

**ROCKY RIVER PUBLIC LIBRARY**

Board of Library Trustees' Meeting

Wednesday, September 27, 2006

The regular business meeting of the Board of Trustees of the Rocky River Public Library was held in the library on Wednesday, September 27, 2006 at 7:00 p.m.

Present: William Henson, Betsy Lanzen, Catherine Manzo Strasek, Jean McQuillan, Diane Murphy, and Cynthia Schafer

Not Present: Jeff Pavic

Also Present: John Lonsak (Director), Jean Evans (Deputy Director), Gary Hawkinson (Clerk-Treasurer), Qifang Liu (Deputy Clerk-Treasurer), Duane Van Dyke (Van Dyke Architects), Mark Vega (Infinity), Mark Busta (Infinity), Jim Lack (IT Network Associate), Sue Brown (Cowan Pottery Curator), Evelyn Janoch (Adult Services Manager) and Kitty Sommers (Marketing and Public Relations Director), and Pamela Ward (Administrative Assistant)

1. **CALL TO ORDER:** Mr. Henson called the meeting to order at 7:02 p.m.
2. **CUSTOMER FEEDBACK:** Mr. Lonsak received a letter from the Ohio Department of Rehabilitation and Correction thanking the Library for their donation of books for the North Central Corrections Library.
3. **Sue Brown** informed the Board that she will be retiring from her position as Cowan Pottery Museum Curator on December 31, 2006. Mr. Henson thanked Ms. Brown for her service and said Ms. Brown had been a "great asset to the library and a great curator."
4. **Jim Lack**, IT Network Associate, requested that the Board consider replacing the catalog server. The server was scheduled to be replaced in 2007. The library would otherwise need to upgrade the current operating system software at a cost of \$7,000 now in order for the server to accept 13 digit ISBN numbers. The current system accepts 10 digit ISBN numbers. Mr. Lack suggested that the library purchase the server package from Sirsi. Sirsi would migrate the databases to the new server as part of this package. The cost of this package would be \$17,500. Ms. McQuillan made a motion to authorize the purchase of the server package from Sirsi, seconded by Ms. Manzo Strasek. All trustees voted yes. Motion carried.

Mr. Henson commented on the terrific job Mr. Lack and Ms. Cornish did on handling cabling and computer issues with the upgraded IT server room over the past weekend.

## 5. BUSINESS OF THE BOARD:

**CONSTRUCTION UPDATE:** Mr. Vega, Construction Manager from Infinity, updated the Board on the construction project and budget (see attached sheets). Work is being done on the lobby addition. The second floor slab will be set in a few days, and then the brick will be put in. The new administration offices will be painted this week and carpeted next week. Metal shelving will be added the week of October 9. Administration will move to the new offices around October 16. The Young Adult and Large Print areas have been painted. Material that is now in the Auditorium will be moved back to the main floor and the Children's department will be moved to the auditorium.

Mr. Vega stated that \$144,244 of the contingency fund had been spent leaving a balance of \$188,000.

Mr. Vega discussed the clean agent fire suppression system for the IT room. The cost for this system is \$15,600. There was discussion of the clean agent system vs. the dry pendent system. After discussion, Ms. McQuillan made a motion to add the FE25 Fire Suppression System to the project for \$15,600, seconded by Ms. Lanzen. All trustees voted yes. Motion carried.

Mr. Vega stated that the Rocky River Fire Marshall requested that the library add a fire suppression stand pipe on the northwest stairwell at a cost of \$5,800.

Mr. Van Dyke updated the Board on the fire safety Chapter 34 results from the City of Rocky River and presented a letter from the City of Rocky River stating that the library needed to add a standpipe at the northwest stairwell. The library will not have to pressurize stairwells.

Mr. Van Dyke brought in samples of wall coverings, paint and wood colors for the remaining phases of renovation.

**APPROVAL OF THE AUGUST 30, 2006 MINUTES:** Mr. Henson asked for any changes or corrections to the minutes of the August 30, 2006, meeting. There being no changes, the minutes were approved as distributed.

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

Mr. Hawkinson presented the **FINANCIAL STATEMENTS** for August 2006, 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. McQuillan. All trustees, voted yes. Motion carried.

**BUDGET MODIFICATIONS:** None.

**PUBLIC INFORMATION REQUEST:** None.

**RELEASE OF ASSETS:** Mr. Hawkinson presented a list of assets to be declared surplus (sheet attached). Ms. McQuillan moved to declare the items as surplus, seconded by Mr. Henson. All trustees voted yes. Motion carried. Mr. Hawkinson stated that the Library may hold a small property sale.

**PERSONNEL REPORT:** In the Personnel Report (sheet attached) there were 5 appointments and 1 adjustment to hours. Ms. McQuillan moved to accept the personnel report, seconded by Ms. Manzo Strasek. All trustees voted yes. Motion carried.

The **GIFT REPORT** (sheet attached) for August 2006 reported cash gifts of \$103 to the General Fund. The Library Foundation contributed \$3,493.42 for benches for the Reading Garden and a memorial donation of \$50 was contributed to the Reading Garden. Ms. Lanzen moved to accept these donations, seconded by Ms. McQuillan. All trustees voted yes. Motion carried.

Mr. Lonsak, Mr. Hawkinson, and Ms. Evans attended the County Budget Hearings on September 21, 2006. The library will receive the same revenue sharings as last year. The proposed LLGSF funding will be discussed at the next board meeting.

**PROFESSIONAL ACTIVITIES:** Mr. Hawkinson attended the Ohio Government Finance Officers Association annual conference on September 13-15, 2006 and the Ohio Bureau of Workers Compensation Training program on September 26, 2006. Mr. Hawkinson will attend the Ohio Library Council Fall Clerk-Treasurers meeting on October 13, 2006.

Mr. Hawkinson presented a Personnel and Administrative Expense Analysis for 1996-2006(See attached sheets)

**DIRECTOR'S REPORT:** Mr. Lonsak referred to his activities report and asked for any questions (see attached sheet).

Mr. Lonsak updated the Board on construction. Shelving will be put in the Periodical room around October 9. It may be necessary to close the Periodical room for 2 days. Administrative staff will move to their new offices around October 16. The audiovisuals will need to be moved from the auditorium to the main floor and the children's department will be moved to the auditorium. There will be an on-site storage facility for a period of about 2 weeks.

Mr. Lonsak would like to meet with the Board's Finance Committee in October to discuss the pay scale of people at the top of the scale, annual raise and management team salaries.

Mr. Lonsak reported the need to discuss the necessity of a pay phone in the library. Patrons will be allowed to play Runescape, a computer game that has a chat component.

Mr. Lonsak reported that a check was issued from the estate of Bernice Yates to the Rocky River Public Library instead of the Library Foundation, which is the designated recipient.

**DEPUTY DIRECTOR'S REPORT:** Ms. Evans presented monthly figures (sheet attached) for August, 2006. Spreadsheets provided the following information: circulation, program attendance, customer visits, database usage and website visits. Ms. Evans stated that circulation is down, drive up window visits are up and the Reading Room website is the most popular website.

Ms. Evans presented information on *Better World Books*, which is a library and discards donation program (see attached sheets). Ms. Evans also discussed this program with the Women's Committee.

Ms. Evans discussed a proposed policy for the gathering of petition signatures on library grounds. Ms. Evans suggested that the library update its policy. It was suggested that the library contact its county attorney on this matter.

Ms. Sommers, Marketing and Public Relations Director, reported on the various news releases put out by the library and upcoming events (see attached sheets).

6. **PRESIDENT'S REPORT:** Mr. Henson stated that he would attend the next School Board meeting on November 8, 2006 at 5:30 p.m.

#### **COMMITTEE REPORTS:**

**Building and Grounds:** No report.

**Community Relations:** No report.

**Finance and Personnel:** No report.

7. **ADJOURNMENT:** There being no further business, the meeting was declared adjourned at 9:20 p.m.

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William Henson, President

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Betsy Lanzen, Secretary