

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

**REGULAR MEETING  
Tuesday, August 15, 2023  
Sutliff Room**

**Call To Order**

Sean Blake called the meeting to order at 5:59 pm.

**Attendance**

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

**Excused:** Nikki Cebula

**Guests:** Danielle Welling, Helen McWilliams

**Adoption of Agenda:**

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

**Approval of Minutes**

Mike Dunton moved to approve Regular Board Meeting of July 18, 2023. 2<sup>nd</sup> by Debbie Ziccardi. Motion passed unanimously.

**Board Education**

Danielle Welling announced our final minutes achieved for summer reading. Advised that we have over 100 in attendance for a story time that featured a pie in the face for Andrew Harant, Jennifer Reynard, and Amy Galluch.

Helen McWilliams read a poem she wrote about the summer reading program titled "Twas the Night before Summer Reading."

Jennifer Reynard presented on Collection HQ and the features it will offer for the library. Upon the implementation and roll out it will give us the ability to see what patrons are interested in. It will track the circulation of books, as well as the physical condition of the books, allowing us to see trends so we can focus in those areas and grow community engagement.

**Treasurer's Report**

Sandy Zirke moved that the Board approve the payment of bills for July 2023 in the amount of \$223,738.51 2<sup>nd</sup> by Rick Rubin the motion passed unanimously.

**RESOLUTION 2023-29: Move that the Cuyahoga Falls Library Board of Trustees accept the July donations in the amount of \$230.00 increasing the Staff Appreciation line (101.0.53735) line by \$50.00, the Children's Books line (101.2.54101) by \$50.00 and Adult Programming line (101.1.53720) by \$130.00 by Sandy Zirke. 2<sup>nd</sup> by Rick Rubin. Motion passed unanimously.**

**RESOLUTION 2023-30: Move that the Cuyahoga Falls Library Board of Trustees move \$72,189.34 of prior year excess from Salaries (101.0.5100) to Hospital/Workmen's Comp (101.0.51600) by Sandy Zirke. 2<sup>nd</sup> by Mike Dunton. Motion passed unanimously.**

**RESOLUTION 2023-31: Move that Cuyahoga Falls Library Board of Trustees move \$24,168.39 of IRS fee refund to Hospital/Workmen's Comp (101.0.51600) and \$1,000 to PR/Marketing line (101.0.53299) by Sandy Zirke. 2<sup>nd</sup> by Mike Dunton. Motion passed unanimously.**

**RESOLUTION 2023-32: Move that the Cuyahoga Falls Library Board of Trustees move \$6903.21 of prior year excess from Adult CD's (101.1.54301) to Digital Materials (101.0.54351) by Sandy Zirke. 2<sup>nd</sup> by Mike Dunton. Motion passed unanimously.**

It was reported that the library received \$161,722.99 in PLF revenue.

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

## **Board President Report:**

- I (Sean Blake) would like to start by thanking our generous donors including \$130 and \$50 from 2 anonymous donors, and \$50 from Phyllis Case in memory of June Wagner.
- Welcome Jillian Jones to her new position as an Adult Services Librarian and congratulations to Orry Harding for his promotion to the newly developed Maintenance Coordinator. He and Andy will soon begin seeking his replacement.
- The in-library used book sales generated nearly \$400 in July which also keeps excess inventory moving out of the building and not taking up valuable space.
- I am happy to hear we were successful in moving forward with the strategic plan and receiving many survey responses and that we continue to receive valuable feedback.
- The LED sign project is moving forward, and Sunday hours will be starting soon. Several library patrons that I know will be happy to see these expanded hours, just in time for school.
- Unfortunately, a whole lot of rain has been a problem for the roof project and some additional previous unknowns have come up along the way. I look forward to the building committee report for more information on what has transpired and any remedies in the works.

- Lastly, many thanks to the Board for their committee work and contributions with special thanks to Andy, Jennifer, and Kevin for keeping a healthy financial position and professionally handling the many things that cross our threshold while fostering a wonderful team and team environment.

## Committee Reports:

1. Building: Roofing-The tear off and base-ply are completely done on sections B (main roof over Study Rooms) and C (overhang on 3rd street). 6 inches of rain falling over the past week or two have caused some havoc to the schedule and leaks on the inside. Ray Roofing and RoofTec have been responsive and proactive in addressing leaks to this point. No major damage has occurred, and we will look to have them replace ceiling tiles as the project wraps up. There is defect in some of the materials, and the contractor and RoofTec are working with the manufacturer to identify and replace. The library will not incur any additional costs from this, but it may delay the project slightly. Based on unexpected discoveries found on sections B and C, there will need to be some modifications to designs. It is not yet clear if there will be any additional costs to the project for these changes. They are currently looking at wrapping up our project 2nd week of September.
2. Policies/ByLaws Review: No Report
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: Making great progress and are on track to meet our goals.

Survey: The Library began our community survey on August 1 and it will be open through Sunday Aug 20. The Library received over 950 responses so far. 89% are from people who have used the library in the past year, and 11% are from those who have not. At a first glance at the results, I (Andrew Harant) am very pleased with the data, and I (Andrew Harant) think we've asked the right questions in the right way that will be useful to us in our process. Thanks to the SP Team and the Survey Subgroup. Round River Consulting will be compiling all of this into a report.

OrangeBoy: The Library now has enough data in their Savannah system for them to begin their Market Opportunity Analysis (MOA) for us. Danielle Welling and I (Andrew Harant) were at a workshop hosted by OrangeBoy last week during which we were able to meet with and hear from other libraries who are using their data platform. We have a number ideas already, and we're just scratching the surface with what insights we are going to be able to glean. Kate from OrangeBoy said that she would be working on our MOA today or tomorrow, so our results should be here soon, and we are very much hoping that she will be able to join our full-day meeting of the SP Team on Mon 9/25 to present the results of our MOA in person.

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

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

- Amy Galluch, Jennifer Reynard and I (Andrew Harant) all took our pies in our faces with as much grace and dignity as we could muster. 115 people were live for the event, with many more people enjoyed seeing this on social media. Kudos to my colleagues for taking one for our team of summer readers!
- We completed a move of some shelving and furniture 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.
- Adult Services Librarian Katherine Vaughan hosted a library tour for Grandview United Methodist Church's Senior Group on July 12. The group learned about library services and resources, including the MakerSpace and digital collection. After their tour they stayed for lunch. There were 20 in attendance. Pastor Dave emailed to say, "Thank you again for helping the Senior Fellowship Circle have a wonderful visit yesterday!" He also shared some pictures and tagged CFL on social media.

### **Personnel Report:**

Cheryl Bruce moved that the Cuyahoga Falls Library Board of Trustees approve the July 2023 Personnel Report. 2<sup>nd</sup> by Mike Dunton. Motion passed unanimously.

### **Unfinished Business:**

- Theresa Karm: Emily sent a collection letter. Working on our filing with the court to extend our debt claim as we previously discussed.

### **New Business:**

- Board Email update: We are implementing two-factor authentication for all staff and board email accounts as a best cybersecurity practice. When outside of the library network staff and trustees will need to use an authenticator app or text message to confirm their identities on their devices from time to time, and particularly when logging in on a device that you haven't used before. Phil (IT Manager) or Peak (IT Consultants) may reach out to each of you soon.

**Public Participation:** None

### **Adjournment:**

Mike Dunton moved to adjourn the meeting. 2<sup>nd</sup> by Cheryl Bruce. Meeting adjourned at 7:49 pm.

Approved By,

Respectfully Submitted By,

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Sean Blake, Board President

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Darien Genova, Secretary/kg