

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

**REGULAR MEETING
Tuesday, January 24, 2023
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, Assistant Director Jennifer Reynard

Guests: Emily Smayda-Kelly

Adoption of Agenda:

Mike Dunton moved to adopt the agenda, Robin Worthington 2nd. Motion passed unanimously.

Approval of Minutes

Mike Dunton motioned to approve Regular Board Meeting of December 20, 2022. 2nd by Robin Worthington.

Cheryl Bruce requested to correct misspelling of Mike Dunton's last name from Denton to Dunton.

Motion to approve Regular Board Meeting with typo corrected. Motion passes.

RESOLUTION 2023-01: Cheryl Bruce moved that the Cuyahoga Falls Library Board of Trustees approve the 2023 slate of officers presented by the nominating committee. Karen Schofield 2nd. Motion passed unanimously.

President: Sean Blake
Vice President: Nikki Cebula
Secretary: Darien Genova
Treasurer: Sandra Zirke

RESOLUTION 2023-02: Karen Schofield moved that the Cuyahoga Falls Library Board of Trustees approve the appointment of Kevin Gemmell as Fiscal Officer for 2023. Cheryl Bruce 2nd. Motion Passed unanimously.

RESOLUTION 2023-03: Rick Rubin moved that the Cuyahoga Falls Library Board of Trustees approve the appointment of Amanda House as Deputy Fiscal Officer for 2023. Mike Dunton 2nd Motion passed unanimously.

Treasurer's Report

Sandra Zirke moved that the Board approve the payment of bills for December 2022 in the amount of \$309,230.30 2nd by Mike Dunton. The motion passed unanimously.

It was reported that the library received \$151,812.38 in PLF revenue.

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

RESOLUTION 2023-04: Move that the Cuyahoga Falls Library of Board Trustees move \$57.55 from Contingency (101.0.58900) into Banking Fees (101.0.53780) by Sandy Zirke. 2nd by Mike Dunton. Motion passes unanimously.

RESOLUTION 2023-05: Move that the Cuyahoga Falls Library of Board Trustees move \$4,549.09 from Utilities (101.0.53600) into Levy Service Fee (101.0.53715) by Sandy Zirke. 2nd by Mike Dunton. Motion passes unanimously.

Board President Report:

1. First, I would like to thank the Board for their faith and confidence in me to lead the Board through at least the next year as well as Nikki, Darien, and of course Sandy for agreeing to serve alongside me.
2. Additionally, I would like to thank Debbie for her work over the past 2 years leading the Board through some difficult waters and am forever grateful to her for her service to the library. Many kudos also to Andy for keeping me up to speed on what is happening during this transition and for his overall leadership as he furthers the mission of the library.
3. Many thanks as well to Mandy House for filling in and completing meeting minutes, along with her other tasks as the Library has transitioned to new leaders over the past months and appreciate all that she does to keep things moving in her role here.
4. I would like to welcome Jennifer Reynard back to the Board meetings and congratulate her on her well-deserved promotion and look forward to hopefully many more years of service to the Cuyahoga Falls Library. Her promotion took effect on January 2nd.
5. I would also like to congratulate Sarah Massey for her promotion to Adult Service Manager and wish her only the best as she takes on this new challenge.
6. Lastly, I would like to give a shout out to library staff and volunteers for not only their steady dedication to the library, but also most recently for a highly successful Noon Year's Eve where at least 215 participants engaged in this kid-friendly celebration of the new year. I saw Cheryl Bruce's photo of the event with her family and am thrilled to see the library continue to engage existing

and new patrons in these kinds of events. It looked like everyone had a great time!

Committee Reports:

1. Building Committee:
 - a) Roof—Rooftec met with a representative from Derbigum on site at the end of December. They are looking at a possible warranty claim for a suspected leak in the system.
 - b) Drain line—Jeff the Plumber completed the snaking and de-scaling of the drain line in Children's. This was done without interruption to the library.
 - c) We met with two vendors for a new monument sign on 2nd Street and received one quote so far. We will pursue a couple of additional options.
 - d) New security cameras were ordered.
2. Finance/Audit: Nothing to report.
3. Personnel: Nothing to report.
4. Scholarship (Affleck): Nothing to Report.
5. Ad Hoc Committees:
 - a) Policies/Bylaws Review: After review of the Library's lawyer suggestions, there will be another By-Laws meeting to discuss the suggested changes.
 - b) Strategic Planning: Andrew has talked with 4 consultants for strategic planning, mostly OLC recommendations. Also spoke with other libraries about their experiences, he has it narrowed down to two, and should have more details soon. There should be a committee meeting within the next month; and a final recommendation in February or March, hopefully to kick off spring or summer.

Director's Report:

- I'd like to congratulate Kevin on successfully closing out his first month and year, and getting us off and running in 2023.
- Staffing—in addition to Jennifer and Sarah's promotions, we are currently looking to fill two adult librarians, a teen librarian, and one children's library assistant positions.
- We fell victim to a phishing attack involving our payroll and direct deposit. The loss was minimal, less than \$1,000. We filed a police report and are pursuing an insurance claim. We changed our procedures on how staff can update their direct deposit accounts which should prevent this from happening again. We also are implementing a training program for all staff about phishing attacks.
- We've made faxing free of charge to patrons. This is a very small cost to the library for a potentially large impact for some patrons, especially those who need to fax documents to receive benefits. It is a soft rollout, with PR planned for February 1st.
- There is a new provision in the Health and Safety article of the CBA that staff follow the most up to date pandemic regulations, including vaccines and boosters. I'm pleased to report that all bargaining unit staff have either provided proof of vaccines and boosters, with the exception of 4 individuals who have been approved for medical exemptions. We plan to bring a policy to the board at the February meeting that would extend the same expectation to non-union staff.

- Visit from State Senator Kristina Roegner on January 16th. She kicked off our story time that day by helping Annie Zwisler with the opening song and reading the first book.
- On stats that usage metrics increased across the board—circ, visits, computer use and programs.
- For the year, Adult Services staff fielded 13,363 questions from patrons, 23% more than last year. More than half of the questions (55%) came from patrons who were in the library, while others came via phone, chat, or email. Reference questions, computer assistance, and help with printing were the top three categories.
- Annie Zwisler, Children’s Librarian Assistant, organized Holiday Cards for Kids. Social-emotional learning is an essential focus for young children today. Annie highlighted kindness and empathy by providing craft supplies for families to make holiday cards for patients at Akron Children’s Hospital. At the end of the week, Annie took 70 cards full of well wishes to the children staying at the hospital during the holidays.
- Adult Services Manager Jennifer Reynard and Associate Manager Sarah Massey visited with Julie Baron and the folks from Altercare of Cuyahoga Falls to assist with cell phone education. We had 11 in attendance and have another outreach visit scheduled for Jan 6, 2022.
- 1,004 free at-home Covid-19 tests were distributed between November and December this year. Test kits were provided by the Ohio Department of Health. Since spring of 2001, we distributed 5,559 free test kits to our community.
- Unique collection recovery service report—new integration with ILS

Personnel Report:

Nikki Cebula moved that the Cuyahoga Falls Library Board of Trustees approve the December 2022 Personnel Report. 2nd by Rick Rubin. Motion passed unanimously.

Unfinished Business: Theresa Karm Payments: The Library’s attorney Emily Smayda Kelly gave an update of the current judgement entry in this case and discussed proceedings for extending the judgment and debt collection.

New Business: None.

Public Participation: None.

Adjournment:

Rick Rubin motioned to adjourn the meeting. 2nd by Darien Genova. Meeting adjourned at 8:23 pm.

Approved By,

Respectfully Submitted By,

Sean Blake, Board President

Darien Genova, Secretary/ah