

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

**REGULAR MEETING
Tuesday, December 20, 2022
Sutliff Room**

Call To Order

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

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, Fiscal Officer Kevin Gemmell, Deputy Fiscal Officer Mandy House

Adoption of Agenda:

Mike Dunton moved to adopt the agenda, Sean Blake 2nd.

Bradley LeBoeuf asked to amend the agenda by changing the date for next meeting from 2022 to 2023.

Sean Blake moved to adopt the amendment, 2nd by Karen Schofield. Motion passed unanimously.

Mike Dunton moved to adopt the agenda as amended, 2nd by Sean Blake. Motion passed unanimously.

Approval of Minutes

Sean Blake motioned to approve Regular Board Meeting of November 17, 2022. 2nd by Karen Schofield. Motion passed unanimously.

Treasurer's Report

Sandra Zirke moved that the Board approve the payment of bills for November 2022 in the amount of \$192,277.91 2nd by Mike Dunton. The motion passed unanimously.

It was reported that the library received \$139,970.01 in PLF revenue.

The library received \$1,090.90 donations in October.

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

RESOLUTION-67 Move that the Cuyahoga Falls Library Board of Trustees approve the November donations in the amount of \$1,070.00, increasing the Children's Programming expense account line (101.2.53720) by \$1,000.00, the furniture

account line (101.0.55500) by \$20.00, and the Children's DVD line (101.2.54301) by \$50.00 by Sandy Zirke. 2nd by Nikki Cebula. Motion passed unanimously.

RESOLUTION-68 Move that the Cuyahoga Falls Library Board of Trustees move \$600 from Children's Books (101.2.54101) \$500 into Children's programming (101.2.53720) line and \$100 into the Children's DVD line (101.2.54301) by Sandy Zirke. 2nd by Darien Genova. Motion passed unanimously.

RESOLUTION-69 Move that the Cuyahoga Falls Library Board of Trustees move \$4,721.41 from Contingency (101.0.58900) to Delivery (101.0.53250) by Sandy Zirke. 2nd by Darien Genova. Motion passed unanimously.

RESOLUTION-70 Move that the Cuyahoga Falls Library Board of Trustees move \$3,000 from Digital Materials (101.0.54351) to Children's Audio (101.2.54370) by Sandy Zirke. 2nd by Darien Genova. Motion passed unanimously.

RESOLUTION-71 BE IT RESOVED by the Cuyahoga Falls Library Board of Trustees: WHEREAS, the Cuyahoga Falls Library is eligible to request an advance of tax monies from the Summit County Fiscal Office pursuant to the Ohio Revised Code, Section 321.34; and

WHEREAS, that the Summit County Fiscal Officer is hereby requested to issue an order to the Treasurer of Summit County to pay the Treasurer of this Library funds as may be available for distribution by said County Treasurer from tax year 2022, payable in 2023;

THAT the Fiscal Officer of the Library is hereby authorized and directed to certify and send a copy of this resolution to the County Fiscal Officer as may be necessary to make this resolution effective by Sandy Zirke. 2nd by Mike Dunton. Resolution passed unanimously.

RESOLUTION-72 Move that the Cuyahoga Falls Library Board of Trustees approve the 2023 General Fund Budget in the amount of \$3,045,401.00 by Sandy Zirke. 2nd by Rick Rubin. Motion passed unanimously.

RESOLUTION-73 Move that the Cuyahoga Falls Library Board of Trustees approve the 2023 Building Fund Budget in the amount of \$660,000.00 by Sandy Zirke. 2nd by Nikki Cebula. Motion passed unanimously.

Board President Report:

1. We would like to welcome Kevin Gemmell to his first board meeting this evening. Kevin has jumped in with both feet. Not only was he tasked with learning the day to day duties within his first few weeks but also preparing our 2023 budget! Thank you, Kevin, we appreciate that you have had a lot to take in and do in a short period of time. We would also again like to thank Ann Randall for her willingness to assist Kevin with his orientation.
2. The Board would like to thank the Cuyahoga Valley Art Center, Alice, and Mary Days for their generous donations this month.

3. The Board would like to thank Director Harant and Fiscal Officer Kevin Gemmell for presenting us with our 2023 budget this evening. We would further like to thank Director Harant for the enhancements made to the Director's Report. We appreciate the detail that has been included such as patron comments, staff innovation, and staff training details.
4. Thank you to our Bylaws, Strategic Planning, and Nominating Committee for their hard work this month.

Committee Reports:

1. Building Committee
 - Roof— Director reported that Rooftec sent a revised proposal after he passed along comments to them that Bradley LeBoeuf emailed last month. He signed the proposal, and we are ready to move forward on this. The leak above the 2nd floor women's restroom seems to possibly be coming from deteriorating sealant in masonry joints adjacent to the roof—Rooftec is coordinating with AW Farrell to reseal these joints to see if that resolves the issue. We are still awaiting the report from the evaluation that they did last month.
 - Tree trimming—Falls Tree Service shaped a number of trees around our property, trimmed a few away from the building, and recommended one tree for removal.
 - Drain line—Jeff the Plumber is scheduled to do the snaking and de-scaling of the drain line in Children's before opening on 1/4 and 1/5, with a possible third morning of 1/6.
 - Plans for 2023 include new security cameras, teen space re-design, elevator door drive replacement, patch and stripe staff parking lot, replace water fountains with bottle fillers, and explore options to waterproof north side of building.
 - There were questions about a digital monument sign for the library, Director said he was also looking into that.
2. Finance/Audit: Nothing to report.
3. Personnel: Will report in Executive session
4. Scholarship (Affleck): No Report
5. Ad Hoc Committees:
 - a) Policies/Bylaws Review: Met in December, ByLaws were provided for everyone's review, if no changes hope to vote in January. Rick Rubin suggested to have our attorney give it a look through as well.
 - b) Strategic Planning: met in December, looking at a couple candidates for consultants
 - c) Nominating Committee has come together to present:
 - Sean Blake- President
 - Nikki Cebula- Vice President
 - Darien Genova- Secretary
 - Sandra Zirke- TreasurerBoard will vote next month and may offer up any other nominations at this time.

Director's Report:

The new Community Languages Collection was rolled out this month. (Literally as it is on a book cart!). This collection contains books that are bi-lingual or fully written in languages other than English that are prevalent within CFL's community. Currently it contains print and digital materials for adults and children in Nepali, Bengali, and Hindi, and future plans include plans to add DVDs and music CDs, as well as to work with school partners to identify additional languages to add.

Several members of the CFL's leadership team met with Director of Curriculum and Instruction Dr. Amy Cruse, English Learner Program Coordinator Courtney Lewis, and Coordinator of Wellness and Success Holly Merkle from Cuyahoga Falls City School District to discuss increasing collaborative efforts. A number of ideas to implement immediately and future ideas to explore were discussed and will be pursued.

PR and Marketing Manager Danielle Welling took the lead in designing a new tri-fold to introduce people to CFL. This pamphlet will be handed out to each new library card registrant and distributed through meetings and outreach events in the community.

CFL was awarded a Libraries Accelerate Learning Grant in the \$30,606.00 through the Ohio Department of Education to accelerate literacy achievement, prepare students for future success, and help students recover from the impact of the COVID-19 pandemic. This grant will fund 3 years of subscriptions to Tutor.com and Biblionasium and hotspots for students and families who may not have access to broadband internet at home.

Thanks to CFL's Merchandizing Committee, CFL is participating in the Mayor's "Parking Meters on Parade" decorating contest on Front Street in Downtown CF. The Merchandizing team completed our book-themed parking meter display, a paperback display with books & QR codes to access titles and services on the library website. The display will be downtown for the community to view during the busy holiday season from November 25 - December 30. CFL won 3rd place for Best Decoration by a downtown business, and Best Decoration by a business citywide.

Personnel Report:

Sandy Zirke moved that the Cuyahoga Falls Library Board of Trustees approve the November 2022 Personnel Report. 2nd Darien Genova. Motion passed 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- Director shared general information received from the Library's attorneys as to the status of Ms. Karm's restitution judgment and options for how to proceed with collection. The Library's records show an outstanding debt of \$345,204.92. Bradley LeBoeuf reported on public information he found on Ms. Karm's financial status. The board requested a recommendation from the Director after further discussions with attorneys.
- Received the final check from the Friends of the Library.

RESOLUTION-74 Move that the Cuyahoga Falls Library Board of Trustees approve a final donation from the Friends of the Cuyahoga Falls Library in the amount of \$24,752.22 to be added to contributions, gifts, memorial line of the Endowment fund (700.0.46500) by Sandy Zirke. 2nd by Darien Genova. Motion passed unanimously.

New Business:

Public Participation: None.

Rick Rubin made a motion at 8:32 pm to enter into executive session for the purpose of discussing the employment of a public employee. Nikki Cebula 2nd, and roll call vote was called.

**Deborah Ziccardi - yes
Sean Blake - yes
Cheryl Bruce - yes
Mike Dunton - yes
Bradley LeBoeuf - yes**

**Rick Rubin - yes
Sandra Zirke - yes
Karen Schofield -yes
Darien Genova - yes
Robin Worthington - yes**

Rick Rubin motioned to adjourn Executive Session at 8:37 pm. 2nd by Darien Genova. Motion passed the Board returned to public session.

Adjournment:

Rick Rubin motioned to adjourn the meeting. 2nd by Mike Dunton. Meeting adjourned at 8:38 pm.

Approved By,

Respectfully Submitted By,

Deborah Ziccardi, Board
President

Sean M. Blake, Secretary/ah