

Rocky River Public Library**Board of Trustees Meeting****Wednesday, February 25, 2026**

The regular meeting of the Board of Rocky River Public Library was held in the Auditorium of the Library on Wednesday, February 25, 2026 at 5:31 p.m.

Present: Don Bierut, Stacey Ganor, Ann Gynn, Deborah Huff, and Cynthia Schafer

Not Present: Jenny Fisher and Matt Knickman

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. BUSINESS OF THE BOARD

APPROVAL OF JANUARY BOARD MEETING MINUTES: Ms. Gynn asked for any changes or corrections to the meeting minutes. Ms. Huff made a motion to approve the January Board Meetings Minutes, 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 January financial statements. Mr. Costello reports \$1 million was transferred from the General Fund to the Capital Fund, as approved during the budgeting process. The funds are held across multiple financial accounts. Specifically: \$1 million is currently held at Fifth Third Bank; \$2.1 million is held in STAR Ohio. Although the capital fund reflects the total balance, the actual dollars are distributed across these accounts. This is why the Fund and Investment Balance Sheet shows the breakdown by financial institution. Regarding expenditures, activity during the month was minimal. There was no check run, so expenses were limited primarily to salaries and benefits, minor bank fees and related charges. On the revenue side, most items are on budget or slightly favorable to budget overall. A few line items appear slightly off, but these differences are likely due to timing variations. One positive highlight is that total unencumbered funds at the end of January were nearly identical to the balance at the same time last year. This reflects strong financial management by staff. While expenditures are expected to increase later in the year, overall financial trends are moving in the right direction. It will remain important to monitor unencumbered funds (essentially cash on hand). As discussed in financial forecasts, if this balance begins to decline significantly, the Library may need to consider seeking additional revenue from voters in the future.

APPROVAL OF JANUARY 2026 FINANCIALS: Ms. Schafer made a motion to approve the January 2026 Financials, seconded by Mr. Bierut. All trustees voted yes. Motion carried.

APPROVAL OF JANUARY 2026 GIFT REPORT: Ms. Gynn noted gifts included donations from the Jean Geiss Stell Foundation, Julia Grant, Tim Rossiter, and The Friends of RRPL. Ms. Gynn added how grateful the Board is for all donations. Ms. Ganor made a motion to approve the January 2026 Gift Report, seconded by Ms. Huff. All trustees voted yes. Motion carried.

DIRECTORS REPORT: Mr. Matera noted effective March 1, the library will increase the cost of color printing to \$0.50 per page and \$0.60 per duplex page, doubling the previous rates. This adjustment is intended to address increased printing usage and help offset costs associated with the library's \$10 weekly free printing balance available through the Papercut system. The weekly \$10 printing credit will remain in place when patrons access Papercut from within the library building. Black-and-white printing costs will remain unchanged. The library's 2026 CLEVNET consortium contract was budgeted at \$132,372, but the expected actual cost for the year will be approximately \$116,000 resulting in savings of roughly \$16,000 compared to the budgeted amount, and approximately \$17,000 less than the library's actual cost the previous year. CLEVNET periodically returns unencumbered funds to member libraries after reserving a portion for its own operational reserves. These returned funds are distributed proportionally among consortium members. CLEVNET conducted a cost-benefit review of its database offerings and discontinued several high-cost resources, including Morningstar and Data Axle (formerly ReferenceUSA). These two databases alone represented over \$400,000 annually in consortium costs. Individual libraries may elect to subscribe independently; however, the library has chosen not to do so at this time. Mr. Matera recommended updating the title of the Human Resources Generalist position to Human Resources Manager in recognition of the scope of responsibilities currently being performed. Kayle Damiano has shown a high level of expertise and leadership, managing compliance-related HR matters, coordinating with external agencies such as Bureau of Workers' Compensation, providing leadership support to the management team, and overseeing several HR operational processes. The Personnel Committee reviewed this recommendation and strongly support the title adjustment. The library recently completed a federal review process confirming that it meets all requirements to continue operating as a passport acceptance facility. Recent media coverage has suggested that some libraries may discontinue passport services and RRPL may potentially experience increased demand if other institutions discontinue their programs. OLC recently released results from a statewide public opinion poll conducted in partnership with the Ohio Township Association regarding public perceptions of libraries. Key findings include:

- 92% of Ohioans report that public libraries are important to their local communities.

- 87% believe they receive good value from library services relative to the taxes they pay.
- 71% say libraries provide many of the essential services people rely on daily.
- 69% recall a specific instance in which their library provided personal assistance.

Mr. Matera reported on recent general guidance regarding potential law enforcement activity within the library. Staff were provided with basic expectations when responding should the situation arise. Ms. Ganor asked about the library's hold pickup locker status. Mr. Matera reported they are fully operational. The lockers were intentionally introduced through a soft launch and usage has gradually expanded from staff testing to patron use, and the system has performed reliably, including during recent severe winter weather. The library plans to increase public awareness of this service through upcoming communications and newsletters. The awning installation remains planned to provide additional protection from rain for patrons using the lockers.

APPROVAL OF RESOLUTION 01-26 TO APPROVE THE PROCUREMENT OF DESIGN-BUILD SERVICES FROM GARDINER SERVICE COMPANY LLC: Mr. Matera noted this resolution is being presented at the recommendation of Matthew Sagone of Squire Patton Boggs to separate the design phase from full project approval to ensure the Board has a finalized cost estimate before authorizing the full project. Once the design work and drawings are completed, the administration will return to the Board with a firm project cost for consideration in a future resolution. Separating into phases does not affect the overall project timeline. Additional language within the resolution addresses approval of an Owner's Representative contract. A draft of the agreement was received the morning of the meeting. The draft contract now provides formal documentation of the terms. Because the contract was prepared by the Board's legal representative, it is considered to be in the Board's interest. Approval of the resolution would authorize the administration to execute the contract once finalized. Mr. Matera noted that the cost structure remains unchanged from what was previously presented. He reported that a meeting with Gardner Service Co. is scheduled for the following morning with the service technician to discuss a potential service agreement and review what the arrangement may entail. An asbestos survey was conducted in areas associated with the HVAC units. Samples were taken from 14 different locations across the affected units and covered all seven HVAC units, including penthouse and mechanical housing areas. Results indicated only one area of concern, located on a vibration damper component of an existing unit. No asbestos was found in the commonly expected areas such as insulation around piping, and the cost of the survey was approximately \$680. Because the contamination was limited to a single location, the anticipated abatement cost is significantly lower. Board members expressed support for separating the design phase from final project approval, noting that this approach allows the Board to review accurate project costs before committing to construction.

Ms. Ganor moved to approve Resolution 01-26 to approve the procurement of design build services from Gardiner Service Company LLC, seconded by Mr. Bierut. The roll was called; the vote resulted as follows:

Roll Call

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

APPROVAL OF ROGER RIACHI AS OWNER REP FOR THE HVAC REPLACEMENT

PROJECT FOR A FEE NOT TO EXCEED \$30,000 PENDING AGREEMENT: Mr. Matera received a draft to the agreement's total cost not to exceed \$30,000, with payment schedule of \$5,000 per month, expected six-month duration. Mr. Bierut moved to approve Roger Riachi as owner-rep for the HVAC replacement project for a fee not to exceed \$30,000 pending agreement, seconded by Ms. Huff. All trustees voted yes. Motion carried.

APPROVAL OF THE FEBRUARY PERSONNEL REPORT: Mr. Matera noted addition of new staff member Youth Services Librarian Erica Papcum. Circulation Associate Deborah Core reduced her hours, as well as the adjustment of HR Generalist to HR Manager that was discussed earlier in the meeting. Ms. Ganor made a motion to approve the February Personnel Report seconded by Mr. Bierut. All trustees voted yes. Motion carried.

PRESIDENT'S REPORT: Ms. Gynn reminded trustees to complete the suggested Ohio Persistent Cyber Improvement Training. Mr. Matera offered to resend this cyber-mindfulness training link to trustees. He noted all staff members are required to take this training, with several staff members in IT and Admin taking more in-depth modules. This statewide initiative will help government entities in the training they need to complete required cybersecurity policy. This will all lay groundwork to create the Library's own comprehensive cybersecurity policy by July 2026. Ms. Gynn noted two OLC opportunities are available to trustees this spring. A New Trustee Workshop on Saturday, March 8, and Northeast Ohio Trustee Dinner on May 7. If you are interested in attending either one contact Krista Carte to register. Ms. Gynn thanked Trent Ross for the intentional slow closure after the power outage last week, so Middle School students had time to make after-school plans. She thanked managers for their departmental

reports and commented on the 'training room feng shui'. Mr. Bierut asked for more information regarding Individual Technology appointments. Mr. Ross noted this popular individual service comprises of a 30-40 minute session with a member of the Technology Training staff. Sessions are based on patrons' needs and expectations however there are times (not often) when there are more complex issues that the staff may not be able to assist with.

COMMITTEE REPORTS

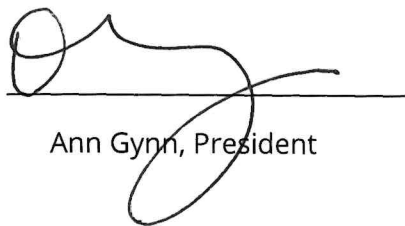
Building & Grounds: Mr. Bierut reported on the HVAC project updates and how important a trusted owner's rep is to the process.

Executive: Ms. Gynn reported trustee bylaws will be updated. Addition of standing Audit and Nomination committee will be added.

Personnel: Ms. Ganor reported on the implementation of new, detailed onboarding processes developed by Kayle Damiano. Ms. Damiano brings significant experience with ADP and is working to modernize the organization's performance evaluation procedures, including the introduction of structured 30-, 60-, and 90-day evaluations for new employees. Ms. Damiano will be strengthening communications related to workplace safety to ensure staff remain informed about safety protocols and expectations. She also noted that three staff members received tuition reimbursements, including two from the Library and one from the Foundation's BelCastro scholarship. During this discussion, the committee identified several gaps in the current reimbursement policy, which will be reviewed and addressed moving forward.

4. NEW BUSINESS: None.

5. ADJOURNMENT: There being no further business, the meeting was adjourned at 6:17 p.m.



Ann Gynn, President



Cynthia Schafer, Secretary