

Rocky River Public Library

Board of Trustees Meeting

Wednesday, March 26, 2025

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

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

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

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 FEBRUARY 26, 2025 BOARD MEETING MINUTES: Ms. Fisher asked for any changes or corrections to the meeting minutes. Ms. Ganor motioned to approve the February 26, 2025, Board meeting minutes, seconded by Mr. Knickman. All trustees voted yes. Motion carried.

APPROVAL OF THE MARCH 17, 2025 SPECIAL BOARD MEETING MINUTES: Ms. Fisher asked for any changes or corrections to the March Special Board meeting minutes. Mr. Knickman motioned to approve the March Special Board meeting minutes, seconded by Ms. James. All trustees voted yes. Motion carried.

APPROVAL OF PETER MATERA AS DIRECTOR OF ROCKY RIVER PUBLIC LIBRARY AT A SALARY OF \$118,500 EFFECTIVE MARCH 30, 2025: Ms. Fisher made a motion to approve Peter Matera as Director of Rocky River Public Library at a salary of \$118,500 effective March 30, 2025, seconded by Ms. Schafer. 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

Ms. Fisher thanked Mr. Matera for stepping into the role of interim Director for the past six weeks, as well as his dedicated work at Rocky River Library for the past 18 years.

Strategic Plan: Mr. Whitis shared details about the new strategic plan, which is included as an addendum to the minutes. The Strategic Planning Team will meet in the next month to create activities to support each goal. The Marketing Team will design a version to present to the public, as well as a more detailed plan to follow. Mr. Whitis will share all data collected during the plans implementation and will continue to support the plans execution with several implementation meetings over the coming year. Mr. Whitis stated this plan is flexible and attainable and can easily be modified over time, depending on time, budget and staffing. Ms. Gynn suggested reframing verbiage “Segmented targeted focus” to “Identify communication priorities”.

FISCAL OFFICER AND FINANCE COMMITTEE REPORT: Mr. Costello reported real estate tax receipts for January and February were below 2025 levels due to delays in property tax assessments. The March distribution is estimated to make up the differences in the variance. Ms. Fisher asked if more information could be included in the legal fee description on the check register.

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

APPROVAL OF THE FEBRUARY 2025 GIFT REPORT: Ms. Fisher reported no gifts in the report this month. Ms. Ganor made a motion to approve the February 2025 Gift Report, seconded by Ms. James. All trustees voted yes. Motion carried.

INTERIM DIRECTORS REPORT: Mr. Matera shared news of the Friends of the Library’s recent gift of \$11,000 for furniture for the main floor AV area which will include study tables and chairs. The balance of this gift includes funds for a supply of parade supplies for staff to hand out at community parades. The Foundation board has a new member, Kate Tulio, and is looking for a treasurer through Business Volunteers Unlimited. Mr. Matera discussed a new house bill that will go into effect in April 2025 that will allow certain public bodies to attend meetings virtually. If trustees are interested in this option, a new policy would have to be board approved. The Ohio Library Council can provide templates with the requirements for a policy, and Mr. Matera noted he would work on a draft policy for the board to review at a future meeting. State Librarian Mandy Knapp will visit the Library on March 27 for a tour of the building and Q&A session. Board members are invited to attend. Mr. Matera sent informational emails to staff regarding the potential cuts to the Institute of Museum and Library Services (ILMS) and Public Library Fund (PLF). The Library will follow the guidance of Ohio Library Council regarding mobilization of the public to voice support for library funding.

REVOKE STAFF USE OF COMPUTERS, NETWORK, E-MAIL, AND INTERNET POLICY: Mr. Ross explained the reason for revoking is that the information in this policy has been added to the updated Employee Handbook. Ms. Ganor motioned to revoke Staff Use of Computers, Network, E-Mail, and Internet Policy, seconded by Mr. Knickman. All trustees voted yes. Motion carried.

REVOKE SOCIAL MEDIA FOR EMPLOYEES POLICY: Mr. Ross explained the reason for revoking is that the information in this policy has been added to the updated Employee

Handbook. Ms. Ganor motioned to revoke Staff Use of Computers, Network, E-Mail, and Internet Policy, seconded by Mr. Knickman. All trustees voted yes. Motion carried.

APPROVAL OF MARCH 2025 PERSONNEL REPORT: Mr. Knickman made a motion to approve the March Personnel Report, seconded by Ms. Ms. James. All trustees voted yes. Motion carried.

PRESIDENT'S REPORT: Ms. Fisher met with Rocky River City School board members to discuss the upcoming Library trustee appointment. Interviews will be held at the end of April and will be conducted by school board members Peter Corrigan and Lauren Negry. The Ohio Library Council's Northeast Trustee Dinner will be held on May 8. Interested trustees should contact Krista Carte to register. Ms. Stickney noted she would like to attend. Ms. Fisher congratulated staff on the successful 'Sea Shanties and Pirate Ballads' after-hours program. The highly visible and high-quality arts program is so valuable for our library and community. She noticed many patron comments throughout the departmental reports and mentioned how much she and the other trustees enjoy reading them. Congratulations to staff members celebrating work anniversaries this month. Ms. Fisher thanked trustees for their dedication to RRPL, especially for the time they have given in the past few months.

COMMITTEE REPORTS:

Building & Grounds: Mr. Knickman noted the meeting was a high-level overview of the status of building projects in 2025. Mr. Knickman and Building Services Manager Greg Jackson will look at compiling a more viewable plan of the projects soon.

Personnel: Ms. Ganor noted the committee discussed and agreed upon the value of obtaining both a workforce analysis and a compensation study and invited Amy Petrus and Amy Shannon to attend the April Personnel Committee meeting.

Strategic Task Force: Ms. Gynn noted the task force had conversations relating to levy campaign, financial forecasting, and planning for the 100th Anniversary.

4. NEW BUSINESS: None.

5. ADJOURNMENT: There being no further business, the meeting was adjourned at 6:34 p.m.



ROCKY RIVER PUBLIC LIBRARY

Strategic Plan 2025-2028

DRAFT

Introduction

Rocky River Public Library's new strategic plan is organized around four strategic directions: Gathering Place, Everyone Belongs, Here to Help, and Healthy Organization. Under each of these strategic directions are goals (what we want to do) and objectives (how we will do it).

The plan is written to be viewed through three distinct lenses: Diversity, Equity Inclusion, and Accessibility; Cowan Pottery Museum; and the Library's 100th Anniversary. Library employees will use the three lenses as they implement activities and projects aligned with the plans' goals and objectives. The lens of Diversity, Equity, Inclusion, and Accessibility will help to ensure continued equitable access and diverse perspectives are considered for the library's spaces, collections, programs, and services. The lens of Cowan Pottery will help to ensure that the Cowan Pottery collection is integrated into current and future Library spaces and programs. Finally, the lens of the Library's 100th Anniversary will help guide us into the next century of service.

DRAFT

Strategic Direction: Gathering Place

Create functional spaces for individuals and groups of all ages to use outside of their home, school, or workplace.

Goal: Enhance comfort and connections

Transform public seating and workspaces to provide options to read, relax, study, work, or meet.

Upgrade furniture in public spaces

Create moments for connection

Improve wayfinding

Goal: Sustain the building for the future

Maintain the library building to ensure it continues to serve the next generation of community members.

Space analysis and plan

Building system upgrades

Strategic Direction: Everyone Belongs

Provide authentic, accessible, and relevant collections, programs, and services that meet a wide range of needs and interests.

Goal: Strengthen community ties

Partner with local schools, businesses, and organizations to extend the library's reach.

Expand community partnerships

Library visibility in community

Goal: Bridging the past to the future

Celebrate and preserve our community's history in the library's spaces, collections, and programming. Traditional resources alongside the unexpected

Embed Rocky River history

Strategic Direction: Here to Help

Enhance delivery of library services.

Goal: Improving delivery of service

Refine our processes to ensure that every interaction with the library is seamless, friendly, and helpful.

Increase self-service points

Intentional collection of feedback

Goal: Sharing our story

Strategically promote what the library offers so all community members are aware of and can benefit from our spaces, collections, programs, and services.

Highlighting staff and community library stories

Segmented/targeted focus in communicating to the community

Strategic Direction: Healthy Organization

Cultivate a supportive and dynamic work environment for all library employees.

Goal: Acknowledge and appreciate employees

Create a culture of recognition where staff contributions are regularly celebrated.

Reimagine staff recognition

Goal: Improve internal operations

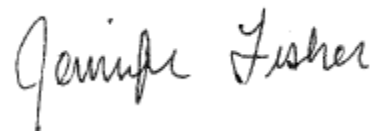
Streamline processes and enhance organizational efficiency by reviewing, improving, and refining how we work behind the scenes.

Review and refine HR policies and procedures

Goal: Transparent communication

Foster an open and honest dialogue by regularly sharing updates, decisions, and strategic directions.

Support internal communication

A handwritten signature in black ink that reads "Jennifer Fisher". The letters are cursive and fluid.

Jennifer Fisher, President

A handwritten signature in blue ink that reads "Cynthia C. Schafer". The letters are cursive and fluid.

Cynthia C. Schafer, Secretary