

## Rocky River Public Library

### Board of Trustees Meeting

Wednesday, January 29, 2025

The regular meeting of the Board of Rocky River Public Library was held in the Auditorium of the Library on Wednesday, January 29, 2024 at 5:30 p.m.

Present: Jenny Fisher, Stacey Ganor, Ann Gynn, Jill James, Matt Knickman, Cynthia Schafer, and Melissa Stickney

Also Present: Jessica Breslin (Director), Will Costello (Fiscal Officer), Trent Ross (Deputy Director of Public Services). Not Present: Peter Matera (Deputy Director of Internal Services).

**1. CALL TO ORDER:** President Jenny Fisher called the meeting to order at 5:32 p.m.

**2. PUBLIC COMMENT:** No public comment.

**3. NEW EMPLOYEE INTRODUCTION:** Ms. Breslin introduced two new employees – Elaine Gall, Youth Services Associate, and Taylor Jacobs, Adult Services Associate.

**4. EXECUTIVE SESSION TO DISCUSS THE EMPLOYMENT OF A PUBLIC EMPLOYEE:** Mr. Knickman motioned to move into executive session not to exceed 30 minutes to discuss the employment of a public employee, Ms. Gynn seconded. The roll was called; the vote resulted as follows:

#### Roll Call

Ms. Fisher	Yes
Ms. Ganor	Yes
Ms. Gynn	Yes
Ms. James	Yes
Mr. Knickman	Yes
Ms. Schafer	Yes
Ms. Stickney	Yes

The board exited executive session at 6:04 p.m.

### 5. BUSINESS OF THE BOARD

**ELECTION OF OFFICERS:** Ms. Ganor motioned to accept the slate of officers as proposed, Jenny Fisher President, Ann Gynn Vice President, Cindy Schafer Secretary, seconded by Ms. James. All trustees voted yes. Motion carried.

**OATH OF OFFICE:** All trustees took oath of office together.

**APPROVAL OF THE DECEMBER 2024 BOARD MEETING MINUTES:** Ms. Fisher asked for any changes or corrections to the meeting minutes. Ms. Gynn motioned to approve the December 2024 Board meeting minutes, seconded by Ms. Ganor. All trustees voted yes. Motion carried.

**FISCAL OFFICER AND FINANCE COMMITTEE REPORT:** Mr. Costello reported the Federal Reserve did not increase interest rates. The Library received \$300,000 in interest income, but need to continue to pay attention as interest revenue is not predictable. Watch for possible reduction in PLF, R/E tax reform, as we don't know what impact that will have. The Library ended the year in a better place than budgeted – a break even across all funds. Some of that was due to the \$130,000 endowment and some large gifts, but these are unpredictable sources. Mr. Costello suggested the need to continue conversations regarding revenue and expenditures.

**APPROVAL OF THE NOVEMBER 2024 FINANCIALS:** Ms. Schafer made a motion to approve the November 2024 Financials, seconded by Ms. James. All trustees voted yes. Motion carried.

**APPROVAL OF THE NOVEMBER 2024 GIFT REPORT:** No gifts reported. Ms. Ganor made a motion to approve the November 2024 Gift Report, seconded by Mr. Knickman. All trustees voted yes. Motion carried.

**APPROVAL OF THE DECEMBER 2024 FINANCIALS:** Ms. Schafer made a motion to approve the December 2024 Financials, seconded by Ms. Fisher. All trustees voted yes. Motion carried.

**APPROVAL OF THE DECEMBER 2024 GIFT REPORT:** Ms. Breslin reported on several substantial donations made to the Library in December: The Aquarelles, Cynthia Schafer, The Edward R. and Jean Gies Stell Foundation, and anonymous donation. Mr. Knickman made a motion to approve the December 2024 Gift Report of \$5,375.00 seconded by Ms. James. All trustees voted yes. Motion carried.

**APPROVAL OF PURCHASE ORDERS OVER \$15,000:** Ms. Breslin noted the bigger POs include maintenance costs, CLEVNET fees, OPERS contributions, health insurance, and Inside View costs. These POs are open all year. Mr. Knickman made a motion to approve Purchase Orders over \$15,000 for 2025, seconded by Ms. Stickney. All trustees voted yes. Motion carried.

**DIRECTORS REPORT:** Ms. Breslin reminded trustees of the upcoming 2025 Cowan Exhibition the evening of January 30: "A New Century: Ceramics Inspired by the Legacy of Art Deco". Ms. Breslin thanked the Foundation for the comfortable and adaptive upgrade of furnishings on the mezzanine.

**APPROVAL OF UPDATED NOTARY POLICY:** Ms. Breslin reported the only change made to the policy since the board reviewed a draft at the December meeting was to change verbiage to read 'The Library may refuse to notarize a document for any reason'. Ms. Ganor motioned to approve the updated Notary Policy, seconded by Mr. Knickman. All trustees voted yes. Motion carried.

**APPROVAL OF COWAN ACCESSION:** Ms. Breslin shared information about two tea sets donated by Mark Bassett, and a print by Frank Wilcox to be formally accessed into our collection. Ms. Stickney asked about the insurance coverage of new individual pieces. Mr. Ross reports records are updated every five years and while individual pieces are not individually covered, the collection is covered. Mr. Knickman made a motion to approve the

accession of the Cowan items, seconded by Ann Gynn. All trustees voted yes. Motion carried.

**APPROVAL OF ONE STOP HVAC CONTROLLER UPGRADE FOR \$62,550:** Ms. Breslin explained the terms and conditions of the contract were reviewed and approved by Mark Musson. The aging HVAC system is of concern and addressing this issue is very important. Greg Jackson is confident in One Stop's proposal to replace two boilers, two chillers and the cooling tower. The proposal also includes spec drawings of the project, which will be very helpful for the scope of the work. Work will begin as soon as approved. Ms. Stickney motioned to approve the One Stop HVAC Controller Upgrade for \$62,550, seconded by Ms. Ganor. All trustees voted yes. Motion carried.

**APPROVAL OF JANUARY PERSONNEL REPORT:** Mr. Knickman made a motion to approve the January Personnel Report, seconded by Ms. Gynn. All trustees voted yes. Motion carried.

**PRESIDENT'S REPORT:** Ms. Fisher asked all committee chairs to identify their meeting schedules one week prior to the February board meeting so the meetings can be posted.

**Committee Assignments**

**Finance Committee:** Cindy Shafer, Chair, Ann Gynn and Stacey Ganor

**Personnel Committee:** Stacey Ganor, Chair, Matt Knickman and Cindy Schafer

**Building & Grounds Committee:** Matt Knickman, Chair, Melissa Stickney and Jill James

**Strategic Task Force Committee:** Ann Gynn, Chair, Jill James and Melissa Stickney

**6. NEW BUSINESS:** None.

**7. EXECUTIVE SESSION TO DISCUSS THE EMPLOYMENT OF A PUBLIC EMPLOYEE:** Ms. James made a motion to move to executive session to discuss the employment of a public employee, seconded by Ann Gynn. The roll was called; the vote resulted as follows:

**Roll Call**

Ms. Fisher	Yes
Ms. Ganor	Yes
Ms. Gynn	Yes
Ms. James	Yes
Mr. Knickman	Absent
Ms. Schafer	Yes
Ms. Stickney	Yes

The board exited executive session at 7:43 p.m.

**8. ADJOURNMENT:** There being no further business, the meeting was adjourned at 7:45 p.m.

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Jennifer Fisher, President

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Cynthia C. Schafer, Secretary