

Rocky River Public Library
 Board of Library Trustees' Meeting
 Wednesday, March 19, 2008

The regular business meeting of the Board of Trustees of the Rocky River Public Library was held in the library on Wednesday, March 19, 2008, at 7:00 p.m.

Present: William Henson, Betsy Lanzen, Catherine Manzo, Jean McQuillan,
 Jeff Pavic and Cynthia Schafer

Absent: Diane Murphy

Also Present: John Lonsak (Director), Nancy Levin (Deputy Director), Gary Hawkinson (Clerk-Treasurer), Kitty Sommers (Marketing and Development Director), Liz Rowe-Rawlinson (Director of Information Technology) and Pamela Ward (Meeting Secretary)

1. **CALL TO ORDER:** Ms. Lanzen called the meeting to order at 7:00 p.m.
2. **CUSTOMER FEEDBACK:** No report.
3. **PRESENTATION by Information Technology Department:** Liz Rowe-Rawlinson, Director of IT, gave a presentation on the Information Technology Department. Presently, there are 6 full time staff and 2 computer center substitutes. The public computer center has 18 computers and a large print computer. Wireless access is now available throughout the library and in the Reading Garden. The library has a technology plan for 2008 which includes upgrading the present phone system, expanding public computer access, upgrading the internet bandwidth, and placing laptops in the Teen area (see attached sheets).
4. **BUSINESS OF THE BOARD**

APPROVAL OF THE FEBRUARY 27, 2008 MINUTES: Ms. Lanzen asked for any changes or corrections to the minutes of the February 27, 2008, meeting. There being one correction, a motion to approve the minutes as corrected was made by Mr. Henson and seconded by Mr. Pavic. All trustees voted yes. The minutes were approved.

CLERK-TREASURER'S REPORT:

Mr. Hawkinson presented the **FINANCIAL STATEMENTS** for February, 2008, covering segmented revenues and expenditures from the eight funds: General, Debt Service, 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 Mr. Pavic. All trustees voted yes. Motion carried.

BUDGET MODIFICATIONS: None.

RELEASE OF ASSETS: None.

PAYROLL MODIFICATIONS: The Personnel Report (sheet attached) was distributed and payroll modifications were reviewed. There was one appointment and two adjustments. Ms. Manzo moved to accept the Personnel Report, seconded by Ms. Lanzen. All trustees voted yes. Motion carried.

The **GIFT REPORT** (sheet attached) for February 2008 reported cash gifts of \$12,132 to the General Fund which included a donation by the Women's Committee of Rocky River Public Library for \$9,500 for the purchase of commissioned artwork. Ms. McQuillan moved to accept these donations, seconded by Mr. Henson. All trustees voted yes. Motion carried.

PROFESSIONAL ACTIVITIES: Mr. Hawkinson and Pam Ward attended a Clerk-Treasurer's meeting of NEO-RLS on March 7, 2008 on the topic of Open Records presented by the Attorney General's office at the Stow- Munroe Falls Library.

Mr. Hawkinson will attend the Fiscal Officer and Investment training program being conducted by the Ohio Library Council in Columbus on April 3-4.

Mr. Hawkinson reported that the Ohio House passed legislation that states that library Clerk-Treasurers will be now be called Fiscal Officers and the LLGSF (Library and Local Government Support Fund) will now be referred to as the Library Fund. The number of libraries that can receive these funds is fixed at 251, which includes OPLIN.

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

- Mr. Lonsak thanked the Building Services Department for all their efforts to keep the walks and driveways clear the last few weeks.
- Mr. Lonsak reported that the AARP tax aide program is well attended. These sessions are twice a week and parking can be tight on these days.
- Mr. Lonsak attended a meeting for LLGSF on March 18 at Westlake Porter Library. The current distribution of funds will remain the same for the next 5 years.
- Mr. Lonsak stated that the library staff is working on solving afterschool behavior problems. Three laptops will be added to the teen area.

DEPUTY DIRECTOR'S REPORT:

- Ms. Levin commented that the staff performed “admirably” the weekend of the March 8 snowstorm.
- Ms. Levin reported that the library has been contacted about hosting English as a Second Language (ESL) classes through ABLE (Adults Basic Literacy Education). Ms. Lanzen suggested contacting the Rocky River Adult Education Office to find out more information on ESL classes in the area to make sure that the library is not duplicating services already being provided.
- Ms. Levin stated that 33 people attended the “Second Life” virtual world program presented by the Training Department on March 6.
- Ms. Levin reported that she and 3 other staff members represented Rocky River Public Library at the Kent State University Library Career Night on March 11. Ms. Levin also presented a workshop for NEO-RLS on library leadership on March 11.
- RRPL Adult Services librarians, Stacey Hayman and Carol O’Keefe, will be presenting a workshop at 5 OLC Chapter Conferences in March on “Under the Radar: Books that didn’t make the best seller list”.
- Teen Librarian, Victoria Vogel, will participate in the Youth Job Fair at the Umerley Center on April 21.

STATISTICAL REPORT: Ms. Levin presented monthly figures (sheet attached) for January and February 2008. The spreadsheets provided the following information: circulation, program attendance, customer visits, database usage and website visits.

Ms. Levin distributed reports on customer visits and circulation statistics.

MARKETING DIRECTOR'S REPORT: Ms. Sommers presented the Marketing and Development Director's report. She reported on the various news releases put out by the library and upcoming events (see attached sheets).

PRESIDENT'S REPORT:

Ms. Lanzen reported that the library's annual meeting with the Rocky River school board will be on April 23, 2008 at 7:15 a.m. at the library.

The Board of Trustees vacancy has been posted.

COMMITTEE REPORTS:

Buildings and Grounds: No report.

Community Relations: No report.

Finance and Personnel: Mr. Henson made a recommendation that the board approve the 2008 permanent appropriation budget.

RESOLUTION 03-08: Permanent Appropriation Resolution for 2008. Ms. Schafer made a motion to adopt the 2008 permanent appropriation budget, seconded by Ms. Lanzen. All trustees voted yes. Resolution approved.

5. **ADJOURNMENT:** There being no further business, Ms. Lanzen made a motion to adjourn meeting, seconded by Mr. Henson. All trustees voted yes. Motion carried. The meeting was declared adjourned at 8:35 p.m.

Betsy Lanzen, President

Catherine Manzo, Secretary