

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

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

Call To Order

Sean Blake called meeting to order at 7:03 pm.

Attendance

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

Excused: Sandy Zirke

Adoption of Agenda:

Karen Schofield moved to adopt the agenda. 2nd by Rick Rubin.

Robin Worthington requested to modify the agenda to add a motion to approve the policies. 2nd by Karen Schofield. Motion passed unanimously.

Rick Rubin moved to adopt the agenda as amended. 2nd by Robin Worthington. Motion passed unanimously.

Approval of Minutes

Karen Schofield moved to approve Regular Board Meeting of February 21, 2023. 2nd by Debbie Ziccardi. Motion passed unanimously.

Treasurer's Report

Mike Dunton moved that the Board approve the payment of bills for February 2023 in the amount of \$255,589.88. 2nd by Rick Rubin. The motion passed unanimously.

It was reported that the library received \$161,345.76 in PLF revenue, \$125,333.08 in real estate advances, and \$14.34 from River Valley Paper.

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

RESOLUTION 2023-08: Move that the Cuyahoga Falls Library Board Trustees approve the February donations in the amount of \$475.95 increasing the Children's Programming expense account line (101.2.53720) by \$238.00 and the Adult Programming expense account line (101.1.53720) line by \$237.95 by Mike Dunton. 2nd by Karen Schofield. Motion passed unanimously.

Board President Report:

Thank for Donations

\$60 from Mary Lou McClarren

\$415.95 from Acme Community Cashback

Many thanks to former Board member, Mary Baldwin, for her work keeping the Graefe Memorial seasonally decorated. She is passing the baton to Robin as Mary has sold her home and is moving, which will not allow her to keep up with this. Robin, we are here to assist you in any way we can!

In this month's board packet, you will find a list of vendors that the library regularly uses in order to help clarify what product or services are being paid at any given time, alongside the frequency these are usually paid. I'd like to thank Kevin for generating this to aid the Board in understanding what is being paid to whom and for what.

Thanks to Andy Harant and the building committee for their dedicated work on the roof and sign projects and look forward to their report this evening.

Additionally, The Strategic Planning and Policies Review Committees are meeting and working diligently to move the committees forward and I look forward to hearing updates this evening.

After speaking to Andy Harant last week regarding committee sizes and public participation, it is noted that the library publishes committee meetings on their calendar allowing the public to have awareness of these meetings. With this, there is an understanding that committee meetings are technically open to the public which should solve any concerns about the number of Board member attending at any given time. That being said, I will defer to Rick Rubin as our expert in this matter.

May 4th from 6:00 - 8:00 pm, the OLC is offering dinners for trustees, in Independence. An email with a link will be sent out to all Board members this week if you're interested in attending. It would be nice to have a couple of Board members attend and Andy is happy to attend as well. Please let Andy Harant know if you're interested. I will not be able to attend as I have another commitment that evening.

Finally, my continued thanks to library staff, board members, and our customers for continuing to facilitate a thriving mission of the library.

Committee Reports:

1. Building Committee:

- a) 2nd Street Monument Sign— Andrew Harant submitted to the board the quote for the sign at the front of the building, cost is under \$50,000 so no need for competitive bid.

RESOLUTION 2023-09: Move that the Cuyahoga Falls Library Board of Trustees authorizes the Director to enter into a contract with Brady Signs to replace the Library's monument sign on 2nd Street and approves up to \$49,300 from the

Library's Building Fund for this project by Mike Dunton. 2nd by Rick Rubin. Motion passed unanimously.

b) RoofTec—Roof Repair Project

RESOLUTION 2023-10: Move that the Cuyahoga Falls Library Board of Trustees approve the bid package and specifications prepared by RoofTec for the Roofing Repair Project by Mike Dunton. 2nd by Robin Worthington. Motion passed with eight votes in favor, one vote against, and one abstention.

Director Harant will request that RoofTec correct all typos in the bid package before being provided to contractors, and Director Harant and Fiscal Officer Gemmell will review the corrected package.

RESOLUTION 2023-11: Move that the Cuyahoga Falls Library Board of Trustees authorize the public opening and reading of bids for the Roofing Repair Project by the Fiscal Officer on April 13, at the Library, and for the tabulation of the bids and a report of the tabulation be provided to the board at its next regular meeting by Mike Dunton. 2nd by Debbie Ziccardi. Motion passed unanimously.

RESOLUTION 2023-12: Move that the Cuyahoga Falls Library Board of Trustees appoint Kevin Gemmell as Prevailing Wage Officer for the Roofing Repair Project by Mike Dunton. 2nd by Karen Schofield. Motion passed unanimously.

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:

RESOLUTION 2023-13: Move that the Cuyahoga Falls Library Board of Trustees approve the 2023 Bylaws revision that was presented to the Board at the February Regular meeting by Mike Dunton. 2nd by Rick Rubin. Motion passed unanimously.

RESOLUTION 2023-14: Robin Worthington moved that the Cuyahoga Falls Board of Trustees approve the policies as submitted: *Code of Ethics, Library Bill of Rights, Meeting Room Policy, and Digital Video Surveillance Policy.* 2nd by Mike Dunton.

RESOLUTION 2023-15: Rick Rubin motioned to amend the *Meeting Room Policy*, adding "Except meetings of library staff." 2nd by Karen Schofield. Motion passed unanimously.

RESOLUTION 2023-16: Rick Rubin motioned to amend the *Digital Video Surveillance Policy* by changing wording from "general public" to "requesting party." 2nd by Nikki Cebula. Motion passed unanimously.

RESOLUTION 2023- 17 Robin Worthington moved that the Cuyahoga Falls Board of Trustees approve the policies as submitted and amended: *Code of Ethics, Library*

Bill of Rights, Meeting Room Policy, and Digital Video Surveillance Policy. 2nd by Mike Dunton. Motion passed unanimously.

- b.) Strategic Planning: Rick Rubin provided a review of the previous strategic planning process and reflected briefly on the results of the 2018-2020 plan. Director Andrew Harant described the search process for a consultant to work with on a new strategic plan and discussed the final candidate. The board was presented with a timeline of the process, deliverables from the consultant, and market analysis data that will be used in the process. The board agreed to using Round River Consulting and moving forward with the planning process as presented.

Director's Report:

- One last Aunt Flow dispenser has been installed. Currently in the upper and lower women's restroom and now in the lower level family restroom. Signs are in each restroom that describe what they are and where they are located.
- Installed new locks on the Study rooms and staff entrance. All staff have a key and the door won't be unlocked all day. Staff is excited.
- Study Room locks will be integrated with a new service called Communico. This will be replacing our online event calendar and room booking software; it will improve and streamline the experience for staff and patrons. It will also eliminate paper applications for the meeting rooms.
- Shindler Elevator will be updating obsolete parts next Wednesday (03/29/23) and possibly Thursday (03/30/23). The elevator will be out of order during this time. There are plans in place to notify the public and to accommodate patron needs as staff are able.
- Security Cameras are going to start going in next week (03/27/23), replacing 10 security cameras and adding 8 more, exterior and interior.
- New services that the library is providing as part of the Libraries Accelerate Learning Grant began, including Tutor.com, an online tutoring service that is free to patrons with their library cards, and additional hotspots from T-Mobile. The library is paying for these funds upfront and then will get fully reimbursed from the grant.
- The Director asked if there were any questions or comments from the highlights in his written report.

Personnel Report:

Rick Rubin moved that the Cuyahoga Falls Library Board of Trustees approve the February 2023 Personnel Report. 2nd by Mike Dunton. Motion passed unanimously.

Unfinished Business:

- Phishing attack- Insurance claim paid in full minus \$250 deductible.

New Business:

- Office 365 Migration- This Friday, March 24, at 5 p.m., email services will be switching from AppRiver to Microsoft Office 365, a more secure platform

Meeting Minutes

March, 21, 2023

- Institution Notice for Liquor Permit was presented to the board to allow for objections. No Objections. Andrew Harant will send in with no objections.
- Kevin Gemmell gave a brief presentation on how the library uses the budget after the board approves and opened to any questions board may have.

Public Participation:

None

Adjournment:

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

Approved By,

Respectfully Submitted By,

Sean Blake, Board President

Darien Genova, Secretary/ah