

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

**REGULAR MEETING
Tuesday, July 19, 2022
Sutliff Room**

Call To Order

Deborah Ziccardi called meeting to order at 7:00pm.

Attendance

Deborah Ziccardi, Sean Blake, Sandra ZMike Dunton, Darien Genova, Marcia Liikala, Nikki Cebula, Cheryl Bruce, Bradley LeBoeuf, Deputy Fiscal Officer Mandy House, Marketing and PR Danielle Welling and Interim Director Jennifer Reynard

Excused: Rick Rubin & Robin Worthington

Guests: Kristen Fernandez, Sarah Massey, Beth Sucharzewski, Amy Walker, Aimee Phillips, Donna Edmunds, Katie Bear, Orry Harding, Angela Fioramonti

Adoption of Agenda

Mike Dunton moved to accept the agenda. 2nd by Darien Genova and passed unanimously.

Adoption of Minutes

A motion to approve the minutes of Regular Board Meeting of June 21, 2022 was made by Sandy Zirke. 2nd by Sean Blake. Abstained: Bradley LeBoeuf. Motion passed.

Treasurer's Report

Motion made to pay June 2022 bills in the amount of \$158,237.55 made by Sandy Zirke. 2nd by Sean Blake. Abstained: Bradley LeBoeuf. Motion passed.

Sandra Zirke moved to approve the Treasurer's Report, subject to audit; seconded by Darien Genova. Abstained: Bradley LeBoeuf. Motion passed.

It was reported that the library received \$155,024.69 in PLF revenue in June.

The library received a \$85.00 anonymous donation.

Distribution was made from the Dayton Foundation from the Evangeline Spahr Fund in the amount of \$3,072.43. The money is to be used for books about Ohio and travel and is split evenly between Adult and Children's services.

RESOLUTION 2022-27 move to accept the donation of \$85.00 from anonymous by Sandy Zirke. 2nd by Darien Genova. Abstained: Bradley LeBoeuf. Motion Passed.

RESOLUTION 2022-28 Move that the Cuyahoga Falls Library Board of Trustees approve the May donations in the amount of \$150, increasing the Children's Audio expense account line (101.2.54370) by \$150.00 by Sandy Zirke. 2nd Sean Blake. Abstained: Bradley LeBoeuf. Motion passed.

RESOLUTION 2022-29 Move that the Cuyahoga Falls Library Board of Trustees approve the June donations in the amount of \$85.00, increasing the Children's Audio expense account line (101.2.54370) by \$85.00 by Sandy Zirke. 2nd by Darien Genova. Abstained: Bradley LeBoeuf. Motion Passed.

RESOLUTION 2022-30 Move that the Cuyahoga Falls Library Board of Trustees approve the library buying into the insurance Premium Holidays. With the cost of buying in for the Holiday is \$67,195.26, based on the number of employees enrolled in medical, dental, and vision insurance and if they are selecting individual or family coverage by Sandy Zirke. 2nd by Darien Genova. Abstained: Bradley LeBoeuf. Motion Passed.

RESOLUTION 2022-31: Move that the Cuyahoga Falls Library Board of Trustees approve the library's payment of the \$250 (Single)/\$500 (Family) insurance deductible for all those participating in the insurance plan with further review and information received back from the COG. With the total cost of \$4,250.00. Motion made by Sean Blake. 2nd by Mike. Abstained: Bradley LeBoeuf. Motion Passed.

RESOLUTION 2022-32: Move that the Cuyahoga Falls Library Board of Trustees approve the transfer of \$1,500.00 from the Non-Print - Teen expense account line (101.3.54400) to Non-Print - Adult expense line (101.1.54400) by Sandy Zirke. 2nd by Darien Genova. Abstained: Bradley LeBoeuf. Motion Passed.

Board President Report:

1. I would like to welcome Bradley LeBeouf to the board. We are very excited to have him on board. I have appointed Mike Dunton as chair of our policy committee and added Bradley as a member of that committee.
2. Thank you to our generous anonymous donor this month.
3. I would like to recognize Jen and her team for putting together a wonderful board packet for us this evening. And a special thank you goes out to Amanda House and Sarah Massey for stepping up and taking on additional tasks and responsibilities. Your work does not go unnoticed and your contributions are greatly appreciated.
4. I know Danielle Welling is with us this evening and will be presenting information but I wanted to say that she is doing an exceptional job providing us with useful metrics to ensure the implementation of the library's mission and vision.

5. We offered a number of outstanding programs this month along with our summer reading program whose numbers are soaring. All staff are to be commended for their efforts, exceptional customer care, and their partnership with stakeholders. I could not be more excited by the collaboration with the city on a possible sustainability collaboration.

Committee Reports:

1. **Affleck Scholarship:** No Report
2. **Art:** No Report
3. **Audit/Finance:** No Report
4. **Building:** Mike Dunton reported there will need to be a meeting scheduled to discuss the second part of the Library roof replacement. The Building Committee will need to allocate and oversee the roof replacement. Funds have already been allocated for this project. Mike also recommended that the recent sewer pipe repair will need a long-term solution and will need to meet to discuss replacement and timeframe that will be least disruptive to the Library operations. Will need to consider closing the Library as there will be need to turn off water and restrooms during this project. The Library Board can consider using Port-o-Lets in order to keep the building open during this repair.
5. **Policies/Bylaws Review:** A meeting will need to be scheduled soon. Mike Dunton will be chairing this committee and requested other committees to re-submit their requests for consideration.
6. **Friends of the Library:** No Report
7. **Graefe Memorial:** No Report
8. **Strategic Planning:** No Report
9. **Personnel:** No Report
10. **Records Retention:** No Report.

Director's Report

With June, Summer weather, and the library's Summer Reading Program (SRP) in full swing the library has felt lighter, happier, more of a pre-COVID feel to it. The community has not only enjoyed the excitement of SRP prizes and the joy of leisure Summer reading, but also the creative merchandising displays throughout the library, many fitting so well with the SRP theme "Oceans of Possibilities".

Door/gate count in June 2022 was 12,113 compared to 6,730 in June 2021. Circulation is slightly up with 51,837 in June 2022 compared to 48,767 in June 2021.

Meeting Minutes

July 19, 2022

Patron dormancy rate which is a measure of how many customers have not used the library in the last year was 41%. This continues to decrease which is great. In January 2022 it was 50% and has progressively lessened each month. Patron dormancy is something new we are tracking from Danielle Welling, Marketing and PR Manager's suggestion.

- In June, Children's welcomed 2,690 patrons through 49 programs; June 2021 23 programs with 833 patrons.
- 14 adult programs were offered with 34 patrons attending virtually and 226 people participating in person for a total attendance of 260 in June 2022. The Summit County Humane Society Mobile Adoption Center (MAC) was the most popular event with a total of 70 in attendance. The Akron Zoo was also a popular in-person program that was themed with the Summer Reading Program, Ocean of Possibilities, with Aquatic Animals; 38 in attendance. In June 2021 a total of 5 adult programs were offered with 13 in attendance.
- Northstar Digital Literacy proctoring has had consistent attendance. There have been 21 assessments taken, 7 of these being proctored, 2 earning a certificate in June 2022.
- In June we began circulating passes from the Akron Zoo, Akron Art Museum, Akron Children's Museum, and the William McKinley Presidential Library & Museum. The pass program is part of the Library of Things collection. The program has been well received with patrons expressing gratitude at the circulation desk. This new addition will continue to be evaluated to gather feedback, adjust the process, if needed, and potentially expand on the offering based on community interests and needs.
- Current Summer Reading Registrations: 1,729
- We have surpassed last year's registrations (1,269) by 36%. Adults are almost (91%!) to pre-COVID 2019 registrations.
- Danielle Welling, Jennifer Reynard, and Elizabeth Morrison met with Bryce Pulley from the City of Cuyahoga Falls to discuss a sustainability collaboration that includes a seed exchange program at the library.
- June merchandising displays impacted usage by 167 circulations. Bob Curtis' Travel display impressively had 57 circs
- Elizabeth Morrison attended the American Library Association (ALA) Annual Conference and Exhibition in Washington, DC on June 23rd - 28th. It was a wonderful experience to be able to network with fellow librarians from around the country to share ideas and resources

Meeting Minutes
July 19, 2022

· Jack Phoenix is a member of the Addressing Challenged Committee of the ALA's Graphic Novels & Comics Round Table. He participated in two panel discussions through this committee at the ALA Annual Conference.

Danielle Welling presented a brief PowerPoint presentation showing our current growth in the library as well as all of our residents we reached. Mike Dunton asked about getting a new digital sign in front of the library. Asked about maybe doing a giveaway for survey's like another local library is currently doing.

Jennifer said she would look into this.

New Business: None.

Public Participation: Three former staff members and five current library employees attended to express discontent around a personnel matter involving a former library employee. Donna Edmunds, a former library staff member, spoke to ask questions about the Friends of the Library separation and shared concerns against former library leadership.

Adjournment:

Meeting Adjourned at 7:59 p.m.

Approved By,

Respectfully Submitted By,

Deborah Ziccardi, Board President

Sean M. Blake, Secretary/Is