she worked for BP America and National City Bank.
3. **RESOLUTION 4-05:** The Board presented Ann Connelly with a resolution thanking her for her years of service with the Rocky River Public Library. Mr. Henson moved to adopt the resolution, seconded by Ms. McQuillan. All trustees voted yes. Motion carried.
4. **CUSTOMER FEEDBACK:** Mr. Lonsak received one letter regarding customer service. Mr. Henson had been approached by a neighbor who told him that Troy Sanders at the circulation desk was so up-beat and helpful, that he walked away feeling better about himself.
5. **BUSINESS OF THE BOARD:**
 - APPROVAL OF THE FEBRUARY 23rd, 2005 MINUTES:** Mr. Henson asked for any changes or corrections to the minutes of the FEBRUARY 23rd, 2005 meeting. There being no changes, the minutes were approved as distributed.
 - CLERK-TREASURER'S REPORT:**
 - Mr. Wilson presented the cumulative Financial Report for February, 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). Ms. McQuillan moved to approve the February Financial Reports, seconded by Ms. Manzo Strasek. All trustees voted yes. Motion carried.

- Mr. Wilson distributed an April calendar for his office. He will be attending the required State Treasurer's public investment training, and will be presenting at the New Clerk-Treasurer's Workshop at the State Library of Ohio. He will also be at OLC on March 31st to serve on the committee that is updating the Ohio Library Council's, *Clerk-Treasurer's Handbook*.
- The **GIFT REPORT** (sheet attached) for February, 2005 recorded cash gifts to the General Fund. Ms. Manzo Strasek moved to accept these donations. Ms. McQuillan seconded the motion. All trustees voted yes. Motion carried.
- In the **PERSONNEL REPORT** (sheet attached) there were six appointments and two adjustments to hours or pay rates. Mr. Pampush moved to accept the Personnel Report with a second by Ms. Manzo Strasek. All trustees voted yes. Motion carried.
- Mr. Wilson presented a list of assets to be declared scrap (sheet attached). Ms. McQuillan moved to declare the items as scrap, seconded by Mr. Henson. All trustees voted yes. Motion carried.
- Mr. Wilson updated the Board on the Tax Anticipation Note for the renovation project. The money transferred to the library on March 2nd. The amount received was \$1,975,581. This amount represented approximately \$1,925,000 in proceeds from the note and the balance represented the premium realized from lower market interest rates on the day of issuance.
- The Clerk-Treasurer's Office is updating the ADP payroll software. The new version of the software may require the computer hardware to be updated.
- Auditor of State Betty Montgomery, sent out a memo (copy attached) that was received on March 29th. The memo informed all "cash basis" entities that audits of 2004 and subsequent years, should audit field work be completed after April 1, 2005, would be out of compliance if the entity did not substantially conform with the display requirements of GAAP. Mr. Wilson noted that he will be working with the Auditor of State's Office (AOS) to bring the RRPL financial statements into compliance. The AOS has offered to assist those local governments whose audit opinion dates fall after April 1, 2005.
- Mr. Wilson also reported on the following items: The State Library of Ohio granted an extension for filing of the Annual State Library Report. Mr. Wilson will be completing and submitting the report when he receives the library usage statistics from Ms. Janoch and Ms. Rowe. SIRSI Acquisitions reporting is still needed in order to reconcile the accounting and library acquisitions systems. Ms. Rowe is working on those reports.
- Mr. Wilson discovered that the library's *Between the Covers* publication had been granted a Federal Trademark in 1994, but that the trademark had expired. Assistant County Prosecutor, Joyce Dodrill recommended talking to an Intellectual Property attorney. That lawyer noted that the trademark was not necessary since the library has been using the name since the mid-1980's. RRPL would enjoy protection under the "prior use" doctrine.

- Mr. Wilson reviewed the *Presentation on Supplies Expense*, that was included in the Board packet.
- Mr. Wilson requested that Board approve payment of an invoice from Duane Van Dyke in the amount of \$10,637.32. Mr. Pavic moved that payment of the invoice be approved, seconded by Ms. McQuillan. All trustees voted yes. Motion carried.

—**COMMITTEE REPORTS:**

- ❖ **FINANCE & PERSONNEL:** No Report
- ❖ **BUILDING & GROUNDS:** Mr. Pavic asked Mr. Wilson to provide an updated report on library contracts and service agreements
- ❖ **COMMUNITY RELATIONS:** Ms. McQuillan met with the Women's Committee. Ms. Manzo Strasek attended a meeting of the Friends of the RRPL. The proposed Memorial Garden was discussed.

—**DIRECTOR'S REPORT:**

- Mr. Lonsak reported that the RRPL Foundation received \$2,000 from the Estate of Lucille Shaw.
- Mr. Lonsak reported that Greg Jackson wants to change the snow plowing service. Mr. Jackson has recommended a service that would do a better job of clearing the parking spots for handicapped parking, but the contractor would need to keep his mini-front end loader here at the library. The Board expressed concerns about the library's potential liability if the equipment is left at the library.

—**PRESIDENT'S REPORT:**

- Mr. Henson talked to Dale Powers of the Board of the Cuyahoga County Public Library (CCPL). Mr. Henson told Mr. Powers that the people of Rocky River have expressed no interest in merging with CCPL, and that the RRPL Board of Trustees has no interest in pursuing merger discussions.
- **MEETING WITH DUANE VAN DYKE** – Mr. Van Dyke brought in revised plans. The plans included the new entrance with a vestibule and a stairway to the Lower Level. The plans also included extending Children's and creating a new office space for the Clerk-Treasurer's Office above the new entrance and vestibule. Mr. Van Dyke had had the construction costs estimated and presented three models for restructuring the Lower Level. He will share the plans with library managers before the next Board meeting.

Mr. Van Dyke's cost estimates were done by PEI, a construction cost estimator. The basic project would be \$1,900,000. Additional alternates would include the front lobby, first-floor restrooms, second-floor restrooms, new stairs on the first floor, story-hour room sinks, lower-level sprinklers and lower-level waterproofing, existing Children's Room redesign and the replacement of the elevator cab interior.

Mr. Van Dyke then discussed the project schedule. He noted that the project had originally been an interior renovation, in that case Fall was an acceptable time to start. He told the Board that they would need to make what he called "the big decision"; whether to start in the Fall or wait until Spring, 2006 if the new entrance is to be built. Mr. Henson told Mr. Van Dyke that the Board's desire is to start sooner, rather than later. Mr. Van Dyke foresees the development of construction documents through July, with the bidding and awarding of the contract in August and September.

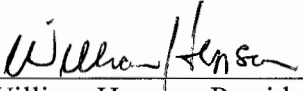
Mr. Van Dyke and the Board discussed the merits and drawbacks of utilizing construction managers and owner's representatives. Mr. Van Dyke suggested that he would be able to provide those services by making daily inspections of the project. He also noted that the cost of those services were not included in his projected fees.

—DIRECTOR'S REPORT (continued):

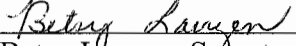
- Greg Jackson, who had come in for Duane Van Dyke's presentation, told the Board that the new snowplowing service would need to store their mini-front end loader at the library since they would not be able to transport it from our plowing job to subsequent jobs. The Board determined that storing the equipment at RRPL would not be acceptable. The contractor will need to make other arrangements should he accept a contract with the library.
- Liz Rowe presented library statistics reported from the SIRSI system. The Board approved the new format for reporting.
- Ms. Rowe looked at different ways of blocking chat-rooms on the library's public computers. Blocking chat on only a portion of the computers was one method that was considered. The Board reiterated that their interest was in blocking chat on all the public computers. It was agreed that blocking the major chat rooms on all of the public-access computers would effectuate the Board's decision and still not limit patrons' access to information. Mr. Lonsak noted that another problem with keeping chat-room access could be to make RRPL's computers a regional draw, similar to RRPL's color printers, since other local libraries don't provide chat access for their customers.
- Ms. Rowe asked the Board for approval to purchase SIRSI's *Single Search* software. This product allows searches across multiple electronic databases. The cost would be \$14,000 in the first year and then approximately \$9,000 in subsequent years. The purchase of the software does not include any electronic materials, but only uses those owned by the

library through other sources. The net cost would be reduced since the new software would also provide for Remote Patron Authorization, a service that RRPL would need to continue purchasing separately otherwise. Ms. McQuillan moved that the purchase of *Single Search* be approved, seconded by Mr. Pampush. All trustees voted yes. Motion carried.

- Sue Brown, the Cowan Curatorial Associate, has had several other museums approach her about joint programming and collection loans (see attached report). They are also interested in developing program activities for children. Ms. Brown is setting up a program for July 13th. Mark Bassett, the head of the Cowan Pottery Associates, is arranging a Cowan Pottery exhibit at the Zanesville Art Museum. The exhibit will be held in conjunction with the annual, week-long pottery festival that is held in the Zanesville area.
 - Mr. Lonsak has been working with the Foundation members and their annual fund drive.
 - Mr. Lonsak has been asked to join the Kiwanis. He is concerned about time constraints with the upcoming building project.
 - The library was asked to house a clothing donation box for Special Olympics. The Board told Mr. Lonsak that the parking lot is filled past capacity too often to give up any area in the parking lot for non-parking use.
 - Mr. Lonsak had a request from the Cuyahoga County Juvenile Court to provide community service opportunities for five under-aged drinkers from Rocky River. Mr. Lonsak noted that they might be able to help with the upcoming book sale. Mr. Lonsak isn't sure if he will hear back from the court.
6. **EXECUTIVE SESSION:** Ms. McQuillan moved that the Board enter into Executive Session to discuss personnel matters. Mr. Henson seconded the motion. All voted yes. The Board adjourned to Executive Session at 9:50 p.m., and reconvened into open session at 10:40 p.m.
7. **OTHER BUSINESS:** Ms. McQuillan recommended that the Board hire Thompson-Hine as the library's legal representative for the building project. She also recommended that the owner's representation/construction management services offered by Thompson-Hine be further explored. Mr. Lonsak stated that he felt comfortable after having met with the members from the law firm. Ms. McQuillan moved that Thompson-Hine be engaged as owner's counsel for the construction project and their fees, which will be in excess of \$5,000, be approved. Mr. Henson seconded the motion. All voted yes.
8. **ADJOURNMENT:** There being no further business, the meeting was declared adjourned at 10:45 p.m.



 William Henson, President



 Betsy Lanzen, Secretary

ROCKY RIVER PUBLIC LIBRARY

Board of Library Trustees' Meeting

Wednesday, April 20, 2005

The regular business meeting of the Board of Library Trustees of the Rocky River Public Library was held in the library on Wednesday, April 20, 2005, at 7:00 p.m.

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

Absent: Jeffrey Pavic

Also Present: John Lonsak (Director), Jean Evans (Deputy Director) and James Wilson (Clerk-Treasurer)

1. **CALL TO ORDER:** Mr. Henson called the meeting to order at 7:01p.m.
2. **THE ROCKY RIVER CITY SCHOOL DISTRICT LEVY PRESENTATION:** Dennis L. Allen, Ed.D., the Superintendent of Schools, presented a summary of the need for the May 3rd levy issue for the Rocky River City Schools. He gave a list of the reasons for supporting the levy and the need to actively seek the participation of all of the voters. The library board members all expressed their strong support of the levy campaign.
3. **STAFF PRESENTATION:** Angela Paterek, the Manager of the Training Division of the Technology Support Department, reported that her division is now fully staffed. She noted that two new classes have been added. During the renovation project, all of the classes will be reviewed and revised. Staff training in 2005 has included Children's Department printing, SIRSI upgrade training, and training on sexual harassment. Future staff programming this year will include training in the area of customer service.

Angela introduced her two new staff members. Ashley Beyer is the new full-time trainer, who is devoting 50% of her time to staff training and 50% to customer training. Kathy O'Neil is the library's new 20-hour-per-week trainer. Kathy also teaches computer classes at Cuyahoga County Community College.

4. **CUSTOMER FEEDBACK:** Mr. Lonsak received two letters. One was a note given to Evelyn Janoch from a satisfied customer. The other was a letter from the AARP Tax-Aid Coordinator. The AARP relocated their Tax-Aid Program to RRPL after having lost their previous space. 450 people were helped with tax returns that benefited a total of 670 taxpayers.

Mr. Lonask then asked Jean Evans to present the results of staff surveys on the renovation plans. Ms. Evans passed out a handout (sheet attached) showing the results of the surveys. Architect Van Dyke will be meeting with staff at two staff meetings on Tuesday, April 26th to discuss the project and address concerns. The first meeting will be held at 11:00 a.m. and the second at 1:30 p.m..

5. BUSINESS OF THE BOARD:

- **APPROVAL OF THE MARCH 30th, 2005 MINUTES:** Mr. Henson asked for any changes or corrections to the minutes of the MARCH 30th, 2005 meeting. There being no changes, the minutes were approved as distributed.
- **CLERK-TREASURER'S REPORT:**
 - Mr. Wilson presented the cumulative Financial Report for March, 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). Ms. McQuillan moved to approve the March Financial Reports, seconded by Ms. Lanzen. All trustees voted yes. Motion carried.
 - Mr. Wilson reported on his attendance at the State Treasurer's public investment training, and his presentation at the upcoming Ohio Library Council's New Clerk-Treasurer's Workshop. In May he and Pam Ward will be attending the Ohio Library Clerk Treasurers Association meeting, and Qifang Liu is scheduled to attend the ADP Users Group meeting.
 - The **GIFT REPORT** (sheet attached) for March, 2005, recorded cash gifts to the General and Capital Funds. Ms. McCarthy moved to accept these donations. Ms. McQuillan seconded the motion. All trustees voted yes. Motion carried.
 - In the **PERSONNEL REPORT** (sheet attached) there were no adjustments.
 - Mr. Wilson requested approval from the Board to renew the Errors and Omissions Insurance at the same premium of \$1,932 for 2005-2006. Mr. Pampush moved to renew the E&O Policy. Ms. McQuillan seconded the motion. All trustees voted yes. Motion carried.
 - Mr. Wilson distributed copies of the Bulletin regarding the new audit-reporting standard from Betty Montgomery, Ohio Auditor of State. Mr. Wilson has contacted the Local Government Section at AOS to obtain information on the fees associated with converting the 2004 financial statements.
 - The 2006 Tax Budget will need to be approved at the May Board Meeting. A Finance and Personnel Committee Meeting was scheduled for Thursday, May 19th, at 6:30 p.m. to approve the tax budget and discuss the GAAP-display for the 2004 financial statements.
 - A Records Commission meeting was held before the March Board meeting. The next meeting is scheduled for 6:30 p.m. the night of the May Board meeting.
 - Mr. Wilson then distributed and briefly reviewed the *Capital Acquisitions Update for the Board of Trustees*. A copy is attached.

- **MEETING WITH DUANE VAN DYKE** – Mr. Van Dyke brought in a revised schedule for the renovation project. He also reviewed the staff's input on the plans.

A copy of the Fire Marshall's report was distributed (report attached). The Fire Marshall did not call for new sprinklers, but suggested having a state-licensed fire alarm designer review the current system and renovation plans.

Mr. Lonsak noted that some staff had expressed their concern that the public had been told that the renovation would not be increasing the "footprint" of the building. The Board noted that the plans don't call for a building addition, but rather "we're putting in a new doorway." It was determined that if the traffic patterns and functionality can be improved by increasing the lobby area, then that is what should be done.

The Board then ran through the building scenarios and reviewed the staff input on the various proposed layouts. Concerns were addressed regarding meeting-room space and the public-access computers. Mr. Lonsak stated that staff needs to evaluate the use of the off-floor space on the north side of the Lower Level.

Jean Evans noted that tagging materials with radio frequency identification devices (RFID) should be considered as a part of the renovation project. The installation of security equipment would allow greater use of self-check systems and reduced repetitive-stress injuries among circulation staff. Mr. Wilson said that the carry-forward of library materials budget, and the reduced expenditure on materials during the renovation project, could provide a significant portion of the cost to implement RFID.

Mr. Jackson asked whether the repair of the high ceilings on the main floor was a part of the renovation plan. Mr. Van Dyke said that the ceiling repair was a part of the project.

Ms. Lanzen asked Mr. Van Dyke whether he had one of the designs for the Lower Level that he would recommend over the others. Mr. Van Dyke noted that putting the computer lab next to the public-access computers in other libraries has allowed joint usage. Mr. Pampush said that he did not want to lose larger spaces within the library since it is impossible to regain that space once its been divided. Mr. Lonsak pointed out that the Lower Level computer area would require a monitor at all times. Mr. Wilson asked Ms. Rowe if notebook computers could be used in a wireless environment, instead of having a fixed computer lab. This would allow any meeting room in the building to be used as a computer training room. Mr. Pampush liked the idea of handing patrons a computer when they come in for training. Ms. Rowe noted that the \$3,000 per computer that had been budgeted in the 2000 plan would allow for the purchase of notebook computers for that purpose.

In reviewing the various Lower Level scenarios, it was decided to maintain the largest amount of meeting room space. Both Ms. McQuillan and Ms. McCarthy thought that the meeting space should be maintained. Mr. Pampush was interested in maintaining the flexibility of the space. Mr. Van Dyke liked the idea of the public computers at the base of the stairs, but agreed that the meeting space should be maintained.

Mr. Van Dyke asked whether the first and second floor restrooms should be completely renovated. The Board told Mr. Van Dyke that the restrooms are not a high priority. Mr. Van Dyke asked about the angling of the main stairs coming down from the second floor. It was decided to make the stairway alteration an alternate.

The Board determined that the installation of an additional restroom by the new Children's story-hour rooms was not needed. Board members felt that the current restrooms should be acceptable. The existing sink in the current photocopier area would provide water for staff needs in the story hour area.

Mr. Van Dyke will investigate the need for Lower Level sprinkling and also the outside waterproofing. Mr. Van Dyke asked about the need for wireless phones in the library. Mr. Wilson noted that the 2005 appropriation budget includes \$60,000 for telecommunications equipment. An internal cellular system is needed to allow maintenance and computer staff to use cordless phones throughout the building.

Mr. Lonsak suggested that splitting the Clerk-Treasurer's Office from the rest of Administration may not work well. Mr. Lonsak would like to be in the current YA Room, and that would allow the Clerk-Treasurer's Office to move down to the first floor with the rest of Administration. Marian would move with the Director, and the Deputy Director's office would remain in the Administration area.

Mr. Van Dyke talked to the Board about "project-delivery methodology". Mr. Van Dyke said that he had thought about the issue and had changed his mind to suggest that the library have a "superintendent" on the project. He said that his original thought of bidding out the project to one general contractor would have provided a general contractor's "superintendent." In the current situation, the superintendent would be a "construction manager" who would coordinate the daily interaction between contractors. Ms. McQuillan asked what control the superintendent would really have over the subcontractors. Mr. Van Dyke said that a general contractor from the Cleveland area would have economic sway to both encourage contractors to bid on the project in the first instance and then to perform to high standards.

Mr. Van Dyke then reviewed the timetable. Mr. Lonsak asked that some drawings be developed that could be shown to the public. Mr. Van Dyke indicated that that could be done after meeting with the staff.

—DIRECTOR'S REPORT:

- Mr. Lonsak reported that the chat rooms will be easy to take down off of the public-access computers and that there will be no additional cost. Jean Evans has produced new materials for the staff explaining the chat-room ban.

- Mr. Lonsak told the Board about the staff's Sexual Harassment training program and questions that arose regarding patron's use of the Internet and the viewing of offensive

materials. Managers will reset any computers that have been left on a website that the staff members find personally offensive.

- Mr. Lonsak noted that the Assistant Manager of Circulation position has been very productive, and that he will be posting it as a permanent position at a rate of \$15.25 an hour.
- People are expressing an interest in the Memory Garden, and Mr. Lonsak sought Board input on whether it should proceed concurrently with the general renovation project. Ms. McQuillan and Ms. McCarthy will review the issue along with the Major Donor Recognition Policy with the Community Relations Committee, and bring suggestions back to the Board.

—**COMMITTEE REPORTS:**

- ❖ **BUILDING & GROUNDS:** No report
- ❖ **FINANCE & PERSONNEL:** The Committee will meet at 6:30 p.m. on May 19th to review the 2006 Tax Budget, meet as the Audit Committee and discuss the salary-revision project.
- ❖ **COMMUNITY RELATIONS:** The Committee will be scheduling a meeting.

—**PRESIDENT'S REPORT:**

- Mr. Henson noted that the joint meeting with the School Board will be held on the 28th on the second floor at the Educational Service Center.
- Mr. Henson will be attending the annual Northeast Ohio Library Trustee's Dinner.
- State Representative Patton introduced legislation that would allow libraries to charge fees for all non-print material.

EXECUTIVE SESSION: Mr. Henson moved that the Board enter into Executive Session to discuss personnel matters. Ms. McQuillan seconded the motion. All voted yes. The Board adjourned to Executive Session at 9:45 p.m., and reconvened into open session at 10:13 p.m.

6. **OTHER BUSINESS:** Ms. McQuillan moved that the Board amend the library's Personnel Policies regarding credit for sick time accrued with another Ohio public employer, for new full-time hires, to allow up to one year or 120 hours of accrued sick time for such new hire.

An amendment to the Personnel Policies should be prepared and presented at the May Board Meeting. Ms. Lanzen seconded the motion. All trustees voted yes. Motion carried.

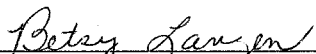
Ms. McQuillan, Mr. Lonsak and Mr. Wilson will be meeting with Thompson Hine on Tuesday to discuss the building project coordination and a contract for Duane Van Dyke.

Jean Evans updated the Board on the compilation of statistics and her efforts to make the 2005 statistics reports more informative. She also wants to capture more information on the use of electronic resources, as well as all of the information needed to measure our performance under HAPLR guidelines.

7. **ADJOURNMENT:** There being no further business, the meeting was declared adjourned at 10:10 p.m.



William Henson, President



Betsy Lanzen, Secretary

Rocky River Public Library
Board of Library Trustees' Meeting
Wednesday, May 25, 2005

The regular business meeting of the Board of Library Trustees of the Rocky River Public Library was held in the library on Wednesday, May 25, 2005, at 7:00 p.m.

Present: William Henson, Betsy Lanzen, Margaret McCarthy, Jean McQuillan,
and Jeffrey Pavic

Absent: David Pampush and Catherine Manzo Strasek

Also Present: John Lonsak (Director), Jean Evans (Deputy Director), James
Wilson (Clerk-Treasurer), and Elizabeth Altstaetter (Marketing
Director)

1. **CALL TO ORDER:** Mr. Henson called the meeting to order at 7:05 p.m.
2. **INTRODUCTION OF NEW MARKETING DIRECTOR, ELIZABETH ALTSTAETTER:** After an introduction by Mr. Lonsak, Ms. Altstaetter then gave the Board a brief autobiographical sketch. In addition to working at the library, she owns a small business. Previously she worked as the associate director of the Missionary Cenacle Volunteer program, doing marketing and recruiting.
3. **CUSTOMER FEEDBACK:** Mr. Lonsak received numerous letters regarding customer service.
 - Rocky River United Methodist Church thanked the library for the use of a room for a youth program.
 - Goldwood Primary students thanked Fran Homa for being part of Cowboy Days.
 - The second grade students of Rocky River Schools and their teacher Margie Hackett thanked Ann Jackson and Technical Services for hosting students during a recent tour of the Rocky River Public Library.
 - Grafton Correctional Institution and Marion Correctional Institution thanked the library for book donations to be part of their collection and literacy programs.
 - Marian Wright thanked the library for help selecting a book for donation.
 - The library received several messages supporting the decision to ban chat from library computers.
 - One patron thanked the library for making tax forms available to the public.
 - Employee Joyce Haller wrote a letter to the board expressing concerns about internet usage and the renovation. The Board acknowledged Ms. Haller's concerns.

4. **USER STATISTICS:** Ms. Evans presented monthly figures (sheet attached) for January through April. A new method of counting reference questions has been implemented wherein a period of time in February and October will be designated for counting reference questions and this data will be used to extrapolate statistics for the entire year. Ms. Evans verified drive-up window statistics (sheet attached) through a one-week count. Ms. Evans and Ashley Beyer are creating spreadsheets to track electronic resources.

- Ms. Evans and Evelyn Janoch reported on a new service, downloadable audiobooks, which allows patrons to download audiobooks to home computers and transfer to Windows Media Player (MP3) devices. This is a new service from netLibrary and Recorded Books. A demonstration will be held June 4 – 6 in the Browsing Room where patrons can also sign up for a drawing for a free MP3 player after viewing the demonstration.
- Mr. Lonsak reported that he and Ms. Evans and Ms. Altstaetter attended the Rocky River Chamber of Commerce Networking Breakfast on May 19, 2005.
- Ms. Evans reported overall support from patrons for the decision to ban chat from all computers.
- The Training Department reported 126 students enrolled in 26 classes in May, which included six additional classes to those originally advertised. The Department could have accommodated 150 more students if space and staff had been available.

5. BUSINESS OF THE BOARD

- **APPROVAL OF THE APRIL 20TH, 2005 MINUTES:** Mr. Henson asked for any changes or corrections to the minutes of the APRIL 20th, 2005 meeting. There being no changes, the minutes were approved as distributed.

— **CLERK-TREASURER'S REPORT:**

- Mr. Wilson presented the cumulative Financial Report for April, 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). Ms. McQuillan moved to approve the April Financial Reports, seconded by Ms. Lanzen. All trustees voted yes. Motion carried.
- Mr. Wilson and Pam Ward attended the Ohio Library Clerk Treasurers Association meeting. Qifang Liu was unable to attend the ADP Users Group meeting because it was "sold out."
- There were no public records requests.

- The **GIFT REPORT** (sheet attached) for April, 2005, recorded cash gifts to the General Fund. Mr. Henson moved to accept these donations. Ms. McCarthy seconded the motion. All trustees voted yes. Motion carried.
- In the **PERSONNEL REPORT** Elizabeth Altstaetter was hired April 26, 2005 in the position of Marketing Director. Ms. McCarthy moved to accept this report. Ms. McQuillan seconded the motion. All trustees voted yes. Motion carried.
- **ITEMS TO BE DECLARED SURPLUS** A CD sale will be held June 11th to sell CDs received in a legal settlement. Mr. Wilson presented a list of assets to be declared scrap (sheet attached). Ms. McQuillan moved to declare the items as scrap, seconded by Mr. Henson. All trustees voted yes. Motion carried.
- **2004 FINANCIAL STATEMENT FOR AUDIT** – Mr. Wilson reported on the progress of the conversion of year-end statements for 2004 to the new GAAP-display protocol.
- **2006 TAX BUDGET** - The Finance & Personnel Committee presented the 2006 tax budget to the full board of trustees for their approval. Ms. Lansen reported on the committee's review and discussion with management. The committee had approved the budget as presented without any recommended changes. All trustees voted yes. The Tax Budget will be submitted to the school board for approval at their June, 2005, meeting.
- **DIRECTOR'S REPORT**
 - Despite signs on all entrances, the library is still receiving book donations. Having exhausted all other means of disposing of these books, Mr. Lonsak proposed placing a shelf outside the auditorium with a locked coin box for patrons to purchase donated books.
 - Fran Homa is weeding the children's collection. Used books will be donated to various charities in Cuyahoga County.
 - The library hired two seniors through the Rocky River Senior Center BridgeWorks program. They will work as part-time shelvers.
 - Ms. Evans visited the Senior Center. As a result of her visit, Outreach Librarian Janet Sponseller will be hosting a book talk in July at the Senior Center. Ms. Evans is also working to make HeritageQuest available at the Senior Center.
 - The library received a bill for \$4,032.27 from Mr. Duane Van Dyke for his services. Current payments will be deducted from the final payment, which will be a percentage of the total cost of renovation.

— **OVERVIEW AND DISCUSSION OF THE “JOB PROJECT” PROPOSALS**

Mr. Lonsak received proposals from two companies, Gortz & Associates and the firm Human Resources, Ltd. Mr. Lonsak reviewed the five steps to this process:

1. *Position Description Update* – Professional update and description of the 31 jobs in the library.
2. *Internal Equity* – ranking of jobs for the basis of compensation
3. *Compensation Survey & Analysis* – Survey & analyze comparable organizations to establish equitable wages
4. *Compensation Structure* – Establish a range of pay for each tier. This will most likely raise salaries if implemented. The board must also decide if performance will be compensated through merit raises, bonuses, or other means.
5. *Performance Evaluation Development* – Implementation of a professional evaluation process.

This process will take an estimated two months and can occur while the building renovations are underway. The Board discussed the pros and cons of merit-based raises, establishing a clear career path within the library, and how to reward staff members at the top of their pay scale.

The estimated costs were comparable for the two firms. The board discussed the merits of each firm. Both firms have extensive experience with library systems. Given Mr. Lonsak’s experience and conversations with other library directors, he recommended the library contract with Human Resources, Ltd. for all five steps. All trustees approved the plan to contract with Human Resources, Ltd. for all steps of the proposal, and to begin as soon as possible.

— **PRESIDENT’S REPORT**

- There are three applicants for the position of Library Trustee. Scott Swartz and Kathleen Goepfert of the Rocky River School Board interviewed two candidates and will interview the third in the coming week. Mr. Henson observed the interviews and anticipates an appointment by the school board in June.
- Lynda Murray from the Ohio Library Council sent a memo regarding the biennium budget. The proposed clause in the budget legislation allowing libraries to charge fees for non-print materials has been removed.
- Mr. Henson, Mr. Lonsak, and Ms. McQuillan, met with Thompson-Hine, the library’s legal representative for the building project and Mr. Duane Van Dyke, the architect.

— **COMMITTEE REPORTS**

- **BUILDING AND GROUNDS:** No Report

- **COMMUNITY RELATIONS:**

— **PRIVACY POLICY:** Ms. McQuillan reported that the Revised Code covers the information that the library collects. The information is deemed personal and must be kept confidential unless we have one of the following:

- Signature from the patron consenting to release of information
- Written consent from a legal guardian for minors
- Legal orders

The Community Relations Committee moved the revision to the policy. All trustees voted yes. Motion carried.

— **READING GARDEN:** Designs are being reviewed for the Reading Garden. Monetary donations are being accepted and will be commemorated in the library, not in the garden as originally planned. The Community Relations Committee moved to accept the change in how donors will be recognized. All trustees voted yes. Motion carried.

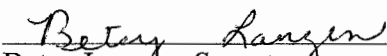
— **CONSTITUTIONAL AMENDMENT:** Ms. McQuillan reported notice of an OLC meeting to discuss a constitutional amendment to preserve library funding on June 21, 2005. Ms. McQuillan will attend the meeting.

- **FINANCE & PERSONNEL:** Approved 2006 Tax Budget as noted above.

6. **OTHER BUSINESS:** No other business was reported.

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


William Henson, President


Betsy Lanzen, Secretary

Rocky River Public Library
 Board of Library Trustees' Meeting
 Wednesday, June 29, 2005

The regular business meeting of the Board of Library Trustees of the Rocky River Public Library was held in the library on Wednesday, June 29, 2005, at 7:00 p.m.

Present: William Henson, Jeffrey Pavic, Betsy Lanzen, Margaret McCarthy, Jean McQuillan, David Pampush, and Catherine Manzo Strasek

Also Present: John Lonsak (Director), Jean Evans (Deputy Director), James Wilson (Clerk-Treasurer), Elizabeth Altstaetter (Marketing Director), and Diane Murphy (board member appointee)

1. **CALL TO ORDER:** Mr. Henson called the meeting to order at 7:00 p.m.
2. **PRESENTATION TO MS. MCCARTHY** Mr. Henson presented flowers to Ms. McCarthy in gratitude for her 7 years of service on the Board of Trustees.
3. **CUSTOMER FEEDBACK:**
 - Two letters from individuals at the Renaissance thanked Sue Brown for her presentation about Cowan Pottery.
 - One letter suggested a quote by R. Guy Cowan be painted on the wall after the renovation.
 - An article about the new downloadable audiobooks appeared in the SunHerald. An ad was also placed in the recent Rocky River section.
4. **USER STATISTICS:** Ms. Evans presented monthly figures (sheet attached) for January through May. Spreadsheets provided the following information: circulation, database usage, program attendance, and customer visits.

—Working with the training department, Ms. Evans is creating a standardized format in Excel for tracking and reporting usage of all databases. Mr. Pampush requested a column for the annual cost of each database next to the user statistics. Ms. Evans noted that the databases used most frequently reflect the staff's proficiency. With improved training and public education, the databases will be used with greater frequency.

5. BUSINESS OF THE BOARD

—**APPROVAL OF THE MAY 25TH, 2005, MINUTES:** Mr. Henson asked for any changes or corrections to the minutes of the MAY 25th, 2005, meeting. Minutes were approved as presented.

— **CLERK-TREASURER'S REPORT:**

- Mr. Wilson presented the cumulative Financial Report for May, 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). Ms. McQuillan moved to approve the May Financial Reports, seconded by Mr. Pampush. All trustees voted yes. Motion carried.
- Mr. Wilson requested approval of **RESOLUTION 6-05** to decrease Contingency Line item 101.80000 by \$875.00 and increase appropriation to Library Materials 101.40000 by \$875 because of the sale CDs. The CDs were received as part of a settlement in a suit brought by the Ohio Attorney General against certain CD distributors. Mr. Henson moved to approve the change in appropriations, seconded Ms. Manzo Strasek. All trustees voted yes. Motion carried.
- Mr. Wilson presented the professional activities calendar for the Clerk-Treasurer's office for July and August.
- There were no public records requests.
- Mr. Wilson requested **RENEWAL OF THE FIDELITY POLICY** covering employee dishonesty, forgery or alteration, and credit card forgery. The annual premiums during this triennium are \$510/year. Ms. McQuillan moved to approve the renewal, Ms. McCarthy seconded. All trustees voted yes. Motion carried.
- The **GIFT REPORT** (sheet attached) for May, 2005, recorded cash gifts to the General Fund, this included \$2,700 from the Women's Committee for Staff Development. The Rocky River Junior Women's Club gave \$1,500 for the Reading Garden. Mr. Pampush moved to accept these donations, seconded by Mr. Henson. All trustees voted yes. Motion carried.
- In the **PERSONNEL REPORT** (sheet attached) Reflected one resignation, two appointments, and three adjustments. Mr. Henson moved to accept this report, seconded by Mr. Pavic. All trustees voted yes. Motion carried.
- **2004 FINANCIAL STATEMENT FOR AUDIT** – The GAAP-display-format financial statements are in the process of being proofread.
- **ACCOUNTING SOFTWARE PACKAGES** – Mr. Wilson is reviewing all available public-entity accounting software and talking to CPA's who do public-entity auditing to determine whether the library will be better served by upgrading CMI or converting to different software.

- **INVESTMENT REPORT** – Mr. Wilson reported on current investments. (sheet attached)
- **ITEMS TO BE DECLARED SURPLUS** Mr. Wilson presented a list of assets to be declared surplus or scrap (sheet attached). Most items are the result of updating computers. These items will be offered for sale to the public before the renovation. Ms. Manzo Strasek moved to release the items from the fixed asset inventory, seconded by Ms. McQuillan. All trustees voted yes. Motion carried.
- **WORKERS COMPENSATION PROGRAM FOR 2006** – Mr. Wilson presented three options for the board’s consideration. The library will save more than \$6,000 a year by joining the Ohio School Board Association. Ms. McCarthy moved to join the Ohio School Board Association and join their Workers Compensation Group, seconded by Ms. Manzo Strasek. All trustees voted yes. Motion carried.
- **PURCHASED AND CONTRACTED SERVICES** – Mr. Wilson presented a report on purchased and contracted services for the board’s information. This included a ten-year history of the following categories of expenses: travel, communications and printing, property maintenance, insurance, rents and leases, utilities, contracted services, library materials control, and other services. (Report attached)
- **DIRECTOR’S REPORT**
 - **READING GARDEN** proposals are being collected from local landscape architects. The budget for the project is \$25,000. To date, community groups and individuals have contributed approximately \$5,000. The garden will be accessible for people with disabilities. Patrons will walk around the building to use the garden.
 - **ROCKY RIVER PUBLIC LIBRARY FOUNDATION** – After a period of inactivity, the Rocky River Public Library Foundation will meet July 12th with Mr. Lonsak, Ms. Evans, Mr. Wilson, and Ms. Altstaetter.
 - **RADIO FREQUENCY IDENTIFICATION (RFID)** - Ms. Evans spoke about RFID, the latest in library security technology. RFID offers faster checkin/checkout and faster re-shelving of items and helps to reduce repetitive motion injuries for circulation. Locator technology allows inventory to be done with a wand. Mr. Lonsak, Ms. Evans, Liz Rowe, Camille Nice and went to North Canton to view the RFID system. The cost is slightly less than one dollar per item and additional equipment. The board suggested further research to determine if the benefits outweigh the costs.
 - **DYNIX AND SIRSI** have merged to create the largest library software vendor, now controlling over 40% of libraries.

- **JOB CLASSIFICATION PROJECT** – Mr. Lonsak, Ms. Evans, and Mr. Wilson met with Jackie Jones of HR Limited. The first step of this project will begin in July with employees helping re-write job descriptions. The revised payscale should be done in October.
- **COWAN POTTERY** – The Tacoma Art Museum of Tacoma, WA has requested to borrow the “Jazz Bowl” from September, 2005, to June, 2006, for an exhibition titled “The Great American Thing: Modern Art and National Identity, 1915-1935.” Despite the inherent risks in shipping, the Board recommends the “Jazz Bowl” be shared for the benefit of all those who will see it, the national recognition, and to protect it during the renovation. Mr. Wilson suggested the bowl be re-appraised before it is shipped.
- **ALA CONFERENCE** - Ms. Evans reported on her recent trip to the ALA Conference in Chicago. She attended sessions on marketing and renovations. Ms. Evans met with database vendors, acquisition vendors, RFID vendors, Baker & Taylor, SIRSI, and other librarians. There is a current trend to promote libraries as the 'third place' after home and work.
- **INTERNET USE POLICY** - revisions of "Your Window to the World" brochure. After consulting with the staff and other libraries, Ms. Evans has revised the text of the "Your Window to the World" brochure. The board suggested the complete policy be posted on the website. The brochure will be brief bullet points of the policy with a reference to the website. Ms. Evans will bring a revised brochure to next meeting.
- **CHAT** – There have been few comments regarding the decision to block chat. The biggest conflict is that the staff has encountered problems sending e-mail to web-based e-mail addresses, such as AOL. Liz Rowe is working diligently to resolve this issue.
- **BUDGET COMMISSION MEETING** - At the last meeting allocations were approved for six months. Future allocations will be approved at the August 1, 2005 meeting.
- **BILL SCHROER** of WJ Schroer Co. will be conducting customer service workshops for the entire staff on July 6 and 7, 2005. The two four-hour workshops will cost \$1,400 plus travel expenses. This is approximately \$33/person.
- The board discussed the need to hire a construction manager. Mr. Pampush will contact Mr. Al Sanchez for suggestions of the best way to hire a construction manager. The average cost for a construction manager is 6% - 7% of the total budget.

— **PRESIDENT'S REPORT:** No report

— **COMMITTEE REPORTS**

- **BUILDING AND GROUNDS:** No report

- **COMMUNITY RELATIONS:**

- Progress on the reading garden was reported by the director.

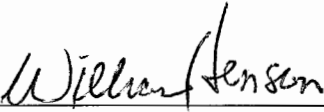
- **OLC** has requested current patron satisfaction poll results.

- **FINANCE & PERSONNEL:** No report

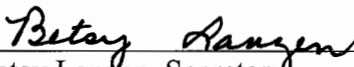
6. **OTHER BUSINESS:** Renovation: The board is waiting for Duane Van Dyke to approve the proposed contract. A special board meeting will be called in July to approve the contract. A feature story will be published in the *SunHerald* highlighting the upcoming renovation.

Board President Mr. Henson welcomed new board member Diane Murphy.

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



William Henson, President



Betsy Lanzen, Secretary

Rocky River Public Library
Board of Library Trustees' Meeting
Wednesday, Aug. 31, 2005

The regular business meeting of the Board of Library Trustees of Rocky River Public Library was held in the library on Wednesday, August 31, 2005, at 7:00 p.m.

Present: William Henson, Jeffrey Pavic, Betsy Lanzen, Jean McQuillan, Catherine Manzo Strasek, Diane Murphy, David Pampush

Also Present: John Lonsak (Director), Jean Evans (Deputy Director), Kitty Sommers, RRPL Marketing/Public Relations Director, and Sydney Kalnay, Webmaster.

1. **CALL TO ORDER:** Mr. Henson called the meeting to order at 7:03 p.m.
2. **SWEARING IN OF BOARD MEMBER:** Ms. Murphy was sworn in and welcomed as the Board of Trustees new member, replacing Margaret McCarthy, whose term expired as of June 2005.
3. **INTRODUCTION OF MARKETING/PUBLIC RELATIONS DIRECTOR:** Mr. Lonsak introduced the library's new Marketing/Public Relations Director, Kitty Sommers, who expressed her delight at joining the library and detailed her marketing and public relations experience.
4. **SPECIAL PRESENTATION:** RRPL Webmaster Sydney Kalnay presented layout and color concepts she has been developing for a new Rocky River Public Library website. She explained her goals for a quick-to-load, easily navigable, simple and attractive website. She commented on website conventions for certain types of information and colors that work best in website design due to the variability of users' computers and browsers. The website home page will feature the latest library news and frequently changing photos to maintain user interest. It will be an excellent venue for communicating renovation information. The Board discussed its preferences. Ms. Kalnay provided her e-mail address for members' further comments. The Board congratulated Ms. Kalnay on a job well done and looks forward to a website that will vastly improve the library's online identity and service to patrons.
5. **CUSTOMER FEEDBACK:** No customer comments to report.
6. **USER STATISTICS:** Ms. Evans presented monthly figures (sheets attached) for June and July. Spreadsheets provided the following information: circulation, program attendance, customer visits, database usage and website visits.

She commented that a series of staff workshops to refresh staff members' database knowledge is underway. Some workshops will be vendor-taught, others will be "webinars" or online training sessions, and some will be staff-taught. By the end of the year, she hopes to have covered virtually all available databases. In answer to the board's

questions. Ms. Evans described other databases that the library would like to license in the future.

7. BUSINESS OF THE BOARD

Mr. Lonsak explained that the library's contract with the architect for renovation services was not complete due to vacations of both parties' attorneys. The most significant item remaining to be resolved is the architect's liability limit. These points will be resolved as soon as possible and the contract will be presented to the board for approval. Architect Duane van Dyke will continue work on the project.

- **APPROVAL OF THE JUNE 29, 2005, MINUTES:** Mr. Henson asked for any changes or correction to the minutes of the JUNE 29, 2005, meeting. Minutes were approved as presented.

CLERK-TREASURER'S REPORT: Mr. Wilson was absent due to family matters. In his absence, Mr. Lonsak presented the clerk-treasurer's report.

- Mr. Lonsak presented the cumulative Financial Report for June, 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.) Ms. McQuillan moved to approve the June Financial Reports, seconded by Mr. Pavic. All trustees voted yes. Motion carried.

- Mr. Lonsak presented the cumulative Financial Report for July, 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.) There was a discussion of why, in some categories, spending does not seem to keep pace with the passing of the months. Various reasons were cited including the annual publishing cycle, which peaks in the fall; the renewal of most database licenses at the end of the year; and this year the desire to postpone spending some materials funds until 2006 in order to purchase additional materials in time for an expected higher demand after renovation. Ms. Lanzen moved to approve the July Financial Reports, seconded by Ms. Manzo Strasek. All trustees voted yes. Motion carried.

- A decision on Resolution 7-05 Budgetary Modification for August 31, 2005, was postponed until the next meeting of the Board. The resolution calls for decreasing the contingency line item in the amount of \$6,000 and increasing the purchased and contracted services in the same amount. Appropriated dollars would be used for rental payments for the public services color printer. The Board seeks clarification on the choice of the contingency fund from which to transfer the dollars. Ms. Rowe-Rawlinson explained that the library pays the company that provides the printer per page printed.

- Ms. McQuillan moved and Mr. Pavic seconded a motion to approve Resolution 8-05 to request advances of funds from the county auditor. All trustees voted yes. Motion carried.

- Mr. Henson moved and Ms. McQuillan seconded the revised Records Disposal Policy. All trustees voted yes. Motion carried.

- The **GIFT REPORT** (sheet attached) for June-July, 2005, recorded cash gifts to the General Fund of \$73 and \$3,000 from the Friends of RRPL for the Memory Garden, and \$250 from David Pampush for the Renovation Project. Ms. McQuillan moved to accept the gifts, seconded by Ms. Manzo Strasek. All trustees voted yes. Motion carried.

- In the **PERSONNEL REPORT** (sheet attached) Reflected four resignations and three adjustments. Ms. Manzo Strasek moved to accept the changes, seconded by Ms. Lanzen. All trustees voted yes. Motion carried.

For the Board's information, the clerk-treasurer provided an Ohio Department of Taxation "Commercial Activity Tax-Brief Tax Overview." This could apply if the library elected to charge fees for certain services, such as the loan of audiovisual materials, as proposed by the General Assembly.

- **ITEMS TO BE DECLARED SURPLUS** Mr. Wilson's report of assets to be declared surplus or scrap listed a camera purchased in 1981 (sheet attached). Mr. Pampush moved and Mr. Henson seconded the motion to accept the report. All members voted yes. The motion was approved.

- **INSURANCE REPORT** The Board received the clerk-treasurer's "Insurance Update" report. Ms. Lanzen requested and received clarification of "errors & omission liability" insurance. A discussion followed of automobile insurance for the library's van and for employees who drive their cars on library business. Ms. Lanzen made a motion to approve the renewal of the commercial insurance contract for 2005-2006. Ms. McQuillan seconded the motion. All members voted yes. The motion was approved.

PRESIDENT'S REPORT:

The president reported that he would meet with architect Duane Van Dyke, Director Lonsak and Deputy Director Evans. The purpose of the meeting will be to urge completion of the architect's contract and the conclusion of final design so that the project can be put out to bid promptly. Mr. Henson will request that the architect submit a project timeline leading up to construction. The board directed Mr. Lonsak to draw staff discussion of plans to an end and move ahead with final drawings with the Children's Room as the first priority for completion.

COMMITTEE REPORTS

BUILDING AND GROUNDS: No report.

Mr. Lonsak added that estimates are being gathered to repair leaking windows in the Director and Deputy Director's offices.

COMMUNITY RELATIONS:

Mr. Lonsak reported on plans to create a garden on the north side of the building. The proposal submitted by landscaper Mark Mathewson is the preferred design. The project is within the budget of \$20-\$25,000. The plan includes an area covered in pavers, reflecting the outline of the building's Palladian windows. The garden could be installed as early as mid-October. Mr. Lonsak will show the plans to city officials. The Board discussed the advisability of and options for lighting the garden.

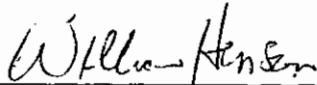
FINANCE & PERSONNEL:

The board gave its consent to create a position for a person to monitor activity at the public access computers and assist patrons as set out in the job description.

8. **EXECUTIVE SESSION:** Mr. Henson moved that the board enter into Executive Session for personnel matters. Ms. McQuillan seconded the motion. All voted yes. The board adjourned to Executive Session at 9:33 p.m. and reconvened into open session at 10:07 p.m.

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

10. **ADJOURNMENT:** There being no further business, the meeting was declared adjourned at 10:08 p.m.



William Henson, President



Betsy Lanzen, Secretary

ROCKY RIVER PUBLIC LIBRARY

Board of Library Trustees' Meeting
 Wednesday, September 28, 2005

The regular business meeting of the Board of Library Trustees of the Rocky River Public Library was held in the library on Wednesday, September 28, 2005, at 7:00 p.m.

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

Absent: 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 7:03 p.m.
2. **INTRODUCTION OF PRACTICUM STUDENT:** Jean Evans, Deputy Director, introduced Samantha Gottesman, a practicum student from Kent State University's masters program in library science. Samantha plans on studying all aspects of the library's operation through December.
3. **UPDATE FROM THE ROCKY RIVER HISTORICAL SOCIETY:** Phil Ardussi, President of the Rocky River Historical Society, presented a summary of the economic, cultural and educational benefits that the historical society provides. He reported that the historical society's activities and strategic development are contingent on acquiring additional space for archives, as well as display. He thanked the library for the archival space that it provides, and explored ideas for expansion of the space. Jennifer Steirer, a society member and archivist, stated that current space is too restricted for ordering and cataloguing of their collection. Mr. Henson noted that, ideally, the historical society should have its own facility and explored ideas for the historical society to acquire an appropriate site.
4. **CUSTOMER FEEDBACK:** Mr. Lonsak reported that there was no customer feedback to relate.
5. **BUSINESS OF THE BOARD:**
 - **APPROVAL OF THE AUGUST 31, 2005 MINUTES:** Mr. Henson asked for any changes or corrections to the minutes of the AUGUST 31, 2005 meeting. There being no changes, the minutes were approved as distributed.

- **CLERK-TREASURER'S REPORT:**

- Mr. Wilson presented the Financial Statement for August, 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). Ms. McQuillan moved to approve the Financial Reports, seconded by Ms. Lanzen. All trustees voted yes. Motion carried.
- Mr. Wilson reported on the need for a decision on Resolution 7-05 Budgetary Modification. The resolution calls for decreasing the contingency line item in the amount of \$6,000 and increasing the purchased and contracted services in the same amount. Appropriated dollars would be used to cover additional costs to lease the public services color printer. Ms. McQuillan moved to approve Resolution 7-05 Budgetary Modification, seconded by Mr. Pampush. All trustees voted yes. Motion carried.
- Mr. Wilson presented the professional activities calendar for the Clerk-Treasurer's office for October. He is on the program committee for the upcoming Ohio Library Council's Annual Conference in Columbus.
- Mr. Wilson reported a public records request from the Lima News for the Director's 2004 salary as a comparison to their local library director's salary. Mr. Henson requested the State Library's list of salaries for Directors, Deputy Directors and Clerk-Treasurers.
- The **GIFT REPORT** (sheet attached) for August 2005, shows contributions for the Memory Garden and unrestricted contributions. Ms. Lanzen moved to accept these donations. Mr. Henson seconded the motion. All trustees voted yes. Motion carried.
- The **PERSONNEL REPORT** (sheet attached) included new hires and adjustments. Ms. McQuillan moved to accept the personnel report. Ms. Manzo Strasek seconded the motion. All trustees voted yes. Motion carried.
- In the **INVESTMENT REPORT**, Mr. Wilson reported on current investments. (Sheet attached.)
- In an **AUDIT UPDATE**, Mr. Wilson reported that the Auditor of State's Office should complete their fieldwork the week of October 2nd.
- The **LIBRARY MATERIALS REPORT** was reviewed by Mr. Wilson. Discussion ensued regarding the changing patterns in materials purchases, as demand increases for computer services and audiovisual materials, and regarding how vendors are chosen. (Report attached)

- **DIRECTOR'S REPORT:**

—**ACTIVITIES OF THE DIRECTOR**- Mr. Lonsak reported on his activities, highlighting his presentation to the Cuyahoga County Budget Commission with Jean Evans and Jim Wilson, preparations for the Rocky River Chamber of Commerce's *Business to Business Expo*, and the library's role in the revitalized Rocky River Federation. (Director's Activities attached.) During this reporting period, he noted that two incident reports were filed with the Rocky River Police Department.

—**ARCHITECT'S CONTRACT**- Mr. Lonsak reported that the issue of the amount of professional liability insurance to be carried by architect Duane Van Dyke was resolved and that the contract for the renovation project was ready to be signed. Mr. Henson made a motion to approve the contract and Ms. McQuillan seconded the motion. All trustees voted yes. The contract was presented to Mr. Henson for his signature. Discussion followed regarding the advantages and disadvantages of utilizing either a construction manager or an owner's representative for the renovation project, as well as the selection process.

- **DEPUTY DIRECTOR'S REPORT:**

—**USER STATISTICS** - Ms. Evans presented monthly figures for August (sheets attached). Spreadsheets provided information on: circulation, program attendance, customer visits, database usage and website visits. There has been a 4.2% increase in circulation. Ms. Evans reported that attendance at adult programs is very good, for example, over 80 participants in the most recent, *Mexican Chef's Secrets Program*. New children's programming has been scheduled through December. It was noted that in July and August, there was a large increase in usage at public access computers, as well as increased usage for Book Buzz and outreach services. Implementation of Single Search should also result in higher user statistics, as well as other new services, such as testing opportunities for students online.

—**INTERNET ACCESS POLICY**- The revised internet policy was approved, as presented on the library's website and in its pamphlet, by the board. Ms. McQuillan moved to approve revisions to the policy, seconded by Mr. Henson. All trustees voted yes. The motion was carried.

-Ms. Evans reported that the library staff and managers have investigated providing aid to libraries hard hit by Hurricane Katrina in Louisiana and the Gulf Coast. She has been in touch with the Texas Library Association about accepting our quality, cancelled children's books, when libraries are able to use them. She is also looking into the idea of "adopting a library" and working with library associations to find an appropriate match. The library's Women's Committee has generously offered to help pay for shipping of materials.

-Ms. Evans noted that the library would like to start charging 25¢ for all color printing, which costs the library over \$680/month. She noted that the first 10 black and white copies are printed free for patrons. After renovation is complete, the process of collection of fees for printing will be reviewed. Ms. McQuillan moved to charge for color printing. Ms. Manzo Strasek seconded the motion. All trustees voted yes. Motion carried.

- **PRESIDENT'S REPORT:** No report

- **COMMITTEE REPORTS**

—**Building and Grounds:** No report

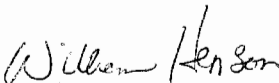
—**Community Relations:** No report

—**Finance & Personnel:** Mr. Pampush reported that the Auditor of State's Office requested a comment regarding the board's role in anti-fraud oversight. Mr. Pampush will submit a response to the auditors by October 3.

6. EXECUTIVE SESSION: Mr. Henson moved that the board enter into Executive Session to discuss personnel matters. Mr. Pampush seconded the motion. All voted yes. The Board adjourned to Executive Session at 9:30 p.m., and reconvened the open session at 10:50 p.m.

7. OTHER BUSINESS: No other business was raised.

8. ADJOURNMENT: There being no further business, the meeting was declared adjourned at 10:50 p.m.



William Henson, President



Betsy Lanzen, Secretary

ROCKY RIVER PUBLIC LIBRARY

Board of Library Trustees' Meeting

Wednesday, October 26, 2005

The regular business meeting of the Board of Library Trustees of the Rocky River Public Library was held in the library on Wednesday, October 26, 2005, at 7:00 p.m.

Present: William Henson, Betsy Lanzen, Catherine Manzo Strasek, Diane Murphy, and Jeffrey Pavic

Absent: Jean McQuillan and David Pampush

Also Present: John Lonsak (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 7:05 p.m.
2. **CUSTOMER FEEDBACK:** Mr. Lonsak related several examples of customer feedback including: a letter of thanks regarding the high quality of the library's computer training classes; a letter of praise for library services, along with a \$500 donation for the purchase of books; and a thank you from the chief curator of the Figge Art Museum of Davenport, Iowa for loaning the library's Cowan Pottery Museum Jazz Bowl for an exhibit, saying "thank you for sharing this significant gem; it takes the cake!"
3. **BUSINESS OF THE BOARD:**
 - **APPROVAL OF THE SEPTEMBER 28, 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 September 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. Henson moved to approve the Financial Reports, seconded by Ms. Manzo Strasek. All trustees voted yes. Motion carried.
 - Mr. Wilson reported that a fund transfer that was budgeted in the 2005 appropriation budget has been made.
 - Mr. Wilson presented the professional activities calendar for the Clerk-Treasurer's office for November.
 - There were no public records requests.
 - Ms. Liu presented the ***GIFT REPORT*** (sheet attached) for September 2005, which showed contributions for the renovation project and unrestricted contributions. Ms. Manzo Strasek

moved to accept these donations. Ms. Lanzen seconded the motion. All trustees voted yes. Motion carried.

- Ms. Liu presented the **PERSONNEL REPORT** (sheet attached) which included a resignation and an adjustment. Mr. Pavic moved to accept the personnel report. Ms. Manzo Strasek seconded the motion. All trustees voted yes. Motion carried.
- In the **INVESTMENT REPORT**, Mr. Wilson reported on current investments. (Sheet attached.)
- **ITEM TO BE DECLARED SURPLUS** was described as space heater RRPL #505 that has been replaced for safety reasons. Mr. Henson moved to declare this surplus item. Mr. Pavic seconded the motion. All trustees voted yes. Motion carried.
- Mr. Wilson distributed a bulletin issued by the Auditor of State's office regarding "Required Fund Classification for Non-GAAP Filers" outlining new fund classifications beginning January 1, 2006 (sheets attached).

● **DIRECTOR'S REPORT:**

JOB EVALUATION PROJECT – Mr. Lonsak updated work with The Human Resource Department Ltd. of Beachwood. Position descriptions for all jobs are completed. Job ranking in a hierarchy for exempt and non-exempt positions is being formatted into a pay scale. New performance evaluations forms will be developed in the final phase of the project. In December, job rankings and cost estimates will be presented to the Board.

ACTIVITIES OF THE DIRECTOR – Mr. Lonsak reported on continuing meetings with architect Duane Van Dyke and a proposal he received from Project Management Consultants for management consulting services in connection with the library's renovation. He stated that the library's participation in Rocky River Chamber of Commerce's *Business to Business Expo* was a great success. Additionally, he attended, along with other staff members, a "Disaster Planning for Libraries" workshop, which covered preventing and handling damages due to flooding, smoke, etc. He mentioned 2 library displays garnering public and media attention, a replica of the S.S. Edmund Fitzgerald and a collection of aircraft nose art from World War II.

RIVERVIEW GARDEN CONTRACT - The Reading Garden project for Riverview Road was approved by the City Administration and Kevin Beirne, Building Commissioner. Marc Mathewson, landscape architect is scheduled to construct the garden in November. Prior to construction, notices will be distributed to Riverview Avenue neighbors to alert them about the garden's installation. The total cost is \$23,866.00. Mr. Pavic moved to approve the contract for Riverview Reading Garden and the down payment of half the cost before work begins. Ms. Manzo Strasek seconded the motion. All trustees voted yes. Motion carried.

HENNEN REPORT - The 2003 Hennen Report has been published in the October 2005 issue of *American Libraries*. The library is number 10 in our population category. Evelyn Janoch,

Adult Services Manager, examined the statistics provided and reported to Mr. Lonsak that when one counts our annual score, we are 36th of 9,211 libraries across the nation.

RENOVATION -During the renovation the library will circulate a construction newsletter that will update the public about issues surrounding emergency closings, if necessary, as well as noise, dust, parking, odors, etc. Mr.Lonsak distributed a proposal from Project Management Consultants LLC (PMC), dated October 25, 2005, for management consulting services in connection with the library's renovation. Bid packaging documents need to be prepared for the renovation project, and selection will be done in accordance with the Ohio Revised Code. The library will invite proposals, along with references, as the director and board begin the selection process. The director will inform board members of meeting dates and times.

COMPUTER AIDE- The need for more computer assistance at public-access computers will be met by adding a new aide. As a result, an additional 20 hours per week of service will be available.

TECHNICAL PLAN- Meeting and discussion began with staff for a Technology Plan for the next 3 to 5 years. Technology plans for libraries generally chart the course of where a library wants to be with technological developments over a specified number of years. Development of the library's technical plan is estimated to take 7 to 8 months.

●**DEPUTY DIRECTOR'S REPORT:**

Jean Evans, Deputy Director, was absent due to a family commitment. (See attached report.)

●**PRESIDENT'S REPORT:** No report

●**COMMITTEE REPORTS**

-**Building and Grounds:** No report

-**Community Relations:** No report

-**Finance & Personnel:** No Report

4. DUANE VAN DYKE –RENOVATION PROJECT:

Architect Duane Van Dyke presented the drawings of the renovation project, reviewed each phase of the process, and updated progress on the project. He recently met with staff and made more refinements in the design to meet the library's needs. He reported on what he learned when he toured 3 libraries of similar size in Michigan. He stated that he feels he is on target with the schedule.

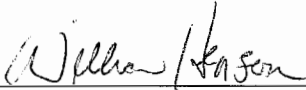
He discussed how to bid the renovation project and reviewed in detail the different roles of the general trades contractor, construction manager, and owner's representative. He examined the pros and cons for choosing the right option for the project. He provided examples of similar building projects for comparison. Mr. Van Dyke discussed how to get the best prices, the importance of coordination of contractors' schedules, and his role in resolving issues with contractors. Board

discussion followed regarding the advantages and disadvantages of choosing an owner's representative versus a construction manager to coordinate the renovation.


5. OTHER BUSINESS:

Mr. Pavic distributed two documents to the Board. The first included his summary of the Board's current accomplishments and suggestions for future initiatives. Discussion followed on the proposed areas of focus for the Board in the next 12-24 months. The second document was a copy of the library's strategic plan. Mr. Pavic suggested a Board Retreat to brainstorm and discuss strategic planning initiatives.

6. ADJOURNMENT: There being no further business, the meeting was declared adjourned at 9:27 p.m.



William Henson, President



Betsy Lanzen, Secretary