

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

**REGULAR MEETING
Tuesday, April 18, 2023
Sutliff Room**

Call To Order

Sean Blake called meeting to order at 6:01 pm.

Attendance

Sean Blake, Rick Rubin, Sandy Zirke, 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: Debbie Ziccardi

Guests: Donna Lillo and Scott Snyder

Adoption of Agenda:

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

Approval of Minutes

Karen Schofield moved to approve Regular Board Meeting of March 21, 2023. 2nd by Robin Worthington. Motion passed unanimously.

Treasurer's Report

Sandy Zirke moved that the Board approve the payment of bills for February 2023 in the amount of \$322,211.48. 2nd by Nikki Cebula. The motion passed unanimously.

It was reported that the library received \$121,633.85 in PLF revenue, \$116,359.73 in real estate advances, and \$12.09 from River Valley Paper.

RESOLUTION 2023-18: Move that the Cuyahoga Falls Library Board Trustees approve the March donations in the amount of \$290.00 increasing the Children's Programming expense account line (101.2.53720) by \$290.00 by Sandy Zirke. 2nd by Mike Dunton. Motion passed unanimously.

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

Board President Report:

- Thank for Donations
 - \$40 from a patron
 - \$250 from the Kiwanis
- Many thanks also to the Cuyahoga Falls Fire Department for coming in on April 14 for fire safety training and fire drills with staff.
- We're looking forward to the Strategic Plan retreat on May 1st and sincerely hope that most of the Board is available. Thanks to you all for completing the interviews to start the process. It appears there were some common themes which the facilitator will bring to the retreat. All good stuff!
- There have been some size changes around the LED signage that will need to be implemented in order to get approval from the city and appreciate Andy Harant working through these so we can get this project completed.
- I've also been informed that March saw no staff resignations and would like to congratulate Cynthia Spesert on her promotion to Circulation Coordinator.
- Lastly, I ask that we as board members remain vigilant in our advocacy of libraries and library funding as we see conservatives in states like Missouri taking action steps to defund their libraries. This action could leave up to 20% of Missourians without needed internet access and resources to use for job searching, applications, education, and other activities that aid in the betterment of their collective communities.

Committee Reports:

1. Building :

- Roof Project: Since last board meeting, bid package was thoroughly proofread by RoofTec, Kevin Gemmell, and Andrew Harant, errors were corrected. Bid put out for advertisement in ABJ and elsewhere on 3/23 and 3/30. Pre-Bid meeting at CFL on 3/30. Bids were due by 1pm on 4/13-two were received and opened shortly after 1pm on 4/13. Scott Snyder from RoofTec provided a letter of recommendation and bid tabulation, which was provided to the board.
- Scott Snyder from Rooftec attended the meeting and made a recommendation to the Board to move forward with Ray Roofing.
- Discussion ensued about this project, including on awarding the bid and proceeding with including roof section C in the project as originally approved.

RESOLUTION 2023-19: Move that the Cuyahoga Falls Library Board of Trustees accept the bid from Ray Roofing and Supply, Inc. as the lowest responsive and responsible bid as opened on April 13, 2023, for the roof repair project and authorizes the Director to execute a contract between the Library and Ray Roofing and Supply, Inc by Mike Dunton. 2nd by Nikki Cebula. Motion passed with nine votes in favor and one abstention.

2. Finance/Audit: Nothing to report.
3. Personnel: Nothing to report.

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4. Scholarship (Affleck): Danielle Welling gussied up the application and was sent to the committee, after approval the application was sent to library staff and will be due to the Director by Saturday April, 22,2023.
5. Ad Hoc Committees:
 - a) Policies/Bylaws Review: Two policies were brought in front of the Board: Code of Conduct and Checkout policies. The Board discussed and made a few changes to wording.

RESOLUTION 2023-20: Move that the Cuyahoga Falls Library Board Of Trustees approve the Checkout Policy and revision to the Code of Conduct Policy as amended by Robin Worthington. 2nd by Mike Dunton. Motion passed unanimously.

- b.) Strategic Planning: Strategic plan is on its way. Interviews with the Board have been completed and board retreat is scheduled for May 1st.

Director's Report:

In addition to the written report that was included in the board packet, Director Andrew Harant shared the following:

- He thanked the Fire Department, YMCA, and Library's Safety Committee for staff training. Staff cleared public from the building in under two minutes during a fire drill.
- The Library is participating in the Schools' All City Art Walk 04/18/23 and 04/19/23. The 3rd St entrance will be blocked off beginning at 3pm for a visit from a fire truck.
- Assistant Director Jennifer Reynard provided updates on Local Lit Fest, which the Library is hosting on 4/28/23 and 4/29/23.
- He provided an update on the Library's new digital sign project.
- He shared updates from Ohio Library Council about pending state budget legislation and advocacy for the Public Library Fund. He also shared updates on OLC's Legislative Day plans and gave a reminder about OLC's upcoming Trustee Dinner.

Personnel Report:

Nikki Cebula moved that the Cuyahoga Falls Library Board of Trustees approve the March 2023 Personnel Report. 2nd by Rick Rubin. Motion passed unanimously.

Unfinished Business:

- Office 365 Migration was successful.
- IRS requested another 60 days. 4th letter.

New Business:

- MakerSpace Presentation
 - Director Andrew Harant invited the Board to stop by the MakerSpace after some equipment and the staff desk were repositioned to open up the space.

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- Elizabeth Morrison and Meg Howlett came to speak to the board about the Makerspace, the Guiding Ohio Grant and what the future looks like for the Cuyahoga Falls Library in technology.

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