

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

**REGULAR MEETING  
Tuesday, Oct 18, 2022  
Sutliff Room**

**Call To Order**

Deborah Ziccardi called meeting to order at 7:01pm.

**Attendance**

Deborah Ziccardi, Rick Rubin, Sean Blake, Sandra Zirke, Mike Dunton, Darien Genova, Bradley LeBoeuf, Robin Worthington, Cheryl Bruce, Karen Schofield, Director Andrew Harant, Deputy Fiscal Officer Mandy House

**Excused**

Nikki Cebula

**Guests:** Emily Smayda-Kelly

**Adoption of Agenda:**

Cheryl Bruce moved to approve agenda, 2<sup>nd</sup> by Darien Genova. Motion passed unanimously.

**Approval of Minutes**

Sean Blake motioned to approve Regular Board Meeting of September 20, 2022. 2<sup>nd</sup> by Darien Genova. Motion passed unanimously.

**Treasurer's Report**

Sandra Zirke moved that the Board approve the payment of bills for September 2022 in the amount of \$211,770.14 2<sup>nd</sup> by Darien Genova. The motion passed unanimously.

It was reported that the library received \$152,496.61 in PLF revenue.

It was reported that the library received \$361,589.99 in Levy monies.

The library received a \$90 donation in September.

Sandy Zirke motioned to accept the Financial Report subject to audit. 2<sup>nd</sup> by Darien Genova. Motion passed unanimously.

**RESOLUTION-48 Move that the Cuyahoga Falls Library Board of Trustees approve the September donations in the amount of \$90.00, increasing the Adult Non-Print**

expense account line (101.1.54400) by \$90.00 By Sandy Zirke. 2<sup>nd</sup> by Darien Genova. Motion Passes unanimously.

**RESOLUTION-49** Move that the Cuyahoga Falls Library Board of Trustees to accept the amounts and rates as determined by the Budget Commission and authorize the necessary tax levies and certify them to the Summit County Fiscal Officer by Sandy Zirke. 2<sup>nd</sup> by Darien Genova. Motion passes unanimously.

**RESOLUTION-50** Move that the Cuyahoga Falls Library Board of Trustees approve the Library's portion of Summit County's 2023 Public Library Fund allocation of 7.25691% by Sandy Zirke. 2<sup>nd</sup> by Darien Genova. Motion passes unanimously.

**RESOLUTION-51** Move that the Cuyahoga Falls Library Board of Trustees move \$10,000 from Salaries (101.0.51100) to Legal (101.0.53750) by Sandy Zirke. 2<sup>nd</sup> by Darien Genova. Motion passes unanimously.

**RESOLUTION-52** Move that the Cuyahoga Falls Library Board of Trustees move \$2,400.00 from Salaries (101.0.51100) to Outside Services (101.0.53700) by Sandy Zirke. 2<sup>nd</sup> by Darien Genova. Motion passes unanimously.

**RESOLUTION-53** Move that the Cuyahoga Falls Library Board of Trustees move \$1,390.00 from Salaries (101.0.51100) to Conferences and Meetings (101.0.53130) by Sandy Zirke. 2<sup>nd</sup> by Darien Genova. Motion passes unanimously.

**RESOLUTION-54** Move that the Cuyahoga Falls Library Board of Trustees move \$1,150.00 from Salaries (101.0.51100) to Consultant services (101.0.53710) by Sandy Zirke. 2<sup>nd</sup> by Darien Genova. Motion passes unanimously.

**RESOLUTION-55** Move that the Cuyahoga Falls Library Board of Trustees move \$9,500.00 from Medical Reimbursement Plan (101.0.51700) to Hospital/Workman's Comp (101.0.51600) by Sandy Zirke. 2<sup>nd</sup> by Darien Genova. Motion passes unanimously.

## **Board President Report:**

1. I would like to welcome Karen Schofield to our board. Karen was recently appointed to our board by Mayor Walters.
2. We would like to thank Robin and Doug Worthington for their generous donation in honor of Delphia Lowe's 90th birthday.
3. This year's nominating committee shall be Cheryl Bruce, Sandy Zirke, Robin Worthington, and Darien Genova. The committee is to present a slate of officers at our regular December meeting. Additional nominations for any office may be made from the floor at our annual meeting which is held in January.
4. I have been working on behalf of the board with Tammy Richardson Treasurer of the Cuyahoga Falls Library Supporters, in order to secure a new Employer Identification Number.
5. Thank you to Sandy Zirke and Andrew Harant for participating in the Summit County Library Trustees Council yearly meeting this month.

6. Thank you to all our committee chairs and members who met this month.
7. Congratulations to our library for being recognized in a Cleveland.com article.
8. Congratulations to Jennifer Reynard who will be chairing the Northeast Ohio Regional Library Services (NEO-RLS) Technology Advisory Group and who is serving on the awards committee.
9. Our interview committee for the fiscal position consists of Dr. Rick Rubin, Sandra Zirke, Andrew Harant and Ann Randall. Should any other board members wish to join the committee please let me know as soon as possible. Interviews have been scheduled.

## Committee Reports:

### 1. Building:

- The board is moving forward with Rooftec as the consultant on the roof. The building committee will be meeting with Scott from Rooftec to answer some questions about the quote and wording on the document.

**MOTION: Move the Cuyahoga Falls Library Board of Trustees accepts the proposal from Rooftec for consulting services on the Library's roof renovation project and encumber money from the Library's Building Fund (401).**

**RESOLUTION-56 Motion to amend the motion removing "money" and adding "up to \$50,000" by Rick Rubin. 2<sup>nd</sup> by Mike Dunton. Motion passes unanimously**

**RESOLUTION-57 Move the Cuyahoga Falls Library Board of Trustees accepts the proposal from Rooftec for consulting services on the Library's roof renovation project and encumber up to \$50,000 from the Library's Building Fund (401) by Rick Rubin. 2<sup>nd</sup> by Mike Dunton. Motion passes unanimously.**

### 2. Finance/Audit: No Report

### 3. Personnel: No Report

### 4. Scholarship (Affleck): No Report

### 5. Ad Hoc Committees:

- **Policies/Bylaws Review:** A new BYLAWS has been presented to the board to review. Any changes or wording is requested to be brought forward at the November meeting. The committee hopes to pass this in December to start with fresh bylaws in the new year.
  - Rick Rubin questioned the addition of an oath of office in the draft revision of the BYLAWS, particularly as it

relates to association libraries. Andrew Harant will check with other association libraries about oaths in their bylaws and with OLC for advice.

- **Strategic Planning:** Rick Rubin stated that he and Andrew Harant met to speak about beginning the process and noted that the previous strategic plan had expired. Andrew Harant said that he has been in contact with three possible consultants already.

## **Director's Report:**

I'm pleased to report on my first month as Director of Cuyahoga Falls Library. Below are some highlights of the successful accomplishments of the library team. I focused on getting to know and building working relationships with the leadership team, staff, board members, and key members of the community, including the mayor, superintendent, and director of the Chamber of Commerce.

In September, we celebrated National Library Card Signup Month, with a push for current patrons and staff to refer family and friends. Each successful referral resulted in the person getting a Library window cling. We ended the month with 325 new cards, which is 25 more than our goal of 300, and significantly above our monthly average so far this year of 209. We had 22 staff and 10 patron referrals.

Falls Family Fun Fest was attended by Amy and Danielle on the last Saturday of the month. The library reached over 200 Cuyahoga Falls community members, with at least 25 attending Amy's storytimes, over 100 getting pictures with "Mitsy" the library mouse (including the Cuyahoga Falls School Board), and 6 signing up for the library's newsletter. They also handed out over 100 library-branded pencils.

The Sneak Peek: Cuyahoga Falls Growth Initiative & Plant Swap was our best attended program for adults this month with 19 in attendance and 3 tables of plants available for swapping. This program was presented in collaboration with Bryce Pulley, Sustainability Coordinator from the City of Cuyahoga Falls to inform the community about the Cuyahoga Falls Growth Initiative and seed catalog, which will be hosted at the Library in a repurposed former card catalog.

Creation Station focused on kindergarten readiness skills with various art-based activities and dramatic play elements. One hundred nine children and their caregivers attended this weekly program led by various staff members. Themes ranged from fall activities with a scissor skill focus, art exploration

featuring shape recognition, Construction Junction, and Enchanted Forest. This program is made possible by funding offered through Cuyahoga Valley Art Center.

Adult services staff answered 29% more questions from customers this month compared to September 2021, including a 64% increase in questions from customers who were physically in the Library.

In September, we continued investing in Coordinators, Managers, and Staff by providing learning opportunities. Our Coordinators and Managers attended seven webinars/training, and staff members participated in seven webinars/training in September. We had six staff members attend the Ohio Library Council 2022 Convention and Expo, a three-day event in Toledo.

Director Harant noted the revised statistics pages that were included in the board packet, noting the newly added line graphs for visits, computer usage, and circulation that will be a regular feature. Deputy Fiscal Officer House added that average duration of a computer session is 48 minutes. Director Harant also noted the organization chart that was included in the board packet as requested by the Policies/Bylaws Review Committee.

**Unfinished Business:** None.

**New Business:** None.

**Public Participation:** None.

## EXECUTIVE SESSION

**Rick Rubin made a motion at 8:24 pm to enter into executive session for the purpose of reviewing bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment. Darien Genova 2<sup>nd</sup>, and roll call vote was called.**

**Deborah Ziccardi - yes**

**Rick Rubin - yes**

**Sean Blake - yes**

**Sandra Zirke - yes**

**Cheryl Bruce - yes**

**Karen Schofield -yes**

**Mike Dunton - yes**

**Darien Genova - yes**

**Bradley LeBoeuf - yes**

**Robin Worthington - yes**

The Board adjourned Executive Session at 9:57 pm and entered into public session.

Karen Schofield and Bradley LeBoeuf expressed concern that they have not been able to review the final bargaining agreement and felt unprepared to vote on it at this Board meeting. Attorney Emily Smayda-Kelly advised that the agreement will be prepared by the union therefore it would be unclear when a final draft would be available. A straw poll was taken where the majority of members present were prepared to take a vote. Motion made as follows:

**Resolution-58 Move that the Cuyahoga Falls Library Board of Trustees approves the new collective bargaining agreement with Professional Guild of Ohio for the time period November 19, 2022 through November 18, 2025 by Sandy Zirke. 2<sup>nd</sup> by Darien Genova. Abstained: Bradley LeBoeuf and Karen Schofield. Motion passes.**

**Adjournment:**

Meeting adjourned at 10:14 pm

Approved By,

Respectfully Submitted By,

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Deborah Ziccardi, Board President

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Sean M. Blake, Secretary/ah