

Rocky River Public Library

Board of Trustees Meeting

Wednesday, May 28, 2025

The regular meeting of the Board of Rocky River Public Library was held in the Auditorium of the Library on Wednesday, May 28, 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 5:36 p.m.

2. PUBLIC COMMENT: Patron Alice Allen thanked the board for their diverse programming, displays, and for supporting all families in the community.

3. BUSINESS OF THE BOARD

APPROVAL OF APRIL 30, 2025 BOARD MEETING MINUTES: Ms. Fisher asked for any changes or corrections to the meeting minutes. Ms. Ganor made a motion to approve April 30, 2025 Board Minutes, seconded by Mr. Knickman. All trustees voted yes. Motion carried.

APPROVAL OF RESOLUTION 01-25 TO COMMEND RETIRING ROCKY RIVER PUBLIC LIBRARY TRUSTEE MELISSA STICKNEY: Ms. Ganor made a motion to approve Resolution 01-25 To Commend Retiring Rocky River Public Library Trustee Melissa Stickney, 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	Yes
Ms. Schafer	Yes
Ms. Stickney	Abstain

FISCAL OFFICER AND FINANCE COMMITTEE REPORT: Mr. Costello reported we are mostly favorable to budget in revenue and expenses. He will continue to watch rates, as the fed has indicated the possibility of rate reductions throughout 2025. Homestead is similar to last May.

Mr. Costello will run various forecasts, but it is important to remember that PLF funding will likely decrease.

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

APPROVAL OF THE MAY 2025 GIFT REPORT: Ms. Fisher reported gifts totaling \$286.47. Mr. Matera noted these were memorials directed to the Library for former patron Lois McConaughy. Ms. Stickney made a motion to approve the May 2025 Gift Report, seconded by Mr. Knickman. All trustees voted yes. Motion carried.

APPROVAL OF RESOLUTION 02-25 AUTHORIZING THE 2026 BUDGET: Mr. Costello noted as a school district library, this resolution notifies our school district the need to assess a tax on the library's behalf. Stickney noted an incorrect date in the resolution text. Ms. Ganor made a motion to approve as amended Resolution 02-25 To Approve the 2026 Tax Budget, 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

APPROVAL OF RESOLUTION 03-25 TO APPROVE CUYAHOGA COUNTY PLF ALLOCATION FOR 2026-2027: Mr. Matera noted there were no changes to distribution percentages this year. Rocky River Public Library receives the smallest allocation of the nine libraries. Ms. James made a motion to approve Resolution 03-25 To Approve Cuyahoga County PLF Allocation for 2026-2027, seconded by Mr. Knickman. 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

DIRECTORS REPORT: Mr. Matera alerted staff by email that the plexiglass barriers installed at all service points at the start of COVID would be removed later in the month. He received comments from patrons and staff that the plexiglass makes conversation difficult, especially for those who have hearing issues, and the library is one of the few businesses that still have plexiglass barriers. Several staff members raised valid concerns about public service points.

While the science shows that plexiglass does little to nothing in terms of preventing the spread of contagions, this has raised other important issues related to points of service, personal space, and feeling safe. Mr. Matera will collaborate with managers on addressing these, with the goal that the plexiglass will ultimately be removed. Mr. Matera met with Charlie Frankel from NFP regarding insurance renewal. They discussed rates, working towards a calendar year renewal, and the possibility of a high-deductible plan offering. The Form Fire step may not be needed this year, but more information will be shared at the June meeting. As a result of Donna Sinegar's retirement, we have engaged with ConnectedHR for short-term HR assistance on a month-to-month basis. Contract employee Kim Marlette begins June 6. She will be working in the building once a week but available to staff throughout the week via email.

APPROVAL OF THE MAY 2025 PERSONNEL REPORT: Mr. Matera reported four separations from the Library. Melisa Naymik, Youth Services, Mary Phillips, Circulation, Denise Gilroy, Mentor Monitor, and Donna Sinegar, Human Resources. The Youth Services position will be posted internally. The mentor monitor position has proven to be successful in managing after-school behaviors and building rapport with students; however, for the next school year the library will work with an independent contractor. Ms. Ganor made a motion to approve the May Personnel Report, seconded by Ms. Gynn. All trustees voted yes. Motion carried.

PRESIDENT'S REPORT: Ms. Fisher reported she worked with Lauren Negry and Peter Corrigan of RRCSd to interview three candidates for the trustee position. The school board will extend an offer to one of the applicants and that will take place during the June school board meeting. All three candidates interviewed were fantastic. Thanks to the staff for placing flags at Lakewood Cemetery for Memorial Day. Ms. Fisher thanked Trent Ross for sharing an interesting statistic - 224 different groups reserved meeting rooms in 2024, which demonstrates that RRPL truly is a community hub.

COMMITTEE REPORTS:

Building & Grounds: Mr. Knickman reported he met with Greg Jackson to discuss building projects in 2025 and is working on an easily digestible spreadsheet to track them.

Personnel: Ms. Ganor reported administration continues to work on the Supervisor to Team Lead job title shift. She noted the committee discussed updates to the Employee Handbook, the Strategic Plan, and an organizational chart realignment to best position staff to meet the goals of the Strategic Plan. She thanked the administration for their engagement.

Strategic Task Force: Ms. Gynn reported the bulk of the meeting focused on financial forecasting and reliance on the future of the Public Library Fund. The next Strategic Task Force meeting will be June 11. All trustees are invited to attend.

5. NEW BUSINESS: Ms. Fisher thanked all trustees for their dedication during a very busy month. Ms. Stickney attended the OLC Trustee dinner earlier in the month and found it inspiring and

insightful. She suggested trustees consider attending the dinner in the future as it is an effective way to make connections in the library world.

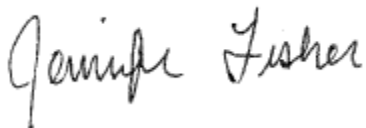
6. EXECUTIVE SESSION TO DISCUSS THE EMPLOYMENT OF A PUBLIC EMPLOYEE : Ms. Fisher made a motion to move into executive session to discuss the employment of a public employee at 6:14 pm, second by Ms. Schafer. The role was called; the vote resulted as follows:

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 the executive session at 6:40 p.m.

7. ADJOURNMENT: There being no further business, the meeting was adjourned at 6:45 p.m.



Jennifer Fisher, President



Cynthia Schafer, Secretary