Rocky River Public Library

Board of Trustees Meeting

Wednesday, July 29, 2026

The regular meeting of the Board of Rocky River Public Library was held in the Auditorium of the Library on Wednesday, July 29, 2026, at 5:30 p.m.

Present: Deb DeCarlo, Stacey Ganor, Ann Gynn, Deborah Huff, and Cynthia Schafer.

Also Present: Peter Matera, (Director), Trent Ross (Deputy Director)

Not Present: Don Bierut, Matt Knickman, and Will Costello

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 Catherine Fields (Page) and Daniel Smith (Circulation Associate) to trustees.

3. OATH OF OFFICE: Ms. Gynn welcomed new trustee Deb DeCarlo. Ms. DeCarlo was sworn in by board member and notary Stacey Ganor.

4. BUSINESS OF THE BOARD

APPROVAL OF JUNE 24, 2026 BOARD MEETING MINUTES: Ms. Gynn asked for any changes or corrections to the meeting minutes. Ms. Huff made a motion to approve the June 24, 2026 Board Meetings Minutes, seconded by Ms. Ganor. All trustees voted yes. Motion carried.

FISCAL OFFICER AND FINANCE COMMITTEE REPORT: Ms. Schafer reported that there was not a Finance Committee meeting held in July. However, Mr. Costello provided his report to the committee in advance for review and questions. Ms. Schafer summarized the year-to-date financials. Revenue was very close to the six-month mark and was favorable to budget. Expenses were also favorable to budget, with nothing unusual to report across the expense categories. Overall, expenses were very much in line with the prior year. Ms. Schafer thanked senior leadership for keeping the organization on track and adhering to the approved budget. She noted that some revenue items may be slightly off in the coming months, due to the Public Library Fund (PLF) revenue that has leveled off due to line-item distributions, and real estate tax advances that will be slightly delayed. A mid-year financial analysis will be provided by Mr. Costello at the August Board meeting. Ms. Schafer also noted that the Federal Reserve recently met and left interest rates unchanged.

APPROVAL OF JUNE 2026 FINANCIALS: Ms. Schafer made a motion to approve June 2026 Financials, seconded by Ms. Huff. All trustees voted yes. Motion carried.

APPROVAL OF JUNE 2026 GIFT REPORT: Mr. Matera noted a $50 gift was made by a Cowan tour group as a thank you for the free Cowan Pottery tour. Ms. Ganor made a motion to approve the June 2026 Gift report, seconded by Ms. DeCarlo. All trustees voted yes. Motion carried.

DIRECTOR'S REPORT: Mr. Matera reviewed the security assessment recommended by the Ohio Schools Council for the Library's interior and exterior doors. Rocky River Fire Department inspected the building and found no issues with the external doors; several minor issues on a few interior doors such as latches, push bar hardware, and closures, most of which building services staff can address. A locking mechanism for circulation department doors will be addressed in the future.

Mr. Matera reported Ohio Library Council (OLC) shared that while there has been a lot of activity at the statehouse, there is nothing to report that directly affects the Library at this time. The Cybersecurity documents included in the packet are the documents that support the Cybersecurity policy the board approved in May.

Mr. Matera reviewed how the Library will be communicating news regarding the upcoming HVAC project and the related reduction in fall programming. The project was previously made public when the Board approved it in February. Krista Carte has been informing meeting room groups about the upcoming work. The next edition of *Inside View* will include a one-page overview of the HVAC project with basic information about the work, and a Director's Desk e-blast is expected to go out in mid-August. Roger Riachi will attend the August board meeting with more detailed information including the timing and scope of the work. Kristine Lee and Stacey Hayman are also communicating with the schools regarding the project and the start of the school year. Roger Riachi and Gardner will assist with outreach to the schools, city, and potentially neighboring residents regarding construction impacts such as noise or other disruptions. While the building is not currently expected to close entirely, portions of the building may need to be closed temporarily. Mr. Matera anticipates approximately one to two weeks' notice before areas need to be closed, which will allow time to notify patrons and implement backup plans for programs. The parking lot may need to be closed during certain phases of work, particularly when cranes are used for roof work. Trustees discussed coordinating with city officials regarding construction-related notifications, as the city may be able to include significant parking lot or construction updates through its existing ready-notification system. The Library's e-blast list, which has approximately 12,000–13,000 recipients will be an effective method for communicating major project updates and closures. Trustees were encouraged to ensure they subscribed to the Library's mailing list. The Marketing department clarified that patrons who have already opted to receive the hard copy *Inside View* do not need to opt in again.

APPROVAL OF THE ACCEPTANCE OF THE COWAN DONATION FROM DONNA KRAMER: Mr. Ross noted this large donation of objects will add to the story of Cowan Pottery and Greg Hatch has done a great job creating space within the Library for these objects. Ms. Huff made a motion to approve the acceptance of the Cowan donation from Donna Kramer, seconded by Ms. Ganor. All trustees voted yes. Motion carried.

APPROVAL OF RESOLUTION 06-26 QUALIFYING EXPENDITURES FROM COWAN ACQUISITION AND PRESERVATION MUSEUM FUND 404: Mr. Ross stated that the resolution discussion originally began as a way to identify funding for the maintenance and repair of objects in the Cowan collection that require attention and to potentially solicit donations specifically for those repairs. Mr. Costello suggested using Fund 404 for this purpose. However, the original document referenced in the Board minutes was titled the "Cowan Acquisition Fund" and specified that the fund's purpose was solely for acquisitions. The Library would like to expand the scope of the fund to include the upkeep, maintenance, and repair of the Museum's fine arts collections. At the same time, future donations specifically designated for the Cowan collection should remain separate. This separation will allow the Museum to continue acquiring and preserving the Cowan collection while also ensuring that adequate resources are available for its ongoing maintenance and care. Ms. DeCarlo moved to approve Resolution 06-26 Qualifying Expenditures from Cowan Acquisition and Preservation Museum Fund 404, seconded by Ms. Huff. The roll was called; the vote resulted as follows:

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

APPROVAL OF RENEWAL OF ANTHEM HEALTH INSURANCE, DELTA DENTAL, AND VBA VISION INSURANCE: Mr. Matera discussed the status of negotiations with the consortium, which remains ongoing. A transition could potentially occur as early as October, although it was indicated that December or January may provide a more manageable timeline because it would allow enough time for communication, preparation, and implementation. The consortium also uses Anthem, which would minimize disruption for employees compared with changing to a different medical carrier. If the Library ultimately joins the consortium, a new open enrollment period would be held and employees would have an opportunity to make changes to their coverage. It is recommended to renew the Library's existing Anthem medical, Delta Dental, and VBA vision coverage for the upcoming plan year. NFP negotiated the Anthem renewal from an initial proposed increase of nearly 32% to approximately 23%. Dental coverage would increase by 2.9%, while vision coverage would remain with the existing provider. The renewal would be for a full year, although there would be no obligation to remain with the plans for the entire year if the consortium becomes available. The Board also discussed employee contributions and HSA incentives at length. The Library currently covers 85% of employee-only medical coverage and 75% of plus plans. Mr. Matera noted that the HSA incentive provided last year was intended as a one-year incentive to encourage employees to move to the HSA plan and it was recommended to reduce the contribution for the upcoming year while maintaining an employer contribution. Following discussion, the Board agreed to HSA contributions of $200 per quarter for employee-only coverage and $300 per quarter for employee-plus coverage. Other potential changes to the Library's medical, dental, and vision contribution levels will be discussed further through the Personnel Committee, with the possibility of revisiting those amounts if the Library transitions to the consortium. Staff will proceed with a passive open enrollment process, as the existing coverage will remain in place, while administration monitors the consortium discussions and timeline. Ms. Huff made a motion to approve Renewal for Anthem Health Insurance, Delta Dental, and VBA Vision Insurance along with the HSA contributions of $200 quarterly for employee-only coverage and $300 quarterly for employee-plus coverage, seconded by Ms. Ganor. All trustees voted yes, motion carried.

APPROVAL OF THE JULY PERSONNEL REPORT: Mr. Matera reviewed the personnel report and noted the addition of Emma Corn as a Page. Circulation staff members Linda Costa and Laurie Murry have left the Library, and Circulation Associate Tony Battle is now a general substitute. Ms. Ganor made a motion to accept the May Personnel Report, seconded by Ms. Huff. All trustees voted yes. Motion carried.

PRESIDENT'S REPORT: Ms. Gynn noted that while the trustees approved Resolution 05-26 To Commend Retiring Trustee Jenny Fisher at the June 2026 Meeting, but the roll was not called, therefore Ms. Gynn asked for a roll call for Resolution 05-26 and the vote resulted as follows.

Roll Call

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

COMMITTEE REPORTS

Building & Grounds: No Report

Executive Committee: No Report

Personnel: Ms. Ganor reported The Personnel Committee met and discussed several ongoing matters including benefits, a dress code policy update, and the ongoing restructuring of the Marketing department, including revisions to job descriptions. More substantive information regarding the Marketing department job descriptions is expected at a future meeting. The Committee reviewed the AI Pulse survey and the Library's plans for incorporating AI-related guidance into upcoming employee handbook updates. Mr. Matera asked about developing a stand-alone AI policy for Board approval or include the guidance within the personnel handbook. A standalone policy could provide a clear document outlining the Library's approach to AI, while the handbook could provide more detailed staff guidance. Mr. Matera and Trent Ross will continue working on this and bring a draft forward for further discussion.

5. NEW BUSINESS: Ms. Gynn reported on the meeting regarding the 100th birthday celebration and the opportunity to begin planning conversations with support groups. The Foundation is considering a larger commemorative event, while Friends will provide support for events. Cowan will also be celebrating its 50th anniversary on the same date. The meeting ended early due to a power outage. Several Board members completed Public Records training. The new trustee onboarding document is available on the Board site. Ms. Gynn commented on the particularly busy week of July 13, which included a power outage, heavy train traffic due to Big Boy visit, wildfire smoke, and the Cleveland Guardians Hot Dog visit. She said she was "tremendously impressed but not surprised" by the staff's calm and thorough public response to all these events. Ms. Schafer shared a positive review from a friend regarding the Bubble Lady program.

6. ADJOURNMENT: There being no further business, the meeting was adjourned at 6:35 p.m.

Cynthia C. Schafer

Ann Gynn, President

Cynthia Schafer, Secretary