

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

**REGULAR MEETING
Tuesday, May 16, 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, Debbie Ziccardi, Director Andrew Harant, Fiscal Officer Kevin Gemmell, Assistant Director Jennifer Reynard

Excused: None

Guests: Human Resources Manager Elizabeth Wuest

Adoption of Agenda:

Rick Rubin moved to adopt the agenda. 2nd by Cheryl Bruce. Motion passed unanimously.

Approval of Minutes

Karen Schofield moved to approve Regular Board Meeting of April 18, 2023. 2nd by Robin Worthington. Motion passed unanimously.

Board Education

Elizabeth Wuest gave an overview of recruitment, the new employee assistance program provided to the staff with a 60% usage rate, and the new Labor Management Committee.

Jennifer Reynard spoke about Hoopla and Libby and the benefits to the library.

Treasurer's Report

Sandy Zirke moved that the Board approve the payment of bills for February 2023 in the amount of \$259,379.54. 2nd by Debbie Ziccardi. The motion passed unanimously.

RESOLUTION 2023-21: Move that the Cuyahoga Falls Library Board Trustees approve the April donations in the amount of \$305.00 increasing the Children's Programming expense account line (101.2.53720) by \$250.00 and the Adult

Programming expense account line (101.0.53720) by \$55.00 by Sandy Zirke. 2nd by Rick Rubin. Motion passed unanimously.

RESOLUTION 2023-22: Move that the Cuyahoga Falls Board of Trustees move \$445.00 from Rentals (101.0.53500) to Printing (101.0.53290) by Sandra Zirke. 2nd by Nikki Cebula. Motion passed unanimously.

It was reported that the library received \$111,711.54 in PLF revenue, \$394,038.57 in real estate settlement, however, levy fees were \$13,830.20, and \$12.09 from Integrity Fiber.

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

Board President Report:

You will see that there are some changes to the agenda to allow library staff who are providing the Board with education about their departments early in the agenda so they are able to get home to their families. Our overall goal is to end these meetings whenever possible to no later than 8:00 which will allow all of us to become more efficient and give the opportunity for any community members present to have time to speak and be out by the time the library closes.

I would like to thank the Board for an active and productive strategic plan kick-off and for providing thoughtful feedback in the process. Additional thanks to our friends at Round River Consulting for facilitating the process. It was wonderful to see the cohesion of the Board and Admin Staff in taking these initial steps.

I encourage everyone to read the retreat notes that came out recently and provide any feedback to the committee.

Thanks for donations:
\$250 from Jill and Matt Wickham
\$55 from an anonymous donor.

Thank you to the library staff for continuing to expand offerings, engaging our community and for their hard work to make the Cuyahoga Falls Library an excellent resource for the city. And congratulations on a successful Lit Fest!

Please remember to write to our representatives to advocate for the library funding not only at the same percent of funding but also for same dollars.

Committee Reports:

1. Building:

- Roof Project: Contract prepared by Rooftec, Reviewed by Library lawyer, will move forward with Ray Roofing.
 - Digital Sign was approved by the historical review board, awaiting final approval from the zoning department. The redesign shortened the sign from the original draft by 2 feet 8 inches, but the LED stays same size, and the cost with the redesign will be cheaper.
2. Policy ByLaw Review:

RESOLUTION 2023-23: Move that the Cuyahoga Falls Library Board of Trustees approve the MakerSpace Policy as amended by Robin Worthington. 2nd by Debbie Ziccardi. Motion passed unanimously.

3. Finance/Audit Committee: No Report
4. Graefe Memorial: No Report
5. Personnel Committee: Mid-Year check-in with Director and Fiscal Officer to be scheduled.
6. Affleck Scholarship Committee: Board would like to look at updating the Affleck Scholarship Fund Policy.

RESOLUTION: 2023-24: Move that the Cuyahoga Falls Library Board of Trustees award a \$2,000 scholarship from the Caroline Affleck Scholarship fund to Brianna McCarron by Darien Genova. 2nd by Nikki Cebula. Motion passed unanimously.

7. Strategic Planning Committee: Thank you for attending the May 1st retreat. First Strategic Planning Team meeting will be May 22, 2023 from 12-2pm. Meeting 2 will be sometime in August and Meeting 3 will be sometime in September.

Director's Report:

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

- Jill and Matt Wickham, donors this month, have been enjoying Play Cafe with their granddaughter. They particularly hope to support this program and to provide a special treat for the Children's team at their next department meeting. Thanks to Children's Librarian Angela Fioramonti and the Children's Team for their efforts in this new and popular weekly program that blends storytime with play and social time for the children and adults (including coffee).
- Andrew and PR & Marketing Manager Danielle Welling visited Riverfront YMCA to meet with Director Ryan Reavy for a tour and to discuss summer reading prize donations, cross-promotional efforts, including Hoopla Engage, and adding a Y pass to the library's Museum Pass offerings.
- On April 3, the library hosted Cuyahoga Falls City Schools' Family Literacy Night, during which 200 students and their families came to the library to participate in literacy-themed activities. The partnership between the schools and the library is an effort to support literacy for all students and provide a welcoming space for community members to explore and learn. 21 new library cards were created during the event, including for several families who used the available language-translation assistance.

Meeting Minutes

May 16, 2023

- The library was featured as a location on the All-City Art Walk, sponsored by the Cuyahoga Falls City Schools, on April 18 and 19 by hosting student art around the upper level and a mini MakerSpace Art Show. The Children's Department provided a take & make rocket craft that aligned with this year's theme "Art Transports Us," and a fire truck was present in the parking lot, providing tours and information to art walk attendees. Over 215 people came to the library for this event.
- On April 28 and 29, the library hosted the 2nd Annual Local Lit Fest, in partnership with local thrift bookstore Shelf Life. With writing workshops, readings for children and adults, crafts for children, and author book signings, all things literary were celebrated at this event. A combined total of 240 people attended between the two days, with the majority of attendees being adults. Marketing & PR Manager Danielle Welling appeared live on Fox 8's New Day Cleveland show and on a podcast from Falls Free Press to help promote this event.
- Andrew participated in the first meeting of the City's Welcoming Workforce Coalition, which is a strategic initiative to connect resources and position Cuyahoga Falls as a destination for international newcomers.

Personnel Report:

Karen Schofield moved that the Cuyahoga Falls Library Board of Trustees approve the April 2023 Personnel Report. 2nd by Debbie Ziccardi. Motion passed unanimously.

Unfinished Business: None

New Business: None

Public Participation: None

Adjournment:

Mike Dunton moved to adjourn the meeting. 2nd by Rick Rubin. Meeting adjourned at 7:40 pm.

Approved By,

Respectfully Submitted By,

Sean Blake, Board President

Darien Genova, Secretary/kg