

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

**REGULAR MEETING
Tuesday, June 20, 2023
Sutliff Room**

Call To Order

Sean Blake called the meeting to order at 6:00 pm.

Attendance

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

Excused: Mike Dunton

Guests: Amy Galluch, Angela Fioramonti, and Orry Harding

Adoption of Agenda:

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

Approval of Minutes

Cheryl Bruce moved to approve Regular Board Meeting of May 16, 2023. 2nd by Robin Worthington. Motion passed unanimously.

Board Education

Amy Galluch and Angela Fioramonti gave a presentation on the Summer Reading Program (SRP). They showed a video the library made to get people excited about the program. The video has over 3,000 views on Facebook. Last year we finished with 1,823 people signed up for summer reading as of 5:37pm on June 20 this year's registration was at 1,914 people.

Orry Harding talked about Safety Team procedures, fire drill, new weather radios, working on future drills. Expect more drills and exercises in 2024.

Treasurer's Report

Sandy Zirke moved that the Board approve the payment of bills for May 2023 in the amount of \$234,696.33. 2nd by Karen Schofield. The motion passed unanimously.

RESOLUTION 2023-25: Move that the Cuyahoga Falls Library Board of Trustees approve the May donations in the amount of \$483.80 increasing the Staff

appreciation expense account line (101.0.53735) by \$183.80 and the Conferences and meetings expense account line (101.0.53130) by \$50.00, Adult programming expense line (101.1.53720) by \$50.00 and Digital Materials expense line (101.0.54351) by \$200.00 by Sandy Zirke. 2nd by Karen Schofield. Motion passed unanimously.

It was reported that the library received \$162,133.72 in PLF revenue, and \$79,001.11 in Homesteads and Rollbacks.

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

Board President Report:

Many thanks to the Strategic Planning Committee for their ongoing activities toward the new strategic plan. Focus groups are starting this week and we remain hopeful for a good turnout with library positive support and activities.

Andy has informed me that the State Senate appears to be very pro-library and supportive for our collective needs for funding.

I'd personally like to thank the director, library staff, board members, and city council for their support and professional response to the challenge of recognizing PRIDE at CFL, our collective embracement and support of all citizens of the community is both strategic and welcomed.

Thank you to our donors:

\$133.80 from Jill and Matt Wickham, noting this is their second donation within a few months.

\$50 from Brad LeBoeuf

\$50 from an anonymous patron

\$250 from Nancy Lynch in memory of Nellie Saiom Shriver

Congratulations to Mary Ann Smock for obtaining the Makerspace Librarian position, she will start in August.

Congratulations to Jack Phoenix for promotion to full time collection development manager.

Congratulations to Jobs for Ohio Graduates (JOG) Damianna Johnson, Adnan Alakrad and Abeer Alakrad for their assistance to the library. I believe it will be a rich learning experience.

Lastly, I'd like to wish Andy and Jennifer safe travels to Chicago for their ALA trip this weekend.

Committee Reports:

1. Building:

Meeting Minutes

June 20, 2023

- Ray Roofing should start work soon after 4th of July Holiday which is 5 weeks earlier than planned. Work should be completed around Oct 15, 2023.
 - Security Cameras are upgraded all of them are working but one, Peak and electrician are working to get the final one going.
 - Security guards will stay after 8 p.m. if need be for any meetings/programs etc.
 - New water fountains are being put in and should be completed by 06/27/23, thank you to Orry for helping coordinate the project.
 - Staff parking lot resurfaced and painted.
 - Dying shrubs removed from landscape
2. Policies/ByLaws Review: Employee Handbook Update–Outline of contents has been completed. We are working on drafting a few sections to present to the Committee at the next meeting on July 7
 3. Finance/Audit Committee: No Report
 4. Graefe Memorial: New Flowers put on for summer
 5. Personnel Committee: The committee reported that 6-month check-in reviews for the director and fiscal officer were given on May 18th. Discussion ensued about the process to be used for more formal annual reviews this fall.

RESOLUTION: 2023-26: Move that the Cuyahoga Falls Library Board of Trustees create a position Maintenance Coordinator by Cheryl Bruce. 2nd by Karen Schofield. Motion passed unanimously.

6. Affleck Scholarship Committee: No Report.
7. Strategic Planning Committee: Focus groups are under way. Looking to schedule 2 more meetings in August and September. Final plan to be presented in October board meeting.

Director's Report:

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

- With the malware issue that the Akron-Summit County Public Library system has been facing, we have seen an influx of patrons requiring assistance with print/eprint, computer usage, and fax/scan capabilities. We have received a deluge of compliments on our library, including but not limited to how nice and helpful all of our staff has been as well as how “cool” our building is.
- We have seen an increase in faxing since beginning to offer faxing as a free service in February: The public faxed 380 pages in May (April was 402 pages, March was 507 pages, February was 345, and January was 223).
- Assistant Director Jennifer Reynard began a term on the board for OPLIN.

Meeting Minutes

June 20, 2023

- Elizabeth Morrison graduated from the Cuyahoga Falls Chamber of Commerce's leadership training series, "Gateway to Leadership" presented by Ned Parks, Aegis360.
- Jennifer and I (Andrew Harant) will be at ALA Annual Conference this weekend (06/23), leaving Friday and returning on Wednesday (06/28).
- Senate passed their version of the State Budget. The bill seems to be headed to reconciliation between the House and Senate versions. Tax cuts in the Senate version may reduce the PLF by \$39 million over the next two years.
- Thanks to staff (Librarians Brittany Boord and Katherine Vaughan along with Jennifer Reynard and PR & Marketing Manager Danielle Welling) for representing us at the Spring Sustainability Expo at the Natatorium and WELLfest event.
- Thanks to all staff for a successful kickoff to Summer Reading.

Personnel Report:

Nikki Cebula moved that the Cuyahoga Falls Library Board of Trustees approve the May 2023 Personnel Report. 2nd by Robin Worthington. Motion passed unanimously.

Unfinished Business:

- IRS Update: We received another letter from the IRS about our pending tax abatement request. They said they need another 60 days. (4th letter since Nov)

New Business: None

Public Participation: None

Adjournment:

Nikki Cebula moved to adjourn the meeting. 2nd by Debbie Ziccardi. Meeting adjourned at 7:48 pm.

Approved By,

Respectfully Submitted By,

Sean Blake, Board President

Darien Genova, Secretary/kg