Rocky River Public Library

Board of Trustees Meeting

Wednesday, June 24, 2026

The regular meeting of the Board of Rocky River Public Library was held in the Auditorium of the Library on Wednesday, June 24, 2026, at 5:30 p.m.

Present: Don Bierut, Jenny Fisher, Stacey Ganor, Ann Gynn, Deborah Huff, Matt Knickman and Cynthia Schafer. Mr. Knickman left the meeting at 6:35 PM

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

1. CALL TO ORDER: Ann Gynn called the meeting to order at 5:45 p.m. There were no public comments.

2. NEW STAFF INTRODUCTION: No staff introduction.

3. BUSINESS OF THE BOARD

APPROVAL OF MAY 27, 2026 BOARD MEETING MINUTES: Ms. Gynn asked for any changes or corrections to the meeting minutes. Ms. Ganor made a motion to approve the May Board Meetings Minutes. Ms. Fisher made a motion to approve the May Board minutes, seconded by Ms. Ganor. All trustees voted yes. Motion carried.

APPROVAL OF RESOLUTION 05-26 TO COMMEND RETIRING TRUSTEE JENNY FISHER: Before reading the resolution, Ms. Gynn thanked Ms. Fisher for her dedication to RRPL and announced that she would be the first recipient of the Trustee Legacy and presented her with a letter outlining the details. As part of the recognition, departing trustees may choose a commemorative gift that reflects an area of the library that is especially meaningful to them. She noted that each gift will continue to support the library mission, providing trustees with a meaningful way to leave a lasting legacy through their service. Ms. Schafer made a motion to approve Resolution 05-26 To Commend Retiring Trustee Jenny Fisher, seconded by Ms. Ganor. All trustees voted yes. Motion carried.

FISCAL OFFICER AND FINANCE COMMITTEE REPORT: Mr. Costello reported that the Library's financial position remains consistent with the same period last year. General Fund revenues total approximately $2.6 million, while expenditures are approximately $2.1 million. He noted that the Library is favorable to budget, with expenditures below budgeted amounts and a small favorable variance in revenues, indicating that the Library is on track financially. Mr. Costello also reported that he recently met with Brian Carter from Fifth Third Bank to review the Library's investments and cash flow needs in anticipation of the upcoming capital project. He described the meeting as productive and noted that the ongoing relationship has been beneficial. Mr. Costello announced that the annual audit has been completed with a clean opinion and no findings. He noted that the audit process was conducted entirely electronically. The Audit Committee intends to hold a post-audit conference with the auditors to review the audit results and address any questions before the audit is formally accepted and submitted to the State. In response to a question from the Board, Mr. Costello stated that he would distribute the audit report to the trustees. He also confirmed that all trustees are listed as contacts in the State of Ohio's eServices system and should receive notification when the audit is posted. Mr. Costello also met with Greg Markus from Rocky River City School district and emphasized the importance of maintaining a collaborative relationship between the Library and the Rocky River City School District to ensure both organizations continue working together in support of the community.

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

APPROVAL OF MAY 2026 GIFT REPORT: Mr. Matera noted a gift was made by the Medfield Book Club in memory of a former member of the book club. Mr. Knickman made a motion to approve the May 2026 Gift report, seconded by Ms. Ganor. All trustees voted yes. Motion carried.

DIRECTORS REPORT: Before Mr. Matera started his report Ms. Gynn introduced Deb DeCarlo, new trustee whose first official meeting will be in July. Of note: Ms. DeCarlo is in the health insurance business. Mr. Matera stated he met Charlie Frankel and several other representatives of NFP. The initial renewal proposal from Anthem reflected an increase of just under 32%, largely due to the Library's claims experience and its small employee group size. NFP advised that while marketing the plan to other carriers may reduce the increase, they do not anticipate rates below approximately 20%. Mr. Matera informed the Board that they are exploring membership in the Suburban Health Consortium, which recently amended its bylaws to permit public libraries to join. He noted that the consortium, comprised of approximately 17 school districts including Rocky River City School District, may offer greater rate stability and more predictable annual increases. While the consortium uses Anthem as its medical carrier, plan options differ somewhat from the Library's current offerings. Mr. Costello explained that the timeline for joining the consortium remains uncertain and that the Library may need to renew its current Anthem coverage temporarily before transitioning. Board members discussed the importance of providing stable and affordable health insurance for employees, noting that frequent carrier and plan changes over recent years have been challenging for staff and have complicated budgeting. Trustees expressed support for pursuing options that would improve long-term stability while remaining fiscally responsible. Mr. Matera noted that NFP would continue to market the Library's current plan aggressively and assist with evaluating all available options, including any potential transition to the consortium. He also reported that NFP has been cooperative and committed to helping the Library throughout the process. The Board briefly discussed additional insurance options, including level-funded plans and individual coverage health reimbursement arrangements (ICHRAs), but agreed that these alternatives would represent significant changes for employees and are not the preferred direction at this time. Mr. Matera also reported that the Library will review renewal proposals for dental and vision coverage. Current coverage remains competitively priced, but staff will evaluate a bundled option through Guardian to determine whether additional savings are available. In response to questions from the Board, Mr. Costello confirmed that the consortium under consideration is the Suburban Health Consortium, of which Rocky River City School District is a member. He noted that staff will continue working with NFP and consortium representatives to determine eligibility, timing, and transition requirements before returning to the Board with a recommendation.

The Board received an update on the library's non-medical insurance policies, which are up for renewal on September 1 (with cyber insurance currently renewing on October 22). The library has been assigned a new NFP representative, who reviewed the library's coverage and indicated that premiums remain competitive and overall coverage is in good shape, particularly the cyber insurance policy. The representative recommended considering a building appraisal and personal property valuation prior to the 2027 renewal, as the last appraisal was completed in 2019. Greg Jackson will also explore the feasibility of an automatic water main shutoff system to help reduce potential water damage claims. Renewal options, including aligning the cyber insurance renewal with the September 1 renewal date, will be reviewed as part of the upcoming renewal process.

Mr. Matera reviewed the capital projects budget and discussed the timing of several planned projects in relation to the upcoming HVAC replacement. The public elevator modernization is likely to be deferred to 2027 to avoid overlapping major construction, while other projects, alarm system upgrade and conversion of a staff restroom into a laundry room, remain under consideration for completion this year. An updated building appraisal will be considered after major building improvements are completed to ensure property values accurately reflect recent investments. For the HVAC project, all equipment has been ordered with no changes to anticipated delivery timelines. A project coordination meeting with Gardner, its subcontractors, and library staff is planned for August to review schedules and next steps. The library has made the initial 10% payment, and staff are working to establish ACH payments for future invoices. The Buildings and Grounds Committee will meet prior to the start of construction to review project updates and remaining capital projects.

Mr. Matera noted Summer Reading is off to a strong start, with participation exceeding last year's kickoff numbers. Staff continue to support local schools' varying summer reading requirements by maintaining recommended reading displays and ensuring access to frequently assigned titles whenever possible. Summer Reading is one of the library's most visible and impactful community programs and he expressed appreciation to staff for their planning, promotion, and coordination.

APPROVAL OF THE JUNE PERSONNEL REPORT: Mr. Matera reviewed the personnel report and noted Shelly Goodwin Bain was hired as Youth Services Team Lead. The position had been vacant for approximately two months during the transition. Student page Jannah Kazmi resigned to attend college. Emili Brogden, Circulation Associate, accepted a General Substitute appointment and increased her scheduled hours to 24 per week. Anna Coulter became the first employee to receive the MLIS recognition increase, a 10% base pay increase available to employees through Grade 24 who earn an MLIS. The program recognizes employees' professional achievement and supports retention. Congratulations to Anna on earning her degree. Ms. Ganor made a motion to accept the May Personnel Report, seconded by Mr. Bierut. All trustees voted yes. Motion carried.

APPROVAL OF UPDATED TRUSTEE ETHICS &EXPECTATIONS: Ms. Gynn reported that there are updates to the Trustee Ethics and Expectations Policy following discussion by the Executive Committee. Revisions clarified language regarding personal financial contributions, emphasizing that trustees are not expected to make financial donations and may support the library in a variety of ways. The policy was also updated to clarify the appropriate role of trustees in levy activities and the use of library resources. Ms. Huff made a motion to approve the updated Board Ethics and Expectations, seconded by Ms. Ganor. All trustees voted yes. Motion carried.

Presidents Report: Ms. Gynn invited trustees to attend the building tour on July 14 at 7:00 p.m. Staff are beginning planning discussions with the Friends and Foundation for the library's 100th anniversary in 2028 to encourage a coordinated approach to future celebrations. An onboarding document for new trustees is being developed. Trustees were invited to provide feedback on the draft as it evolves into an ongoing resource. Trustees were also reminded of the Lawn Concert on July 15, which will include food trucks and a special appearance by the Cleveland Guardians' mascots, Ketchup, Mustard and Onion sponsored by the Friends of RRPL.

COMMITTEE REPORTS

Building & Grounds: No report – a Building & Grounds meeting will be scheduled for July.

Executive Committee: Ms. Gynn noted meeting details were discussed during her Presidents Report.

Personnel: No report.

4. ADJOURNMENT: There being no further business, the meeting was adjourned at 6:39 p.m.

Ann Gynn, President

Cynthia C. Schafer

Cynthia Schafer, Secretary