

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

**REGULAR MEETING
Tuesday, Aug 16, 2022
Sutliff Room**

Call To Order

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

Attendance

Deborah Ziccardi, Rick Rubin, Sean Blake, Sandra Zirke, Mike Dunton, Darien Genova, Nikki Cebula, Bradley LeBoeuf, Robin Worthington, Deputy Fiscal Officer Mandy House, and Interim Director Jennifer Reynard.

Excused: Marcia Liikala, Cheryl Bruce,

Guests: Donna Edmunds

Adoption of Agenda

Rick Rubin moved to accept the agenda. 2nd by Darien Genova and passed unanimously.

Adoption of Minutes

Sean Blake motioned to approve the minutes of Regular Board Meeting of July 19, 2022. 2nd by Nikki Cebula. Motion passed unanimously.

Sean Blake motioned to approve Special Meeting July 21, 2022. 2nd by Darien Genova. Motion passed unanimously.

Sean Blake motioned to approve Special Meeting July 29, 2022. 2nd by Darien Genova. Motion passed unanimously.

Treasurer's Report

Motion made to pay July 2022 bills in the amount of \$283,467.11 made by Sandy Zirke. 2nd by Mike Dunton. Motion passed unanimously.

Sean Blake moved to approve the Treasurer's Report, subject to audit. 2nd Darien Genova. Motion passed unanimously.

It was reported that the library received \$166,033.59 in PLF revenue in June.

It was reported that the Library received \$93,003.00 and \$24,994.74 in Levy monies.

It was reported that the Library received 29.64 from River Valley Paper company.

It was reported that the Library received \$250.00 donation from Kiwanis Club.

RESOLUTION-33 move to accept the donation of \$250.00 from Kiwanis Club by Sandy Zirke. 2nd by Darien Genova. Motion passes unanimously.

RESOLUTION-34 Move that the Cuyahoga Falls Library Board of Trustees approve the July donations in the amount of \$250.00, increasing the Children's Programming expense account line (101.2.53720) by \$250.00 by Sandy Zirke. 2nd by Nikki Cebula. Motion passes unanimously.

RESOLUTION-35 Move that the Cuyahoga Falls Library Board of Trustees approve the transfer of \$3,000.00 from the Contingency to Property/Mainten. Supplies expense line (101.0.52200) by Sandy Zirke. 2nd by Darien Genova. Motion passes unanimously.

RESOLUTION-36 Move that the Cuyahoga Falls Library Board of Trustees approve the transfer of \$8,000.00 from the Contingency to Building and Site Repair expense line (101.0.53310) by Sandy Zirke. 2nd by Darien Genova. Motion passes unanimously.

RESOLUTION-37 Move that the Cuyahoga Falls Library Board of Trustees approve the transfer of \$1,500.00 from the Contingency to Grounds Keeping/Snow Removal expense line (101.0.53340) by Sandy Zirke. 2nd by Darien Genova Motion passes unanimously.

RESOLUTION-38 Move that the Cuyahoga Falls Library Board of Trustees approve the transfer of \$23,835 from the Contingency to Office Supplies** expense line (101.0.52100) by Sandy Zirke. 2nd by Darien Genova. Motion passes unanimously.

****IRS 990 PENALTY 2020- Unfinished business**

RESOLUTION-39 MOTION: Move that the Cuyahoga Falls Library Board of Trustees approve the transfer of \$15,500 from the Contingency to Salaries expense line (101.0.51100) by Sandy Zirke. 2nd by Darien Genova. Motion passes unanimously.

RESOLUTION-40 Move that "other" be removed from the records retention policy introduction by Dr. Rick Rubin. Sandy Zirke 2nd Motion passes unanimously.

RESOLUTION-41 Move that the Cuyahoga Falls Library Board of Trustees approve the Records Retention Policy by Sandy Zirke. 2nd by Nikki Cebula. Bradley LeBoeuf opposed. Motion passes.

Board President Report:

1. We would like to thank Mary Ann Kenney, Sue Harden and all the members of the Friends of the Library for their support, and exceptional book sales over the years. We are very sorry that they were not able to continue and are forever grateful for all that they have given to the library and our community.
2. We thank the Cuyahoga Falls Kiwanis for their generous donation.
3. We would again like to recognize Jennifer Reynard and her team for putting together yet another exceptional board packet for us this evening. Our summer reading numbers, positive patron comments and the number of programs offered this month in partnerships with the Cuyahoga Falls Parks department and Cuyahoga Valley Art Center are outstanding. A huge thank you to all our wonderful staff.
4. Appointment of Robin Worthington to by laws committee and Marcia Liikala to the building committee.

Committee Reports:

1. **Affleck Scholarship:** No Report.
2. **Art:** No Report.
3. **Audit/Finance:** No Report.
4. **Building:** Waiting for the report from Jeff the Plumber on the camera scope of the pipe. The Board was also reminded of need to find/determine a contractor for the roof Part B project. Additional discussion centered around the possibility of retrofitting drinking fountains to include bottle fill options and that the building committee is looking at reconfiguring space formerly used by the Friends of the Library.
5. **Policies/Bylaws Review:** Sheet passed out for Board members to review, meeting to be held 8/24/22
6. **Friends of the Library:** Everything is moved out and Friends are waiting for a letter from the Director stating that everything is moved out and finished.
7. **Graefe Memorial:** No Report.
8. **Strategic Planning:** No Report.
9. **Personnel:** No Report.
10. **Records Retention:** Records Retention was approved.

Director's Report

Thank you to the wonderful staff. Their creativity and dedication to the library's mission to connect people with the world of ideas, information, and imagination by providing access and professional guidance to resources that inform, entertain, and enrich is amazing.

See Summer Reading Infographic for all that has been accomplished this Summer.

- Summer Reading Registrations: 1810
- **We have surpassed last year's registrations (1,269) by 43%.**
 - Adults (647) are only 45 sign ups short of 2019 sign ups.
 - Teen (245) are only 61 short of 2019 sign ups

Kids (920) are 80 short of reaching 1,000 sign ups.

- This July, the Children's Department conducted 57 programs, including in-person on site, in-person off site, and virtual programs, welcoming 1,664 participants. This marks a significant increase over July 2021 statistics, in which Children's facilitated 21 programs for 643 children and their families. Of note: many of these programs would not be possible without Cuyahoga Falls Library's continued partnership with Cuyahoga Valley Art Center and the City of Cuyahoga Falls Parks and Recreation Department. These partnerships, along with new connections made at outreach events, are just some of the highlights from the Children's Department this month.
- 14 adult programs were offered with 11 patrons attending virtually and 204 people participating in person for a total attendance of 215 in July 2022. The outdoor concert performance presented by the Riverfront Community Band was the most popular event with a total of 88 in attendance. The second session with the Akron Zoo was also a popular in-person program that was themed with the Summer Reading Program, Ocean of Possibilities, with Aquatic Animals; 24 in attendance. In July 2021 a total of 4 adult programs were offered with 15 in attendance.
- Elizabeth Morrison, Jennifer Reynard, and Sarah Massey met with Matthew Moony from Connectivity Champions on Thursday, July 21. We discussed the ways that the Connectivity Champions program can assist us with classes, tech appointments, and events.
- Jack Phoenix spoke at the recent San Diego Comic Con on Thursday, July 21. We are very proud of him and excited that he was able to represent us at this major event.
- Danielle Welling, Jennifer Reynard, and Elizabeth Morrison visited the Akron-Summit County Public Library on Thursday, July 7th to learn

about their seed exchange program and view their Tech Zone. We met with Bryce Pulley from the City on July 11 to discuss next steps in starting a seed catalog and for possible programming in the Fall.

Old Business: None

New Business: Statutory Agent- the library's current Statutory Agent is Kevin Rossum; library staff will update when the new director begins.

Public Participation: Previous Employee Donna Edmunds shared concerns about previous library leadership, employee retention, and the Board.

Dr. Rick Rubin made a motion at 8:41 pm to enter into Executive Session for the purpose of discussing employment of a public employee. Nikki Cebula seconded and roll call vote was called:

Deborah Ziccardi - yes	Rick Rubin - yes
Sean Blake - yes	Sandra Zirke - yes
Bradley LeBoeuf - yes	Nikki Cebula - yes
Mike Dunton - yes	Darien Genova - yes
Robin Worthington - yes	

Motion made to adjourn Executive Session and reenter into public session by Nikki Cebula. Darien Genova seconded. Motion passed unanimously. Executive Session adjourned at 9:10 pm.

RESOLUTION-42 Dr. Rick Rubin moved that the Cuyahoga Falls Library Board of Trustees appoint Andrew Harant as Director of the Cuyahoga Falls Library effective September 6, 2022 and in accordance with the offer of employment letter signed August 3, 2022. Nikki Cebula seconded. Motion passed unanimously.

RESOLUTION-43 Sean Blake moved that the Cuyahoga Falls Library Board of Trustees award Amanda House a one-time stipend of \$1000.00 upon recommendation of the interim director, Jennifer Reynard, effective the next available payroll period. Mike Dunton seconded. Motion passed unanimously.

RESOLUTION-44 Sean Blake moved that the Cuyahoga Falls Library Board of Trustees award Sarah Massey a one-time stipend of \$1000.00 upon recommendation of the interim director, Jennifer Reynard, effective the next available payroll period. Dr. Rick Rubin seconded. Motion passed unanimously.

Meeting Minutes
August 16, 2022

Adjournment:

Nikki Cebula moved to adjourn the meeting. Darien Genova seconded. Meeting was adjourned at 9:24 pm.

Approved By,

Respectfully Submitted By,

Deborah Ziccardi, Board President

Sean M. Blake, Secretary/Is