

Rocky River Public Library

Board of Trustees Meeting

Wednesday, February 26, 2025

The regular meeting of the Board of Rocky River Public Library was held in the Auditorium of the Library on Wednesday, February 26, 2025 at 5:30 p.m.

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

Also Present: Peter Matera, (Interim Director), Trent Ross (Deputy Director), and Will Costello (Fiscal Officer)

Not Present: Matt Knickman

1. CALL TO ORDER: President Jenny Fisher called the meeting to order at 5:30 p.m.

2. PUBLIC COMMENT: No public comment.

3. BUSINESS OF THE BOARD

APPROVAL OF JANUARY 29, 2025 BOARD MEETING MINUTES: Ms. Fisher asked for any changes or corrections to the meeting minutes. Ms. James motioned to approve the January 29, 2025 Board meeting minutes, seconded by Ms. Ganor. All trustees voted yes. Motion carried.

APPROVAL OF THE JANUARY 31, 2025 SPECIAL BOARD MEETING MINUTES: Ms. Fisher asked for any changes or corrections to the Special Board meeting minutes. Ms. Schafer motioned to approve the Special Board meeting minutes, seconded by Ms. Gynn. All trustees voted yes. Motion carried.

FISCAL OFFICER AND FINANCE COMMITTEE REPORT: Ms. Schafer reported the Finance Committee had a general discussion regarding the timing of a possible levy in the future. As the Library is on a two-year audit cycle, the next full audit will occur in the summer of 2026. Mr. Costello explained the 2024 RRPL Cash Basis financials will soon be available to the public to view in the finance office. January financials show real estate tax advances lower than budget due to some pushbacks from public regarding property appraisals. He reiterated this will not affect the amount the Library will receive from the county as House Bill 920 states we will continue to receive the same dollar amount voted on in 2003. What does impact us is what we receive from collections; however, Rocky River has a 98% collection rate. The budget will fluctuate, and timing is always a part of the equation, depending on when big purchases are made, especially in December or January. Mr. Costello expressed the importance of public support for PLF funding. Ms. Stickney asked how much of RRPL's revenue was from PLF - Mr. Costello stated about 45%. [CORRECTION from Mr. Costello: PLF percentage that RRPL depends upon is historically between 15-20%]

APPROVAL OF THE JANUARY 2025 FINANCIALS: Ms. Schafer made a motion to approve the January 2025 Financials, seconded by Ms. Stickney. All trustees voted yes. Motion carried.

APPROVAL OF THE JANUARY 2025 GIFT REPORT: Mr. Matera reported a generous gift of \$6,000.00 from The Stickney Family Language Abroad Institute. Ms. Ganor made a motion to

approve the January 2025 Gift Report, seconded by Ms. James. Five trustees in attendance voted yes and Ms. Stickney abstained. Motion carried.

INTERIM DIRECTORS REPORT: Mr. Matera thanked Ms. Stickney for attending recent support group meetings and introducing him as Interim Director. Mr. Matera discussed the Ohio Library Council's recently released action plan to advocate for public library funding, asking directors and trustees to reach out to state representatives in support of the PLF. Mr. Matera and Ms. Fisher plan to attend Legislative Day in Columbus on April 8th where they will have the opportunity to meet with state representatives and further discuss funding in-person. Another document, "Restore Funding for Ohio Libraries" was distributed to trustees at the meeting which includes helpful talking points related specifically to the PLF. Andrew Whitis, from OhioNet will attend the March Board meeting to share and discuss the Strategic Plan. Mr. Matera asked for comments about the proposed Compensation Study. Ms. Gynn, Ms. Ganor, and Ms. James suggested looking into a staffing analysis or workforce study before commencing with a compensation study. Mr. Matera will contact Ms. Petrus and invite her to attend an upcoming personnel committee meeting to further discuss and clarify.

APPROVAL OF BIBLIOTHECA PROPOSAL OF \$52,907.20 FOR THE FULL COST OF LOCKERS AND CLOUDCHECK TO BE PAID OVER THREE INSTALLMENTS: Mr. Matera shared details about the proposed self-service exterior lockers to be installed on library grounds. These lockers will function as a new service point for patrons who wish to pick up items outside of the building or after the Library has closed. There will be 39 lockers in total, but the exact location has not yet been chosen. Items not included in the proposal, but are budgeted for, include concrete, electric, branded graphic for the lockers, and an awning. The Bibliotheca SaSS agreement approved by Marc Musson in 2022 will let us roll-in this new product to be paid in three installments. Ms. James motioned to approve the Bibliotheca proposal of \$52,907.20 for the full cost of lockers and cloudCheck to be paid over three installments, seconded by Ms. Gynn. All trustees voted yes. Motion carried.

APPROVAL OF FEBRUARY 2025 PERSONNEL REPORT: Ms. Ganor made a motion to approve the February Personnel Report, seconded by Ms. Gynn. All trustees voted yes. Motion carried.

PRESIDENT'S REPORT: Ms. Fisher asked all committee chairs to have committee meeting dates for 2025 to Krista Carte so all committee meetings may be publicly posted.

COMMITTEE REPORTS:

Building & Grounds: No report.

Personnel: Ms. Ganor noted Administration will be soliciting staff feedback for annual updates to the Employee Handbook. Updates will be shared at the June meeting. The committee discussed salary compensation study options. Ms. Ganor noted a top priority this year will be re-evaluating and revising several job descriptions. Directives for staff performance evaluations will follow once job descriptions have been finalized. Thank you to Donna Sinegar for her work this past month.

Strategic Planning Task Force: Ms. Gynn thanked the Strategic Plan leadership team for attending the first Strategic Task Force meeting to give a broad overview of the Strategic Plan

so far. This task force was created to look closely at how the Library will move forward towards the next century. Ms. Gynn will be contacting Galen Schuerlein for possible strategic council.

4. NEW BUSINESS: Ms. Stickney inquired about Inside View mailing updates that former director Jessica Breslin had mentioned at an earlier meeting. Mr. Matera reported the Inside View is currently mailed to every household in Rocky River three times a year at significant cost. By moving to a model where patrons can opt-in to receiving the Inside View by mail, savings would be substantial. Inside View would continue to be available online, in the Library, as well as in several distribution points throughout the city. The summer Inside View edition will continue to be mailed to all residents. Marketing is still working out logistics, but publicity regarding the opt-in process will be shared with patrons well in advance. Mr. Ross reported new furniture will be ordered for the AV area on the main floor, which includes study tables and chairs which will provide needed seating options for patrons.

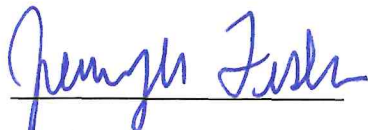
5. EXECUTIVE SESSION TO DISCUSS THE EMPLOYMENT OF A PUBLIC EMPLOYEE: Ms. Ganor made a motion to move to executive session to discuss the employment of a public employee, seconded by Ms. James. The roll was called; the vote resulted as follows:

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 8:00 p.m.

6. ADJOURNMENT: There being no further business, the meeting was adjourned at 8:01 p.m.



Jennifer Fisher, President



Cynthia C. Schafer, Secretary