

## **Rocky River Public Library**

### **Board of Trustees Meeting**

**Wednesday, September 24, 2025**

The regular meeting of the Board of Rocky River Public Library was held in the Auditorium of the Library on Wednesday, September 24, 2025 at 5:30 p.m.

Present: Don Bierut, Jenny Fisher, Ann Gynn, Jill James, Matt Knickman, and Cynthia Schafer

Not Present: Stacey Ganor

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 5:39 p.m.

### **2. BUSINESS OF THE BOARD**

**APPROVAL OF AUGUST BOARD MEETING MINUTES:** Ms. Fisher asked for any changes or corrections to the meeting minutes. Ms. Schafer noted the heading for the minutes read June instead of August. Mr. Knickman made a motion to approve the August Board Meetings Minutes as amended, seconded by Mr. Bierut. All trustees voted yes. Motion carried.

**APPROVAL OF RESOLUTION 04-25 TO COMMEND RETIRING TRUSTEE JILL JAMES:** Ms. Fisher thanked retiring trustee Jill James for her integrity and support of the Library and read Resolution 04-2025 to Commend Retiring Trustee Jill Jame aloud. Ms. Schafer moved to approve Resolution 04-2025, seconded by Ann Gynn. The roll was called; the vote resulted as follows:

#### **Roll Call**

Mr. Bierut	Yes
Ms. Ganor	Absent
Ms. Gynn	Yes
Ms. Fisher	Yes
Mr. Knickman	Yes
Ms. Schafer	Yes

### **FISCAL OFFICER AND FINANCE COMMITTEE REPORT:**

Mr. Costello noted there was a rate cut in September with the possibility of additional cuts before year-end. He is monitoring developments and plans to schedule a meeting

with Fifth Third Bank to explore locking in interest rates for appropriate time periods. Year-to-date expenditures and revenues are very close to last year. The increase in revenue is attributed largely to the generous Emily Bishop donation. Mr. Costello stated expenditures are coming from different funds and he will provide more detail on fund sources at the next meeting to improve tracking. The Library is currently favorable to budget and referred to the financial forecasts provided. If current trends continue and no major changes occur, financial reserves are projected to remain strong through 2028. While the financial position is stable, it's important to stay vigilant. If reserves begin to decline toward \$2 million, a discussion should be initiated around corrective actions, either by increasing revenue or reducing expenditures. The forecast indicates a potential downward trend, and strategic planning will be key in extending sustainability over time. The Board thanked Mr. Costello for the insight he provided by the updated forecast visuals.

**APPROVAL OF JULY 2025 FINANCIALS:** Ms. Schafer made a motion to approve the July 2025 Financials, seconded by Mr. Bierut. All trustees voted yes. Motion carried.

**APPROVAL OF JULY 2025 GIFT REPORT** No gifts were reported for July. Ms. Fisher made a motion to approve the July 2025 Financials, seconded by Ms. James. All trustees voted yes. Motion carried.

**APPROVAL OF AUGUST 2025 FINANCIALS:** Ms. James made a motion to approve the August 2025 Financials, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

**APPROVAL OF AUGUST 2025 GIFT REPORT:** Mr. Matera stated how grateful the Library is for the for the substantial Emily Bishop bequest. Mrs. Bishop was a long time Library patron. Krista Carte explained the gifts given by Don and Nena Moran and Brendon Moran were to thank the Library for the use of meeting rooms over the last year. The Moran family used the Library to meet with a job coach for their developmentally challenged son, Brendan. Brendan contributed to the donation with his first paycheck. Ms. Fisher made a motion to approve the August 2025 Gift Report of \$93,506.25 seconded by Ms. Gynn. All trustees voted yes. Motion carried.

**DIRECTORS REPORT:** Mr. Matera shared the latest updates from Ohio Library Council. Library trustee terms have changed from seven to four years effective September 30, 2025. Mandatory reporting guidelines for major cybersecurity compromises will be required beginning July 1, 2026 and will necessitate a new board policy at some point. Mr. Matera noted most of what is required, such as protecting information (LastPass) and incident response is already procedure here. Mr. Matera will attend a dinner tomorrow night to meet new Cuyahoga County Public Library CEO, Jamar Rahming. Mr. Matera shared information about the Security Assessment completed by Ohio Schools Council. It was a very useful assessment for the building. Staff Day will be held on Monday October 13<sup>th</sup> focusing on The Strategic Plan and building safety. Eight staff

members celebrating milestones anniversaries will be recognized at the end of the day. Mr. Matera thanked trustees in advance for attending the lunch portion of the day.

**APPROVAL OF UPDATED EMPLOYEE HANDBOOK:** Ms. Fisher thanked administration for the transparency and documentation of all updates in the handbook. Mr. Bierut added thanks to administration for giving staff the option to participate and provide feedback. Updates to the handbook will be made annually. Ms. James made a motion to approve Updated Employee Handbook, seconded by Mr. Knickman. All trustees voted yes. Motion carried.

**APPROVAL OF THE ACCESS CONTROL UPGRADE FOR \$77,019.99:** Mr. Matera reported IPS has been onsite six times to walk through the building to develop a new fob and mag lock system for the doors for the staff and public to upgrade an aging system. The new system will be wireless and therefore easier to accommodate an older building like ours. Mr. Matera noted IPS is very easy to work with and offered the Library a 5% discount. Costs will be going up due to tariffs soon, so we would like to have this done as soon as possible. Terms and agreement have already been approved by Mark Musson. Ms. Gynn made a motion to approve the Access Control upgrade for \$77,019.99, seconded by Ms. Schafer. All trustees voted yes. Motion approved.

**ENDORSEMENT OF THE STRATEGIC PLAN, 2025-2028: A CENTURY OF SERVICE:** Mr. Matera thanked the 12 -member Strategic Planning Team for months of work putting this plan together. He is sharing the plan with staff via email with one strategic goal per week, then the plan in whole will be discussed as a group on Staff Day. A reader-friendly summary of the plan will be available to the public later this fall. All trustees voiced their support for the plan. Ms. Gynn summarized by stating the document welcomes people into the library and the work that went into the four paragraphs of the public version of the plan does not show the amount of work that went into creating it. Ms. Fisher noted that while the trustees do not need to approve, they wanted to show their support by publicly endorsing The Strategic Plan, 2025-2028: A Century of Service. Ms. Fisher made a motion to endorse The Strategic Plan, 2025-2028: A Century of Service seconded by Mr. Knickman. All trustees voted yes.

**APPROVAL OF THE AUGUST/ SEPTEMBER 2025 PERSONNEL REPORT:** Mr. Matera noted the adjustments and separations in the past two months. Ms. Fisher noted transitions are never easy and thanked the staff. Mr. Matera thanked ConnectedHR for their work – it has been a very busy period with open enrollment and posting of so many open positions. He is hopeful the Human Resources Generalist position itself will be posted in October and hopes to have the position filled by the start of the new year. Ms. Gynn made a motion to approve the August/September Personnel Report, seconded by Mr. Knickman. All trustees voted yes. Motion carried.

**PRESIDENT'S REPORT:** Ms. Fisher will be working closely with the school board to fill the trustee vacancy and is hopeful the position will be filled by October or November board

meeting. She thanked Mr. Matera for his detailed director's report and the many large-scale projects he has kept track of and updated the board throughout the process. Kudos to everyone involved in the strategic plan, employee handbook, access control safety plan, compensation study and other projects this month. She thanked managers for their monthly department reports. Ms. Fisher thanked outgoing trustee Jill James again for her 'rock-star' dedication to RRPL.

#### **COMMITTEE REPORTS:**

**Building & Grounds:** Mr. Knickman thanked Greg Jackson for hosting the recent new trustee building tour. Many items on the strategic plan are already on the radar of the Building & Grounds committee.

**Personnel:** Ms. Schafer reported on behalf of Ms. Ganor. The personnel committee met with Amy Petrus to discuss the Compensation Study. She noted the comprehensive, realistic, and detailed report showed that RRPL's compensation is in line with other libraries. Ms. Schafer noted with Ms. Petrus' suggestions, potential policies and actional items may be implemented in the future. The committee discussed a 'check-in' every two years, and a deeper dive every five -six years to review compensation as part of the board's routine business.

**Strategic Task Force:** Ms. Gynn reported the information and data Will Costello provided at the September meeting was very helpful. Current conditions, and the financial forecasts Mr. Costello provided with and without the PLF, indicate the Library does not need to prepare a need to go for a levy in 2026. The Strategy Task Force will not meet in October.

**3. NEW BUSINESS:** Ms. Gynn recently attended a viewing of the documentary The Librarians at the West Shore Film Series for Social Justice and encouraged anyone interested to watch it. Mr. Bierut thanked Greg Jackson for the recent building tour and commented on his institutional knowledge of the Library. Mr. Matera commended the staff for the recent Multi Cultural Fest held at the Library. Staff from every department participated in its planning, attendance was high, and the library received many enthusiastic comments about the event. Staff member Semaury Yalvac who coordinated the event said, "The day was filled with joy and celebration." Mr. Matera thanked everyone who participated.

**4. ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:36 p.m.

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Jennifer Fisher, President

  
 Cynthia Schafer, Secretary