

Rocky River Public Library
Board of Trustees Meeting
Wednesday, May 27, 2026

The regular meeting of the Board of Rocky River Public Library was held in the Auditorium of the Library on Wednesday, May 27, 2026, at 5:31 p.m.

Present: Don Bierut, Jenny Fisher, Stacey Ganor, Ann Gynn, Deborah Huff, Matt Knickman and Cynthia Schafer

Also Present: Peter Matera, (Director), Trent Ross (Deputy Director), Will Costello (Fiscal Officer), Roger Riachi (RFC Contracting), Kyle Herbst (Gardiner) and David Smith (Gardiner)

1. CALL TO ORDER: Ann Gynn called the meeting to order at 5:30 p.m. There were no public comments.

2. NEW STAFF INTRODUCTION: Mr. Matera introduced Erica Papcum, Youth Services Librarian.

3. BUSINESS OF THE BOARD

APPROVAL OF APRIL BOARD MEETING MINUTES: Ms. Gynn asked for any changes or corrections to the meeting minutes. She noted the date in the first paragraph should be changed from March to April. Ms. Ganor made a motion to approve the April Board Meetings Minutes as amended, seconded by Ms. Fisher. All trustees voted yes. Motion carried.

APPROVAL OF RESOLUTION 04-26 TO APPROVE TO THE PROCUREMENT OF DESIGN-BUILD SERVICES FROM GARDINER SERVICES: Ms. Gynn recommended moving the HVAC discussion to the next item on the agenda to allow the HVAC company representatives to depart following the vote. Mr. Matera introduced guests Roger Riachi of RFC Contracting, Kyle Herbst and David Smith of Gardiner, and Greg Jackson, Building Services Manager. The representatives attended primarily to answer questions regarding the HVAC replacement project and did not provide a formal presentation. Mr. Matera noted the resolution, along with the proposal and project cost summary, were included in the Board packet for review. Since the project had been discussed extensively at previous meetings, the Board proceeded directly to questions and discussion.

Project Operations and Library Access: A Board member asked whether the Library would need to close during construction. Project representatives explained that while certain sections of the building may need to be temporarily closed or rearranged during specific phases of work, they do not anticipate any full closure of the Library. Some areas may require temporary barriers when ceilings are opened, or construction work is taking place. The project will be phased so that the Library can remain operational throughout construction. Any planned power outages or utility interruptions will be

scheduled before or after Library operating hours whenever possible to minimize disruption. When asked what constitutes “advance notice,” the project team indicated that they hope to provide approximately two weeks’ notice before any work that may impact Library operations. Weekly project meetings will be held to review completed work, upcoming activities, and any operational considerations.

Communication and Coordination: A Board member asked how the neighboring middle school would be kept informed, given its frequent use of the Library’s outdoor spaces. Library administration indicated that communication would be maintained with school leadership, including the principal and district administration, particularly during phases affecting parking lots or exterior areas. The project team stated that a designated individual would be responsible for coordinating communication with the school district.

Project Oversight and Financial Controls: Mr. Riachi explained that monthly payment applications, certified payroll documentation, subcontractor affidavits, and other required documents would be reviewed prior to approval. Payment requests will be evaluated monthly and processed through the administration following review and verification. The Board confirmed that monthly Board approval of payment applications would not be required, as the project authorization and contingency authority are incorporated into the resolution. Board members requested ongoing updates regarding project expenditures and any significant changes, and administration confirmed that monthly financial and project status reports will be provided.

Project Reporting: A Board member asked what regular reporting would look like during construction. Mr. Riachi stated that he typically prepares a monthly written report summarizing completed work, payment applications, project progress, upcoming activities, and any issues encountered. The reports will be provided to Library administration for distribution to the Board. Project representatives emphasized that if unforeseen conditions arise as is common in construction projects the Library will be notified immediately. Any available options and recommended solutions will be discussed collaboratively, and all decisions will be documented in project reports. Questions were also raised regarding day-to-day project management. Roger Riachi confirmed that he would serve as the primary point of contact for project coordination, working closely with Greg Jackson and the Gardiner team throughout construction.

Project Cost Discussion: A Board member noted a discrepancy between the contract amount listed in the resolution and the previously reviewed proposal. Mr. Matera explained that the difference reflects the inclusion of an upgraded Variable Air Volume (VAV) system. The original proposal reflected a system that generally operates at full capacity when heating or cooling is called for. The VAV alternative provides more precise control over airflow and temperature regulation throughout the building. In addition to improved comfort, the upgraded system is expected to provide energy savings over time. The resolution was updated to reflect the revised project amount of approximately \$2.595 million.

Project Schedule: The project team anticipates beginning construction in early September, pending equipment delivery schedules. Work will proceed in phases through the fall, with substantial completion anticipated later in the construction schedule. Representatives noted that performing major equipment transitions during milder fall temperatures will help minimize operational impacts. The most extensive work will occur in the original Library section. During periods when mechanical systems are temporarily offline, outdoor air and natural ventilation may help maintain acceptable conditions without creating risks for occupants or sensitive art collections.

Board and Administration Comments: Board members expressed appreciation for the planning and preparation that has gone into the project and emphasized the importance of being responsible stewards of taxpayer resources. The Fiscal Officer stated that the project has been discussed extensively over several years and that funds were intentionally set aside in the Capital Fund in anticipation of the replacement. While the cost is significant, the Board has prepared financially for the expenditure and can complete the project without additional borrowing or a bond issue. Mr. Matera noted that the existing HVAC system has significantly exceeded its expected service life and is deteriorating. The replacement project is designed to improve efficiency, reduce the number of mechanical units in the building, improve humidity control, increase occupant comfort, and provide a long-term solution for the facility. He commended Gardiner, RC Contracting, and Library staff for their thorough planning, engineering review, and collaborative approach throughout project development. Board members expressed appreciation to both current and previous Boards for their long-term financial planning, which made it possible to undertake the project without seeking additional taxpayer funding.

Ms. Fisher made a motion to approve Resolution 04-25 To Approve the Procurement of Design-Build Services from Gardiner Services, seconded by Mr. Bierut. The roll was called; the vote resulted as follows:

Roll Call

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

FISCAL OFFICER AND FINANCE COMMITTEE REPORT: Ms. Schafer reported the Finance Committee met at 4:45 p.m. prior to the Board meeting. Mr. Costello reported the Library is in a very similar position to where it was at this time last year. Revenue is essentially on budget and is performing slightly better than projected. On the expenditure side, he reported we are in line with last year's spending levels. The only expenditure category currently running unfavorable to budget is inventory, which primarily consists of computer hardware and software purchases. He believes this is largely a timing issue, as several technology purchases were made recently and expects those costs to level out as the year progresses. Overall, the organization is performing well against budget. Regarding the Capital Fund, the HVAC project is a significant expenditure, and as discussed previously, this project has been reviewed extensively over a long period of time. While it represents a substantial investment, it is a necessary one. The Board carefully evaluated various funding options and concluded that paying for the project directly was the most appropriate course of action. The Library remains in a strong financial position, and there is no cause for concern as this expenditure has been planned and prepared for and the Library will continue to maintain sufficient resources in the General Fund to cover ongoing operations and obligations. Mr. Costello is monitoring several external issues related to property taxes and will keep the Board informed and Mr. Costello and Mr. Matera attended a meeting to learn more about educating stakeholders about its potential effects. Participation in these discussions helps ensure that we remain informed and prepared for any future changes that could affect our financial outlook. Another topic of interest discussed at the Finance Committee meeting proposed state legislation that could eliminate continuing levies. Because our levies are continuing levies, this is something to watch closely. If such legislation were enacted, the Library could be required to return to voters more frequently to maintain current levels of property tax revenue. These are issues we have been discussing and planning for over a long period of time. We will continue to stay informed, evaluate potential impacts, and adjust our approach as necessary.

APPROVAL OF APRIL 2026 FINANCIALS: Ms. Ganor made a motion to approve the April 2026 Financials, seconded by Ms. Schafer. All trustees voted yes. Motion carried.

APPROVAL OF APRIL 2026 GIFT REPORT: Ms. Gynn noted there were no gifts reported. Ms. Huff made a motion to approve the April 2026 Gift Report, seconded by Mr. Knickman. All trustees voted yes. Motion carried.

APPROVAL OF RESOLUTION 03-26 TO AUTHORIZE THE TAX BUDGET: Mr. Costello explained that the school district is the Library's taxing authority and the Library must notify the school district of the taxes that need to be levied on its behalf. This resolution is the first step in the budgeting process. It provides an estimate of expected revenue and gives the board a general understanding of the funds anticipated for the upcoming budget cycle. When formal budgeting process begins, this framework serves as a starting point. After the board passes the resolution, it is forwarded to Greg Marcus,

who places it on the school board's agenda. Once the school board approves it, the resolution is sent to the county auditor, instructing the auditor to levy the tax on the Library's behalf. Mr. Costello emphasized that the resolution does not change the tax rate. It simply continues the levy at the rate that has already been approved. Ms. Gynn asked for a motion to adopt Resolution 03-26 To Authorize the 2027 Tax Budget. Ms. Fisher made a motion to approve, seconded by Ms. Schafer. The roll was called; the vote resulted as follows:

Roll Call

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

DIRECTORS REPORT:

APPROVAL OF CYBERSECURITY POLICY: Mr. Matera explained that state law requires the Library to adopt a cybersecurity policy and implement a cybersecurity program by July 1, 2026. He noted that the policy serves as the Board-approved framework for the Library's cybersecurity efforts, while the program contains the operational procedures and controls that support it. The policy is based on guidance from the Ohio Cyber Reserve and was reviewed by legal counsel. It includes state-required provisions for reporting cybersecurity incidents to state authorities and requiring board approval before any ransomware payment is made. Mr. Matera stated that staff are actively developing the cybersecurity program and are confident it will be completed by the July 1st deadline. He explained that many of the required elements are already in place and are being consolidated into a formal program. While the Board must approve the policy, auditors will ultimately review the program to ensure the Library has implemented the practices described in the policy. In response to a Board member's question, Mr. Matera affirmed that the program is achievable within the required timeframe and that guidance from the Ohio Cyber Reserve has helped streamline the process. Ms. Ganor made a motion to approve the Cybersecurity Policy, seconded by Mr. Knickman. All trustees voted yes. Motion carried.

Following approval of the cybersecurity policy, Mr. Costello asked whether board members had questions regarding his director's report.

Board members discussed the staff pulse survey results, noting the consistency of responses across several categories. Mr. Matera explained that survey results had been shared with staff and that the Library plans to use the feedback to guide future discussions and informational meetings. He emphasized the importance of transparency and demonstrating follow-through on employee feedback. The Board also discussed the Mentor Monitor position. Mr. Matera reported that the current Mentor Monitor, a school media specialist, will not return next year due to family commitments. He noted that the role has been valuable but can be demanding, and staff are considering ways to make the position more sustainable, including the possibility of sharing responsibilities between multiple individuals. In response to a question about outreach vehicle Mr. Matera explained that staff have begun exploring options for replacing the car. The current vehicle, a Honda Element, is aging, and the Library foundation has expressed interest in supporting a future vehicle purchase. Board members expressed appreciation for the staff engagement efforts and specifically recognized Kayle Damiano for her work during the past month. Mr. Matera noted that she would soon be taking a well-deserved vacation.

APPROVAL OF THE MAY PERSONNEL REPORT: Mr. Matera reviewed the personnel report and noted adjustments to Circulation staff members Tony Battle, Charlie Fletcher, and Katharine Nusbaum's work hours. Ms. Fisher made a motion to approve the May Personnel Report, seconded by Mr. Bierut.

Presidents Report: Ms. Gynn commented that her report would be brief, as many topics had already been covered earlier in the meeting. The school board voted this month to appoint Deb DiCarlo as the new trustee, with the term beginning July 1. There were 10 applicants for the position, and it was encouraging to see such a strong and diverse group of well-qualified candidates. Many applicants indicated that they learned about the opportunity through Library communications and expressed their appreciation for the Library. Thanks were extended to the school board members who participated in the interviews and selection process, recognizing the significant time commitment involved. Unsuccessful applicants have been notified by the school district, and follow-up communication will be sent to encourage their continued involvement with the Library and future opportunities. Ms. Gynn reminded board members of the Summer Reading Kickoff Saturday from 12:00 p.m. to 2:00 p.m. This year's theme is Dinosaurs. She asked Board members to share recent books, articles, or media recommendations for inclusion in the staff newsletter.

COMMITTEE REPORTS

Building & Grounds: No Report

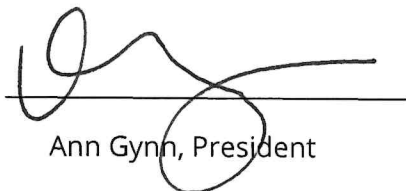
Executive Committee: No Report

Personnel: Ms. Ganor reported the committee reviewed recently approved policies, pulse survey results, and related operational updates. Admin will begin preliminary

renewal discussions with NFP, the Library's insurance provider, in June to start the process earlier than in previous years. Historically, insurance coverage has been renewed in September. Ms. Ganor noted the possibility of extending the current policy term to a January calendar-year cycle. No decisions have been made at this time, and further updates will be provided as discussions continue.

NEW BUSINESS: Mr. Matera reported that Graphic Specialist Jacob Marquis, who had been planning to leave RRPL for a new opportunity, has decided to remain with the Library, which is fantastic news for the organization. When it appeared that Mr. Marquis would be leaving, it provided an opportunity to reevaluate the department. This review is particularly important given several significant initiatives on the horizon, including the Library's 100th anniversary and potential levy-related efforts. As a result, the Marketing Department evaluation will continue regardless of recent developments, with the goal of ensuring the department is well-positioned to support the Library's current and future needs.

4. ADJOURNMENT: There being no further business, the meeting was adjourned at 6:25 p.m.



Ann Gynn, President



Cynthia Schafer, Secretary