

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

**REGULAR MEETING
Tuesday, February 21, 2023
Sutliff Room**

Call To Order

Sean Blake called meeting to order at 7:00 pm.

Attendance

Sean Blake, Rick Rubin, Debbie Ziccardi, Sandra Zirke, Mike Dunton, Darien Genova, Bradley LeBoeuf, Robin Worthington, Cheryl Bruce, Karen Schofield, Director Andrew Harant, Fiscal Officer Kevin Gemmell, Assistant Director Jennifer Reynard

Excused: Nikki Cebula

Adoption of Agenda:

Cheryl Bruce moved to adopt the agenda, Robin Worthington 2nd. Motion passed unanimously.

Approval of Minutes

Robin Worthington moved to approve Regular Board Meeting of January 24, 2023. 2nd by Karen Schofield. Motion passed unanimously.

Treasurer's Report

Sandra Zirke moved that the Board approve the payment of bills for January 2023 in the amount of \$186,676.14 2nd by Mike Dunton. The motion passed unanimously.

It was reported that the library received \$138,529.62 in PLF revenue.

RESOLUTION 2023-06: Move that the Cuyahoga Falls Library Board of Trustees approve the January donations in the amount of \$185.00, increasing the Adult Non-Print expense account line (101.1.54400) by \$125.00 and the Books-Adult Non-Fiction (101.1.54101) by \$60.00 by Sandy Zirke. 2nd by Mike Dunton. Motion passed unanimously.

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

Board President Report:

Thanks to the Daughters of the American Revolution for their donation in memory of Helen Stefanka, Louise Royce, and Annie Meyer-Steinheiser. And thank you to all of the donors in memory of Barry Benjamin.

We are encouraged that the Governor's proposed budget for the next biennium keeps the Public Library Fund at 1.7% of the State's General Revenue Fund. However, we are concerned about potential impacts of House Bill 1, which aims to make substantial changes to Ohio's tax code, on our funding. We will continue to monitor, advocate, and partner with OLC on this. OLC is organizing Library Legislative Day at the Statehouse on April 26, and I'm sure that Andy would appreciate if a board member or two could join him in going down to Columbus to meet with our legislators.

We'd like to thank State Senator Kristina Roegner for her time and pledge of support when she visited on January 16.

The library received a matching \$5,000 Cuyahoga Falls Community Development Block Grant, which will focus on expanding the new Community Languages collection for the library, as well as offer equipment and publications that would increase the library and community's inclusivity.

We'd like to thank Summit County Developmental Disabilities Board for providing inclusivity training for all staff last week.

On February 14th, which is also dubbed "Library Lover's Day," the library asked our Facebook followers to tell us what they love most about Cuyahoga Falls Library. We received some wonderful comments.

There was discussion about trustees attending Ohio Library Council's (OLC) upcoming Library Trustees Workshop.

Lastly, Sean shared the committee assignments for 2023 and asked for volunteers to fill some open seats on a few of the committees.

Committee Reports:

1. Building Committee:
 - a) 2nd Street Monument Sign— Andrew Harant met with sign vendors over the past month, very excited about a couple of them and will meet with the building committee more to talk about it.
 - b) RoofTec— looking at what to do with the old entrance. Spoke about ideas on what to do with that outside, long term. Board would like to see something before making a commitment to replace that part of the roof. South Brow of roof will need done with the next roof project. Should be getting roof bids sometime next month.
2. Finance/Audit: Nothing to report.
3. Personnel: Nothing to report.
4. Scholarship (Affleck): Will meet with Director to prepare for applications.
5. Ad Hoc Committees:

- a) Policies/Bylaws Review: Final draft of the Bylaws has been submitted. There was discussion. If no objections there will be a vote on this version next month.
- b) Strategic Planning: Andrew Harant will call a meeting with new committee and update from there.

Director's Report:

- Technology Manager Phil Shirley was recently elected at-large to the Steering Committee for Innovative Users Group (IUG), which is an independent professional group for libraries using ILS platforms from Innovative, like our Sierra.
- Thanks to Collection Development Manager Jack Phoenix for representing CFL at American Library Association's (ALA) LibLearnX event in New Orleans, where he presented "Comic Conventions as Professional Development and Outreach Opportunities."
- Thanks to Jennifer Reynard and Amy Galluch for putting together staff training last week with Summit DD and on handling and reporting incidents.
- Water was shut off this morning (02/21/23) to make some repairs, and came back on shortly after opening.
- Aunt Flow dispensers were installed in the women's restrooms and another one ordered for Family restroom. Signs were posted in all restrooms informing patrons about what they are and where they are located. (Usage: 110 products over 2 weeks)
- The Winter Reading Program began on January 3 and runs through February 28. 393 people registered to participate during January. A sample game board was included in this packet.
- Senior Cafe, a new program series, was introduced this month, with the intention of creating an additional space for community seniors to meet, socialize, and participate in activities and crafts. The program was well received with 8 patrons attending the first program. We've also had multiple patrons comment on how nice the program was, saying they plan to return for next month's program.
- Play Cafe was designed and led by Angela Fioramonti, Children's Librarian, and took place over three Thursday mornings this month. Over 130 infants and toddlers from 6 to 24 months old, along with their caregivers, joined Angela for a story time followed by guided developmental play and social time. Toys provided fine and gross motor development, while many babies experienced their first interactions with playmates of their own age. Coffee for the caregivers and a relaxed, conversational atmosphere created an opportunity for social engagement and access to resources for adults.
- Technology Manager Phil Shirley implemented a phishing training and simulation program for all staff to better identify and prevent possible attacks.

Personnel Report:

Cheryl Bruce moved that the Cuyahoga Falls Library Board of Trustees approve the January 2023 Personnel Report. 2nd by Robin Worthington. Motion passed unanimously.

Unfinished Business:

- IRS abatement: letter received notifying IRS will need 60 more days, 4th letter since last year
- No further updates about Theresa Karm payments
- Phishing attack- police report filed, sent to insurance for a claim. Police investigated-leads were followed then dead ends.

New Business:

- Andrew Harant submitted a new policy before the board that will be included in the staff manual: *"Public Health Emergencies."* There was some discussion about the procedures to implement this policy.

RESOLUTION 2023-07: Rick Rubin moved that the Cuyahoga Falls Board of Trustees approve "Public Health Emergencies" policy. 2nd by Karen Schofield. Motion passed unanimously.

- Sean Blake would like to change the start time of regular board meetings from 7 p.m. to 6 p.m. This time change will start at the April board meeting.

Public Participation:

None

Adjournment:

Mike Dunton moved to adjourn the meeting. 2nd by Rick Rubin. Meeting adjourned at 9:11 pm.

Approved By,

Respectfully Submitted By,

Sean Blake, Board President

Darien Genova, Secretary/ah