

Rocky River Public Library

Board of Trustees Meeting

Wednesday, April 30, 2025

The regular meeting of the Board of Rocky River Public Library was held in the Auditorium of the Library on Wednesday, April 30 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, Director), Trent Ross (Deputy Director), and Will Costello (Fiscal Officer)

1. CALL TO ORDER: President Jenny Fisher called the meeting to order at 5:35? p.m.

2. PUBLIC COMMENT: No public comment.

3. INTRODUCTION OF NEW EMPLOYEES: Mr. Matera introduced new employees Anna Coulter (Circulation Assistant), Mary Phillips (Shelver), and Julianna Weir (Shelver).

4. BUSINESS OF THE BOARD

APPROVAL OF MARCH 26 BOARD MEETING MINUTES: Ms. Fisher asked for any changes or corrections to the meeting minutes. Ms. Fisher asked that the minutes be amended to include the word 'DRAFT' in the Strategic Plan document included in the minutes. Ms. Gynn made a motion to approve March 26, 2025, Board Minutes as amended, seconded by Stacey Ganor. All trustees voted yes. Motion carried.

FISCAL OFFICER AND FINANCE COMMITTEE REPORT: Ms. Schafer reported the committee discussed the state of the Public Library Fund (FLF) and the possible impact on next year's budget. Mr. Costello reported total revenue and expenses are on budget, not in every category, but on budget overall. Regarding the PLF there will likely be declines in distributions in the future, but we will not know the extent until the Senate votes. Mr. Costello will meet with Brian Carter from Fifth Third to discuss potential Federal Reserve rate cuts and liquidity of funds in accounts, as well maximizing our return on rates.

APPROVAL OF MARCH 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 MARCH 2025 GIFT REPORT: Ms. Fisher reported gifts totaling \$11,140.00, which included a gift from the Friends of RRPL for \$11,000.00. Ms. James made a motion to approve the March 2025 Gift Report, seconded by Mr. Knickman. All trustees voted yes. Motion carried.

DIRECTORS REPORT: Mr. Matera updated news regarding the new lockers. The concrete pad has been poured, and delivery of lockers is tentatively set for June 10. Jacob Marquis is working on a design for the lockers that will incorporate the butterfly garden/monarch waystation theme. CMI accounting has proposed moving to a cloud-based service shortly. As the Library's current server will need to be replaced soon the plan is to move to this service – with an in-house bridge solution with CMI. Mark Musson is currently reviewing the

contract. While there will be a one-time cost to migrate, the price should remain about the same. Mr. Matera, Mr. Ross and the trustees discussed the virtual meeting policy that Administration will begin drafting. Ms. Gynn suggested a statement of expectations should be included in the policy or update Board Bylaws, that virtual attendance should be used in good faith, and under extenuating circumstances, and perhaps limit the option to three times a year. Administration will submit a draft policy in the coming months for the board to review. Ms. Fisher thanked Mr. Matera for a very detailed Director's Report.

APPROVAL OF SIDEWALK/CONCRETE REPAIR BY F. BUDDIE CONTRACT FOR \$15,850:

Mr. Matera noted there was more repair work needed to address potential tripping hazards than was originally planned, therefore a more expensive quote. Ms. Stickney made a motion to approve the sidewalk/concrete repair by F. Buddie Contracting for \$15,850, seconded by Ms. James. All trustees voted yes. Motion carried.

APPROVAL OF CLOSING DATE OF OCTOBER 13, 2025 FOR STAFF TRAINING DAY: Mr.

Matera noted closing the Library for staff training day was already approved by the board in October of 2024; however, the exact date had not been agreed upon at that time. Ms. Ganor made a motion to approve the closing date of October 13, 2025 for staff training day, seconded by Mr. Knickman. All trustees voted yes. Motion carried.

APPROVAL OF THE APRIL 2025 PERSONNEL REPORT: Mr. Matera reported on the retirement of Nancy Cooper, who was employed by the Library for 30 years and will certainly be missed. Ms. James made a motion to approve the April Personnel Report, seconded by Ms. Ganor. All trustees voted yes. Motion carried.

PRESIDENT'S REPORT: Ms. Fisher will be working with Rocky River City School Board trustees Lauren Negry and Peter Corrigan to interview candidates for the trustee position available in July. Interviews will be held in May. Ms. Fisher congratulated the staff on incredibly the well-done and well-attended Grown-Up Book Fair. She pointed out RRPL has the 10th most circulation by population in Ohio! A statistic that should be publicized. Thanks to leadership and staff for the strong communication regarding the PLF and support for public funding. Ms. Fisher stated "I appreciate that this is an unprecedented time for public libraries. We acknowledge that there is a certain amount of ambiguity on future funding and political context. We are grateful for the entire staff and leadership during this time. The best way forward is the same as always – we will remain transparent, honest, thoughtful and diligent in our goal of serving the Rocky River community."

COMMITTEE REPORTS:

Building & Grounds: No Report

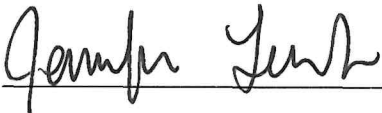
Personnel: Ms. Ganor reported on the presentation by Amy Shannon and Amy Petrus about potential workforce and/or compensation studies in the future, but based on the presentation, however, a workforce analysis is not what the committee is looking for at this time. Administration will provide Ms. Shannon with an itemized list of what the Library

needs for a compensation study. Three supervisor job descriptions are being updated to 'Team Lead' and should be ready for approval soon.

Strategic Task Force: Ms. Gynn reported that the committee reviewed a very early draft of the Strategic Plan, feedback from the committee included being more specific to RRPL. Mr. Matera stated the entire Strategic Planning Team will meet in late May to add more specific activities to the plan and will share with the board at the June board meeting. The May 21 Strategic Task Force meeting will address long-term finances and long-term planning, which may include a levy in the future. The June 11 meeting will concentrate on what we can expect with the state budget and state funding. All trustees are welcome to attend.

5. NEW BUSINESS: Ms. Stickney remarked on the comment from a patron in Mr. Matera's report regarding one-on-one technology assistance in the Library. This personalized service is so appreciated by patrons. Ms. Gynn praised the Cowan Pottery Associates for a very informative and engaging Cowan Symposium – a great example of volunteer planning with assistance from staff.

6. ADJOURNMENT: There being no further business, the meeting was adjourned at 6:13 p.m.



Jennifer Fisher, President



Cynthia Schafer, Secretary