

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

**REGULAR MEETING
Tuesday, Sept 20, 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, Cheryl Bruce, Director Andrew Harant, Deputy Fiscal Officer Mandy House, and Interim Director Jennifer Reynard.

Guests: Mr. Carl Farinacci

Adoption of Agenda:

Andrew Harant proposed an amendment to the current agenda changing the Motion for \$11,200 from the Salaries to the outside services line (101.0.53700)

Mike Dunton moved to approve amended agenda, 2nd by Darien Genova. Motion passed unanimously.

Approval of Minutes

Mike Dunton motioned to approve Regular Board Meeting of August 16, 2022. 2nd by Darien Genova. Motion passed unanimously.

Treasurer's Report

Sandra Zirke moved that the Board approve the payment of bills for August 2022 in the amount of \$287,240.55, 2nd by Darien Genova. The motion passed unanimously.

It was reported that the library received \$110, 297.38 in PLF revenue.

It was reported that the library received \$124, 468.39 in Levy monies.

The library received a \$500 donation in August.

Mike Dunton motioned to accept the Financial Report subject to audit. 2nd by Darien Genova. Motion passed unanimously.

RESOLUTION-45 Move that the Cuyahoga Falls Library Board of Trustees approve the August donations in the amount of \$500.00, increasing the Teen Book's expense account line (101.3.54101) by \$500.00 By Sandy Zirke. 2nd by Nikki Cebula. Motion passes unanimously.

RESOLUTION-46 Move that the Cuyahoga Falls Library Board of Trustees approve the transfer of \$1,800.00 from the Contingency to Consultant Services expense line (101.0.53710) by Sandy Zirke. 2nd by Nikki Cebula. Motion passes unanimously.

RESOLUTION-47 Move that the Cuyahoga Falls Library Board of Trustees approve the transfer of \$ 11,200 from the Salaries (101.0.51100) to Outside Services expense line (101.0.53700) by Sandy Zirke. 2nd by Darien Genova. Motion passes unanimously.

Board President Report:

1. I would like to welcome Director Andrew Harant to his first board meeting this evening. Andrew has started week number 3 with us and has hit the ground running. Andrew has met with various stakeholders to date including; staff, patrons, the Mayor, our attorney, the building committee, the bylaws and policy committee, and myself. He also has a meeting scheduled with our school superintendent later this month. Thank you, Andrew, and welcome.
2. A huge thank you to our Interim Director Jennifer Reynard for her exceptional service and professionalism. Jennifer is an extraordinary leader and we could not be more pleased with how she has ensured the library's continued operation without missing a beat.
3. A big thank you to Danielle Welling for producing a fabulous press release for our new director and to Mandy House for ensuring the office continues to run efficiently.
4. I also want to thank our fabulous staff for your innovation and perseverance during the change in leadership. Your professionalism and hard work come shining through in the Directors report, with your creative programing, professional presentations, and partnerships with community stakeholders.
5. The board would like to thank Pamela Rockwell for her generous donation.
6. Thank you to all our committee members and leaders who met this month to further the work of the board. Your time and dedication are greatly appreciated.
7. We were saddened to learn of the resignation of board member Marcia Liikala. Her presence, kindness, and passion for our library will be greatly missed.
8. Next month we will establish a nominating committee consisting of not less than 3 members. If you are interested in serving on this committee please let me know of your interest. All current officers have been in office for the maximum amount of time allowed according to our bylaws which is 2 years.

Committee Reports:

1. **Affleck Scholarship:** No Report.
2. **Art:** No Report.
3. **Audit/Finance:** No Report.
4. **Building:**
 - Continue with Rooftec to oversee roofing project

- Bid out section B Begin work in 2023, finished by fall, Library should remain open during construction.
 - Look at section C for draining
 - Investigate roof air intake modifications- heavy snow load brings water in
 - Move the flag pole to current entrance or get a new one
 - LED monument signage
 - Space downstairs (Culinary Literacy)
 - Water on brick (exterior)
 - Clean out drains in sections to remove scale build up, as long as Library keeps up with this, no construction will be needed.
5. **Policies/Bylaws Review:** The committee has had two meetings and have made a lot of headway. The committee is doing a lot of adding/changing/reviewing to the bylaws and hope to have something to the board for review by the next board meeting.
 6. **Friends of the Library:** The attorney is still working on Friends issue re: funds
 7. **Graefe Memorial:** No Report.
 8. **Strategic Planning:** No Report.
 9. **Personnel:** Currently putting final touches on the Fiscal Officer description and should have to Elizabeth to put on our website, Indeed, as well as the Falls Press.
 10. **Records Retention:** Records retention was approved by the Ohio History Connection.

Director's Report:

Thank you to the Board and the Library Staff for the warm welcome! I look forward to my future at the Cuyahoga Falls Library.

With the 2022 Summer Reading Program: Oceans of Possibilities finishing up on August 6, 2022 and school starting August 17-18 for the Cuyahoga Falls School District, August continues to be an exciting time of year. The library increased its outreach efforts in the community by participating in 7 community outreach events in August. The first annual Shelf Life Local Lit Fest, NEOnet Conference, Roberts Middle School's Jumpstart events, Bolich Middle School's Jumpstart events, and ReelAbilities at the Cuyahoga Falls Summit DD.

Mission Moment: Every Wednesday, Friday and Saturday staff wear our library shirts and jeans. Our shirts have gotten so creative that patrons and staff have commented on how fun they are. This opens the door to talk more about library services we offer, but also creates a relationship with that patron. Jennifer "JJ" Schlueter has worn her Libby shirt while out doing errands, when people ask "Is your name Libby"? It's a golden opportunity to tell people about the library who might not have been to the

library recently, perhaps even since attending school. It makes JJ so excited to talk about CFL and the amazing people and programs we have.

Visits in August 2022 were 11,255 compared to 7,965 in August 2021. Circulation is up with 55,879 in August 2022 compared to 47,703 in August 2021.

Library card dormancy rate, which is a measure of how many customers have not used their library cards in the last year, was 38% in August 2022 compared to 53% in August 2021. This continues to decrease which is what we want to see.

12 adult programs were offered with 10 patrons attending virtually and 323

people participating in person for a total attendance of 333 in August 2022. The Eating Smart, Being Active 9-part series presented by The Ohio State University Extension of Summit County and the Removal of the Gorge Dam program presented by Summit County Metro Parks were the most popular events with a total of 116 and 128 respectively, in attendance. In August 2021 a total of 5 adult programs were offered with 23 in attendance.

Jennifer Reynard and Danielle Welling met with the Chamber of Commerce Executive Director Kamelia Fisher about future collaborations, including a lunch & learn where the library speaks to business leaders at the new Chamber office/meeting space. First one Nov. 10. Also, looking to help the chamber build a reference library at their new space, books sponsored by local businesses, available to members.

Unfinished Business:

- Andrew Harant discussed what the Library's Hoopla year looked like.
- Statutory Agent has been changed to Andrew Harant.
- The Library is still waiting to hear back from the IRS about an abatement.
- Security Cameras retention falls in line with what other libraries have for their video records retention policy per OLC Director of Government and Legal Services, Jay Smith. Director will work with the Policy committee in the future to establish a policy for who has access to the security camera footage.

New Business:

- Discussion to get the director a new cell phone recommended by Library's lawyer for business purposes
- Discussion of new stat sheet presented and what the Board would like to see moving forward.

Public Participation: None.

Meeting Minutes
September 20, 2022

Adjournment: Nikki Cebula moved to adjourn the meeting. Darien Genova 2nd.
Meeting adjourned at 8:45 p.m.

Approved By,

Respectfully Submitted By,

Deborah Ziccardi, Board President

Sean M. Blake, Secretary/ah