

Rocky River Public Library**Board of Trustees Meeting****Wednesday, January 28, 2026**

The regular meeting of the Board of Rocky River Public Library was held in the Auditorium of the Library on Wednesday, January 28, 2026 at 5:30 p.m.

Present: Jenny Fisher (arrived 6:05 pm), Stacey Ganor, Ann Gynn, Deborah Huff, Matt Knickman, and Cynthia Schafer

Not Present: Don Bierut

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

1. CALL TO ORDER: Ann Gynn called the meeting to order at 5:31 p.m. There were no public comments.

2. NEW EMPLOYEE INTRODUCTIONS: Mr. Matera introduced new employees Xandra Aloï (not present), Tony Battle, Emili Brogdon, Kayle Damiano, Katharine Nusbaum, Tyler Root, Jack Sheldon, and Beth Wilson.

3. BUSINESS OF THE BOARD

ELECTION OF OFFICERS: 2026 Slate of Officers: Ann Gynn, President, Stacey Ganor, Vice-President, and Cindy Schafer, Secretary. Mr. Knickman made a motion to approve the 2026 Slate of Officers, second by Deborah Huff. All trustees voted yes. Motion carried.

APPROVAL OF DECEMBER BOARD MEETING MINUTES: Ms. Gynn asked for any changes or corrections to the meeting minutes. Mr. Matera asked that language be clarified on page six from "Carrier submitted a quote..." to "Carrier submitted a budgetary estimate..." Mr. Knickman made a motion to approve the December Board Meetings Minutes as amended, seconded by Ms. Ganor. All trustees voted yes. Motion carried.

FISCAL OFFICER AND FINANCE COMMITTEE REPORT: Ms. Schafer reported the Finance Committee met at 4:45 p.m. prior to the Board meeting where Mr. Costello reported on the November and December financial statements. Mr. Costello stated the Federal Reserve held interest rates steady, which benefits the Library's investments in STAR Ohio. At year-end, the Library's net fund balance remains approximately \$8.4 million, consistent with the beginning of the year, thanks to keeping expenditures down and several large year-end gifts. The Library will transfer \$1 million to the Capital Fund to support an upcoming capital project. Finance committee will continue to monitor budget-to-actual performance and fund balance trends throughout 2026.

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

APPROVAL OF NOVEMBER 2025 GIFT REPORT: Ms. Gynn noted gifts included a donation in memory of Lois McConaughy, RRPL Foundation, and an anonymous donation. Mr. Knickman made a motion to approve the November 2025 Gift Report, seconded by Ms. Huff. All trustees voted yes. Motion carried.

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

APPROVAL OF DECEMBER 2025 GIFT REPORT: Ms. Gynn noted gifts included a donation from Cynthia Schafer, The Aquarelles, and an anonymous donation. Mr. Knickman made a motion to approve the December 2025 Gift Report, seconded by Ms. Ganor. All trustees voted yes. Motion carried.

APPROVAL OF ANNUAL PURCHASE ORDERS OVER \$15,000: Mr. Costello reported the Library approves materials through an annual PO so selectors can place orders as needed without requesting a new PO each time. Mr. Matera and Mr. Ross reminded trustees this allows orders to continue smoothly throughout the year and sets the materials budget for the entire year for those accounts. Over 95% of material purchases from miscellaneous vendor POs come from a single vendor. However, for small or local presses—and occasionally Amazon—there is a need to use a different vendor. Ms. Ganor made a motion to approve the annual purchase orders of over \$15,000. Seconded by Ms. Huff. All trustees voted yes. Motion carried. Following the motion Ms. Schafer asked for details regarding a purchase order on November 5, 2025, exceeding \$5,000 for ICA-Art Conservation. Mr. Ross explained this is for the repair of three Cowan flower frog figurines. The work is being completed thanks to an LSTA grant awarded to the library. The repair will not be complete until later in the spring.

DIRECTORS REPORT: Mr. Matera reported that he attended an OLC webinar earlier in the day. During the webinar, information was shared regarding OLC's upcoming strategic plan. Discussion also included a developing movement to abolish property taxes. While this movement is in its very early stages, it is a cause for concern for many entities, including libraries. He reviewed the Library's recent building closures due to weather conditions and stated that while the goal is for the Library to remain open whenever possible, we will generally begin with a delayed opening if conditions allow. Employee safety remains a primary consideration. If the Library remains open and a staff member does not feel it is safe to report to work, they may use PTO or unpaid leave. In the event of an emergency closure, employees scheduled to work that day are paid. Mr. Matera thanked building services and marketing departments for their assistance. Building Services reported to work to clear sidewalks and parking areas and

complete routine cleaning. Marketing did a great job posting closure and delay announcements on the Library's website and social media platforms. Mr. Matera spoke about the recent conversation he had with Katy Mathuews from OhioNet regarding a possible space assessment. Her approach aligns with what the library is looking for at this time, which is to do more with what we have, as opposed to renovations or overhauls. The Strategic Plan team met last week to discuss the implementation of first year activities. OLC Legislative Day is March 18. As this is an off- budget year the event will not be held at the State House, but attendees will still be able to visit with representatives. If any trustees are interested in attending please let us know. Ms. Gynn shared trustee Don Bierut's comments regarding his appreciation to the attention given to NFP and the diplomatic way the situation was handled. Mr. Matera reported that HR Generalist Kayle Damiano met with our new representative and is very encouraged by the progress already made during the transition. Ms. Gynn also acknowledged Kayle's initiative, particularly as she is new to the library.

APPROVAL OF THE JANUARY PERSONNEL REPORT: Mr. Matera noted Circulation Assistant Sandy Etterling retired, and Amani Salti, Circulation Assistant reduced their hours. Mr. Knickman made a motion to approve the January Personnel Report seconded by Ms. Schafer. All trustees voted yes. Motion carried.

OATH OF OFFICE: Upon the arrival of trustee Jenny Fisher at 6:11 pm, all trustees present took the RRPL Trustee Oath of Office.

PRESIDENT'S REPORT: Ms. Gynn reviewed committee assignments for 2026. Trustees will be invited to all committee meetings as a courtesy; however, they are only expected to attend the meetings of the committees they are a part of. Building and Grounds Committee meets on February 12. Should the committee feel they are ready to make a recommendation regarding HCAV updates they will put it on the February board meeting agenda, if it warrants more discussion, a special meeting will be scheduled in early March after discussion at the February meeting. Ms. Gynn reminded trustees that all committee and board meetings are open to the public. The Friends of RRPL upcoming fundraising event at BW3 on February 4. The Foundation recently sent a mass mailing fund appeal. Ms. Gynn complimented staff on the quick work that went into changing check-out procedures of Hot Spots. A request was made by a patron via comment card, and the Circulation Department promptly reacted by changing the procedure to make it easier for patrons to pick up Hot Spots at the Drive-Up window. Ms. Gynn thanked managers for the work that goes into every monthly department report.

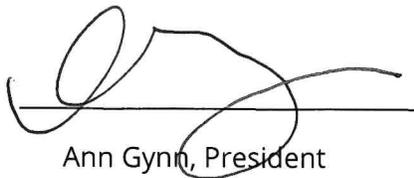
COMMITTEE REPORTS

Building & Grounds: No report

Personnel: No report.

4. NEW BUSINESS: None.

5. ADJOURNMENT: There being no further business the meeting was adjourned at 6:15 p.m.



Ann Gynn, President



Cynthia Schafer, Secretary