

**THE BOARD OF TRUSTEES OF THE CUYAHOGA FALLS LIBRARY and
The William and Margaretta Taylor Memorial Association**

**REGULAR MEETING
Tuesday, November 16, 2021
Sutliff Room**

CALL TO ORDER

Deborah Ziccardi called the meeting to order at 7:04 pm.

ATTENDANCE:

Deborah Ziccardi, Rick Rubin, Sean Blake, Cheryl Bruce, Mary Baldwin, Nikki Cebula, Mike Dunton, Darien Genova, Robert Heydorn, Sandra Zirke, and Library Director Valerie Kocin.

EXCUSED: Marcia Liikala

GUESTS: Maryann Kenney, Mandy House, Justin House

ADOPTION OF AGENDA

Sean Blake moved to accept the amended agenda, seconded by Rick Rubin. The motion passed unanimously.

ADOPTION OF THE MINUTES

Mary Baldwin noted the correction of the "Urban Architecture class" to be "Urban Agriculture". A motion to approve the amended minutes of the *Regular Meeting* of October 26, 2021, was made by Robert Heydorn and seconded by Nikki Cebula. The motion passed unanimously.

TREASURER'S REPORT

Sandra Zirke presented the October 2021 bills in the amount of \$176,077.55. A motion to approve payment was made by Sandra Zirke, seconded by Cheryl Bruce, and passed unanimously.

The various fund balances as of October 31, 2021 are as follows:

General Fund	\$3,254,817.58
Special Revenue Fund	\$8,808.30
Building Fund	\$11,657.15
Endowment Fund	\$54,719.76
Affleck Scholarship	\$51,974.42
CLERK'S BALANCE	\$3,381,977.21

The month-to-date Bank Report as follows:

Huntington Checking	\$4,532.25
Petty Cash & Change	\$110.00
Dollar Bank Checking	\$75,109.27
Star Ohio	\$3,302,225.69
TOTAL	\$3,381,977.21

Sean Blake moved to approve the Treasurer's Report, subject to audit; seconded by Rick Rubin. The motion passed unanimously.

The following donations were received in October:

1. \$917.66 from Friends of the Library
2. \$4.00 from Amanda Browning

Sandra Zirke moved to approve October donations in the amount of \$921.66. Sean Blake seconded, and the motion passed unanimously.

BOARD PRESIDENT REPORT

Board President Deborah Ziccardi thanked the library staff for continuing to implement our mask policy. We recognize that this is not always easy and are grateful for your work. With the numbers again surging it is important to protect our staff and patrons. Thank you to the Friends of the library for your generous donation for library programming. Thank you to our strategic planning committee for your work this month. Thank you to our wonderful staff for participating in the Downtown Falls Partnership's Trick or Treat. This was a wonderful opportunity for community engagement with our families. Thank you to staff for attending and presenting at the Ohio Library Council's annual conference and expo as well as all the virtual training. We look forward to hearing about future staff presentations at conferences as well as seeing what new ideas are executed based on your participation and learning. Congratulations to current employees who were promoted this month. We are always excited to hear about internal growth opportunities. Congratulations to Valerie and all library staff. The library will be recognized at tomorrow's BOE meeting for our collaborative work. I would like to appoint at least 3 members of the board to the nominating committee to present a slate of officers for our next board meeting for consideration.

COMMITTEE REPORTS

A. BUILDING:

AECom picked up the documents to begin the energy efficiency study. The roof leak in the magazine room due to HVAC issues has been repaired. Quotes for the masonry repairs were shared with the Board. Valerie Kocin clarified that the work would take place in 2022. Robert Heydorn would like to call a Building Committee meeting to discuss the quotes further, as well as repairs needed for the storage room the Friends are using.

B. FRIENDS OF THE LIBRARY:

Maryann Kenny would like to re-evaluate what needs to be done in the FOL room and would like to be present for the evaluation. They are anxious to get back to preparing for book sales.

C. STRATEGIC PLANNING:

Rick Rubin disbursed the Strategic Planning Committee Report and allowed the Board time to review. Planning meeting will be held January 25th, 2022 4-8pm after a brief Board meeting. Location will be determined at a later date. Suggestions included the Goodyear, Lion's Park, Ohio Brewing. Mike Dunton asked to consider expanding the building in order to bring in better known speakers and facilitate community involvement. If there are any other ideas, please send them to Valerie and copy the Board President.

DIRECTOR'S REPORT

There were many talks of ongoing changes happening in the library to increase patrons into the library. We have returned furniture to public areas, we have opened the Sutliff room, partnering with OhioMeansJobs, which will help contribute to workforce placement and development. We are going to set up a table and offer those services full-time. Rick Rubin asked with the given success of the Creation Station would that also be continued? These will continue, as well as take and makes for teens as well. We are looking to make Chambers Room a video streaming room with the room already set up to do programs. We may be able to later open that up to the public. Consumer demand has changed to digital materials, so limits have been increased. Debbie Ziccardi asked if the gate count was correct on page 16. Valerie Kocin suspects that was the time the machine was not working, but she will look into that. COVID tests will now be non-proctored. Mike Dunton asked about shelf life since people are taking the test but not proctoring them. Valerie stated they sent us stickers for ones whose expiration date was extended. Nikki Cebula asked if the library has considered inviting a counselor from one of the local colleges. Rick Rubin also asked in collaborating with the schools if it would be possible to have an icon where the students could click to speak directly with a librarian. Nikki Cebula, as an education administrator, sees that option more profitable in the middle school and upper levels.

NEW BUSINESS

Mary Baldwin's term expires in December 2021, and she will not serve another term.

Sandra Zirke asked Valerie Kocin to introduce the new Administrative Assistant/Deputy Fiscal Officer, Mandy House, who was present at the meeting.

PUBLIC PARTICIPATION

Maryann Kenny looks forward to getting back to work.

ADJOURN

The meeting adjourned at 7:48 pm.

Approved By,

Respectfully Submitted By,

Deborah Ziccardi, Board President

Sean M. Blake, Secretary/Is