

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

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

**Call To Order**

Sean Blake called the meeting to order at 6:02 pm.

**Attendance**

Sean Blake, Rick Rubin, Sandy Zirke, Nikki Cebula, Darien Genova, Bradley LeBoeuf, Robin Worthington, Karen Schofield, Debbie Ziccardi, Director Andrew Harant, Deputy Fiscal Officer Mandy House

**Excused:** Cheryl Bruce, Jennifer Reynard, Kevin Gemmell

**Guests:** Sarah Massey and Cassie McCaulley

**Adoption of Agenda:**

Mike Dunton moved to adopt the agenda. 2<sup>nd</sup> by Rick Rubin. Motion passed unanimously.

**Approval of Minutes**

Karen Schofield moved to approve Regular Board Meeting of June 20, 2023. 2<sup>nd</sup> by Debbie Ziccardi. Motion passed unanimously.

**Board Education**

Sarah Massey spoke about Altercare outreach, which provides tech help, bringing library books on hold to the patrons, it also gives them the opportunity to sign them up for library cards, and programs with the library.

Sarah also spoke about Next Chapter Book club which is geared for people with learning disabilities. Patrons take turns reading or they can just listen. They read a chapter and then discuss. The library is partnered with Summit DD and an advocate sometimes comes and sits in the club. The library started using “talkers” for our nonverbal patrons where they can click on a picture to relate to the story.

Cassie McCaulley talked about some art work she is doing for the library, from old keys the library is no longer using. In doing this she learned a lot of the history of Cuyahoga Falls and is going to be heading a program for the library about the history of the Falls in later months.

**Treasurer’s Report**

*Meeting Minutes*

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Sandy Zirke moved that the Board approve the payment of bills for June 2023 in the amount of \$229,663.17 2<sup>nd</sup> by Nikki Cebula the motion passed unanimously.

**RESOLUTION 2023-27: Move that the Cuyahoga Falls Library Board of Trustees accept the June donations in the amount of \$350.00 increasing the Children's Programming (101.2.53720) line by \$250.00, and the Digital Materials line (101.0.54351) by \$100.00 by Sandy Zirke. 2<sup>nd</sup> by Nikki Cebula. Motion passed unanimously.**

It was reported that the library received \$163,329.80 in PLF revenue.

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

### **Board President Report:**

Thank you to the library staff for their continued enthusiasm and professionalism with library programming, events, daily operations and board education. Their service is truly appreciated.

Thank you to Andrew Harant and the policy review committee for their consistent service in the review and revision of the employee handbook. It is wonderful to see the progress as will be reviewed later this evening under committee reports. The revision is much needed and is looking good.

Many thanks to library staff and Board members who worked and/or attended the Congresswoman Emilia Sykes event here and their continued support of the library. I am happy to hear the event went off without incident and thank you for welcoming Congresswoman Sykes to our library and community.

Additional thanks to the strategic planning committee, library administration, the community, library staff, Sue Lacy and Round River for the extensive work completed with the focus groups. It appears from some initial review that Andrew Harant and Kevin Gemmell have already started progress in areas the community and staff supports including expanding services and communication for the refugee and immigrant populations, inclusiveness of people who are developmentally disabled, and revising the staff handbook, among others. It is a privilege to see our director and staff are forward thinking, recognize needs, and work tirelessly to move this library forward. Things are looking very good.

#### Thanks for Donations

\$250.00 from Jill and Matt Wickham for their third donation to the library

\$50 from John and Judy Hoffman in memory of Nellie Shriver

\$50 from Shelf Life who held a fundraiser for the library.

I'm happy to hear that Ray Roofing is on site starting the roof project and look forward to completion of this project. Thanks to Mike Dunton, the building committee, and Andrew Harant for keeping this process moving.

## *Meeting Minutes*

*July 18, 2023*

I am also happy to hear the IRS issue is favorably evolved and will let Andrew Harant share the good news.

Lastly, I would like to welcome and congratulate the following staff for their appointments or promotions: Ellen Kleber, Ashley Randall, Jenna Kohut, Cassie McCaulley, and Qixian Zheng

### **Committee Reports:**

1. Building: Roofing-pre-construction meeting on Mon 7/10. Materials and safety equipment delivered last week. Cleared loose gravel yesterday. Waiting on permit before proceeding further. Construction meetings each Tuesday. Parking spaces along the one side of the north parking lot will be reserved for the duration of project. Expect this to take 45 calendar days.
2. Policies/ByLaws Review: Intro and Section 1 & 2 were submitted for the review of the board.

Move that the Cuyahoga Falls Library Board of Trustees approve the Introduction and Sections 1 and 2 of the new Employee Handbook by Robin Worthington. 2<sup>nd</sup> by Mike Dunton.

Rick Rubin moved to amend the Employee Handbook. 2<sup>nd</sup> by Karen Schofield. Motion passed unanimously.

**RESOLUTION- 2023-28: Move that the Cuyahoga Falls Library Board of Trustees approve the Introduction and Sections 1 and 2 of the new Employee Handbook with amendments by Nikki Cebula. 2<sup>nd</sup> by Nikki Cebula. Motion passed unanimously.**

3. Finance/Audit Committee: No Report
4. Graefe Memorial: No Report.
5. Personnel Committee: No Report.
6. Affleck Scholarship Committee: No Report.
7. Strategic Planning Committee: Significant Progress. Just received the final report from the focus groups, and it is great information. Moving forward now to the surveys of the community. Looking for incentives, community events to get people to take surveys. Surveys will run from August 1st - August 18th. Saturday August 5th 2-4 event at the library. Free Ice Cream! 200 Dilly Bars from Dairy Queen. Other opportunities at Falls Friday events and the Natatorium.

### **Director's Report:**

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

- Stats: In June, we exceeded 15,000 visitors and 60,000 items circulated for the first time since closing for COVID. Our computer usage was the highest it's been since as well with almost 2,000 sessions.
- The Library topped the 1 million minutes read during our Summer Reading Program. Just over 120,000 more minutes to reach our goal of 1.2 million.

- The Library will be moving some shelving and furniture around on the upper level next week to help create a better space for teens by the south windows and add better display fixtures near the entrance to maximize the merchandizing potential of this high-traffic area.
- Staff members Akasha Walker, Helen McWilliams, and Michelle Spencer planted flowers in the boxes along Broad Blvd and added some leftover plants next to our entrance. They did a great job and it looks great.
- Congresswoman Sykes held a community conversation event here in our Sutliff Meeting Room on 7/6. About 60 people attended, including board members, Darien Genova, Cheryl Bruce, and Brad LeBoeuf who took a photo with the Congresswoman that was featured in her newsletter.
- The Library is planning to reinstate Sunday hours effective September 10. We will be open 1pm-5pm. Staff have been informed. The library will work with a minimum number of staff and a security guard, and we are working on equitable scheduling. Our focus will be solely on being attentive and available to patrons, so there will be some things that we do typically during the week that will not be done on Sundays, such as programs and pulling holds. We plan to announce to the public shortly after our community survey ends. We do plan to remain closed on Sundays 12/24 and 12/31 due to the holidays.
- I (Andrew Harant) will be on vacation the week of 7/31, though I'll be helping out at Falls Friday on 8/4 and our community survey event on 8/5.

### **Personnel Report:**

Sandy Zirke moved that the Cuyahoga Falls Library Board of Trustees approve the June 2023 Personnel Report. 2<sup>nd</sup> by Rick Rubin. Motion passed unanimously.

### **Unfinished Business:**

- IRS Update: Check received-\$25,168.39, with \$1300 interest in our favor

### **New Business:**

**Public Participation:** None

### **Adjournment:**

Mike Dunton moved to adjourn the meeting. 2<sup>nd</sup> by Debbie Ziccardi. Meeting adjourned at 8:08 pm.

Approved By,

Respectfully Submitted By,

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Sean Blake, Board President

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Darien Genova, Secretary/kg