

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

**REGULAR MEETING
Tuesday, November 15, 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, Nikki Cebula, Cheryl Bruce, Karen Schofield, Director Andrew Harant, Deputy Fiscal Officer Mandy House

Adoption of Agenda:

Rick Rubin moved to adopt the agenda, Robin Worthington 2nd.

Andrew Harant asked to amend the agenda by adding a new position under the new business.

Rick Rubin moved to adopt the amendment, 2nd by Nikki Cebula. Motion passed unanimously.

Nikki Cebula moved to adopt the agenda as amended, 2nd by Darien Genova. Motion passed unanimously.

Approval of Minutes

Sean Blake motioned to approve Regular Board Meeting of October 18, 2022. 2nd by Robin Worthington. Motion passed unanimously.

Sean Blake motioned to approve the Special Meeting of November 7, 2022. 2nd by Darien Genova.

Karen Schofield moved to amend the minutes to remove her name from the vote as she was not present for the vote. 2nd by Rick Rubin. Motion passed unanimously.

Karen Schofield motioned to approve the Special Meeting of November 7, 2022 as amended. 2nd by Rick Rubin. Motion passed unanimously.

Treasurer's Report

Sandra Zirke moved that the Board approve the payment of bills for October 2022 in the amount of \$210,618.10 2nd by Darien Genova. The motion passed unanimously.

It was reported that the library received \$142,406.84 in PLF revenue.

The library received \$1,430.97 donations in October.

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

RESOLUTION-60 Move that the Cuyahoga Falls Library Board of Trustees approve the October donations in the amount of \$1,430.97, increasing the Non-Print Adult expense account line (101.1.54400) by \$600.00 and the Conferences and Meetings account line (101.0.53130) by \$830.97 by Sandy Zirke. 2nd by Darien Genova. Motion passes unanimously.

RESOLUTION-61 Move that the Cuyahoga Falls Library Board of Trustees approve the transfer of \$18,600 from the Utilities account line (101.0.53600) to move \$500.00 to Conferences and Meetings (101.0.53130), \$14,000 to Hospital/Workmens Comp (101.0.51600), and \$4,100.00 to Outside Services (101.0.53700) by Sandy Zirke. 2nd by Darien Genova. Motion passes unanimously.

Board President Report:

1. We would like to thank Denise Depalma and Mr. & Mrs. Wittibschlager for their donation in memory of Marcia Ellen Miller. Patricia Schoner, Ann Olson, and Sam Smith as well as our anonymous donor for their generosity.
2. Congratulations to our Director Andrew Harant who graduated from the Cleveland State Leadership Academy last week which is part of the Ohio Certified Public Management Program.
3. Kudos to library staff for another spectacular month of program offerings, as well as all the outreach efforts offered in cooperation with our community partners.
4. We look forward to our nominating committee's recommendations for a slate of officers at our regular December meeting. As a reminder additional nomination for any office may be made from the floor at our annual meeting in January.
5. Treasurer of the Cuyahoga Falls Library Supporters Tammy Richardson reports that she has not yet received the new Employer Identification Number that has been requested.
6. Thank you to our Fiscal Officer interview committee for the fiscal position of Dr. Rick Rubin, Sandra Zirke, Andrew Harant and Ann Randall.

Committee Reports:

1. Building: The Library is still waiting to hear from RoofTec about sections B and C of the roof. On 11/11/22 there was a leak found in the roof into one of the fire alarms in the women's upstairs restroom. Rooftec was called out to assess the situation, after Koorsen came out for the alarm, as this was under the first part of the roof renovations.
2. Finance/Audit: Nothing to report.
3. Personnel: Personnel committee was wanting to know the status of staff evaluations, Andrew advised that evaluation discussions are happening and due by the end of the year.
4. Scholarship (Affleck): No Report
5. Ad Hoc Committees:
 - a) Policies/Bylaws Review: Another draft of the bylaws was passed out to the Board, there was discussion reflecting some changes needed or items to further review. There will be another bylaws committee meeting to discuss what the Board had brought to the committee's attention.
 - b) Updates/info from other committees. None.

Director's Report:

The Children's Department hosted two large Halloween-themed family events this month—**Tricks and Treats (306 participants)** on Friday, October 14, and **Boo Bash (157 participants)** on Friday, October 21. For both programs, children and their families were invited to come in costume for dancing, crafts, and snacks.

Adult Library Assistants Cassie McCaulley and Michelle Spencer have been complimented on their customer service by patrons throughout the month of October. In both instances' patrons sought out the manager on duty (Assistant Adult Manager Sarah Massey) to comment on their kindness and reference skills.

Multiple patrons have come in this month requesting assistance with personal affairs/effects. In both instances the patrons spoke with staff about losing a loved one and how hard it has been to handle both the grief and paperwork involved. They were at a loss as to where to begin and hoped that the library would be able to help. In both instances staff were able to make copies, scan and fax the documents the patrons required to complete this logistical part of their loved ones passing. They were very grateful. They both mentioned that they would be utilizing the library more now they knew the services provided and how efficient the staff is.

Technology Trainer Meg Howlett Customer Experiences Manager Elizabeth Morrison presented a poster session at the NEO-RLS Technology Conference on October 25, which was voted the best poster session by attendees.

Andrew Harant also reported that State Representative Weinstein visited the library on November; that State Senator Roegner is scheduled to visit in December; that the library is participating in the city's parking meter holiday decoration initiative with a library-themed display; that the Friends of the Library are issuing a check to the library for \$24,752.12, it's remaining funds after donating \$1,000 to the Boy Scouts who helped with past book sales; and that the library's attorney reported that the collective bargaining agreement with Professionals Guild of Ohio has been finalized. Andrew Harant also pointed out the new bar graph reporting programming statistics for the month and thanked Administrative Assistant Mandy House for her work on this.

Personnel Report:

Rick Rubin Moved that the Cuyahoga Falls Library Board of Trustees approve the October 2022 Personnel Report. 2nd Darien Genova. Motion passes unanimously.

Unfinished Business:

- Correspondence received from IRS- The IRS has asked for 60 more days to look into the library's abatement request.
- Theresa Karm Payments- No payments have been received since early 2021. She is supposed to make monthly "significant" payments for full restitution and still owes over \$345,000. The Board would like Andrew to pursue this.

New Business:

Andrew Harant has asked the Cuyahoga Falls Board of Trustees to add a new position, Assistant Director, and provided a job description for approval.

RESOLUTION-62 Rick Rubin moved that the Cuyahoga Falls Board of Trustees create a position Assistant Director. 2nd by Nikki Cebula. Motion passed unanimously.

Andrew Harant presented holiday schedules for the library 2022 (amended) and 2023 and requested approval to close the library on December 26, 2022 and January 2, 2023 in alignment with the federal observances for these two upcoming holidays.

RESOLUTION-63: Sean Blake moved that the Cuyahoga Falls Library Board of Trustees approve closing on Monday, December 26, 2022 in observance of Christmas Day and on Monday, January 2, 2023 in observance of New Year's Day. Darien Genova 2nd. Motion passes unanimously.

Public Participation: None.

Mike Dunton made a motion at 8:55 pm to enter into executive session for the purpose of discussing the employment of a public employee and their compensation or other terms and conditions of their employment. Darien Genova 2nd, 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

Rick Rubin motioned to adjourn Executive Session at 9:15 pm. 2nd by Darien Genova. Motion passed the Board returned to public session.

RESOLUTION-64 Rick Rubin moved to change the effective start date of Fiscal Officer Kevin Gemmel from November 27, 2022 to December 5, 2022. 2nd by Darien Genova. Motion passed unanimously.

RESOLUTION-65 Move that the Cuyahoga Falls Library Board of Trustees approve that the non-bargaining unit employees, except for the Director, receive a rate of pay increase of eighty cents (\$0.80) per hour, effective November 21, 2022 by Nikki Cebula. 2nd by Darien Genova. Motion passes unanimously.

RESOLUTION-66 Move that the Cuyahoga Falls Library Board of Trustees approve that all the full-time non-bargaining unit employees, except for the Director, receive a lump sum payment of three hundred and fifty dollars (\$350), and all part time non-bargaining unit employees receive a lump sum payment of one hundred and seventy-five dollars (\$175) on or around November 21, 2022 by Nikki Cebula. 2nd by Darien Genova. Motion passes unanimously.

Adjournment:

Meeting adjourned at 9:18 pm.

Approved By,

Respectfully Submitted By,

Deborah Ziccardi, Board
President

Sean M. Blake, Secretary/ah