

*Meeting Minutes*  
*September 19, 2023*

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

**REGULAR MEETING**  
**Tuesday, September 19, 2023**  
**Sutliff Room**

**Call To Order**

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

**Attendance**

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

**Excused:** Sandy Zirke, Mike Dunton

**Guests:** Collection Development Manager Jack Phoenix, Catalog Librarian Bart Sullivan, & Drew Williams from Support Summit DD

**Adoption of Agenda:**

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

**Approval of Minutes**

Debbie Ziccardi moved to approve Regular Board Meeting of August 15, 2023. 2<sup>nd</sup> by Robin Worthington. Motion passed unanimously.

**Board Education**

Drew Williams from Support Summit DD presented to the board what their organization does, how it is funded, and how important their tax levy is. He presented to each board member a folder with PowerPoint presentation, FAQ sheet, and a QR sheet which directed you to the board of election page.

Jack Phoenix presented to the board on what he does as the Collection Development Manager. He explained how he uses Collection HQ, what factors he uses when ordering books for the library, and the general life cycle of a library book.

Bart Sullivan explained his position as Catalog Librarian in the Collection Development Department with a short presentation on books and how they make it to the shelves after being received.

**Treasurer's Report**

Bradley LeBoeuf moved that the Board approve the payment of bills for August 2023 in the amount of \$285,242.66 2<sup>nd</sup> by Rick Rubin. Motion passed unanimously.

**RESOLUTION 2023-33: Move that the Cuyahoga Falls Library Board of Trustees accept the August donations in the amount of \$200.00 increasing the MakerSpace Account line (101.0.53725) line by \$200.00 by Bradley LeBoeuf. 2<sup>nd</sup> by Nikki Cebula. Motion passed unanimously.**

**RESOLUTION 2023-34: Move that the Cuyahoga Falls Library Board of Trustees move \$597.00 from Computer HW/SW Line (101.0.54510) to Dues & Memberships (101.0.57100) by Bradley LeBoeuf. 2<sup>nd</sup> by Nikki Cebula. Motion passed unanimously.**

**RESOLUTION 2023-35: Move that the Cuyahoga Falls Library Board of Trustees approve the Library's Certification of Tax Levy for collection year 2024, accepting the amounts and rates as determined by the Summit County Budget Commission and authorizing the necessary tax levies and certifying them to the Summit County Fiscal Officer by Bradley LeBoeuf. 2<sup>nd</sup> by Cheryl Bruce. Motion passed unanimously.**

It was reported that the library received \$123,684.63 in PLF revenue.

Bradley LeBoeuf moved to accept the Financial Report subject to audit. 2<sup>nd</sup> by Debbie Ziccardi. Motion passed unanimously.

### **Board President Report:**

- Hopefully everyone has had an opportunity to see the new signage on Second St and it looks nice and will be informative for the public.
- Thank you to the library staff and board for their continued enthusiasm and professionalism furthering the mission and engaging the community. It's wonderful to see board members help staff with various events and your service is truly appreciated.
- The employee handbook revisions continue and hopefully everyone had opportunity to review the most recent section for discussion in tonight's meeting.
- I am excited to see and hear of continued progress toward our shared goal in strategic planning and looking forward to final reports and activities toward implementation.
- Thanks for Donations: \$200.00 from Rhea Zimmerman to be used for a dress form for the maker space.
- The roof project continues and hopefully will be finished soon.
- I'm impressed with the breadth of knowledge CFL staff obtain in their professional development and am grateful for their continued education to further their skills in service to our library.
- Lastly, I would like to welcome the following staff for their appointments to the CFL staff: Courtney Renfroe - Shelver and Rahja Arroyo-Storm - Custodian

### **Committee Reports:**

1. Building: Roofing-98% complete
  - The changes to plans were as follows.
    - Redesign sloping.

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- Change the overhang on Third Street- necessary for wind rider on warranty- nailers needed were going to block a drain - RoofTec and Ray Roofing devised a method to add sloping and gutters to drain to downspouts into the mulch.
- Both changes were necessary and are at no cost to the library. Andy worked with Mike and Sean to move forward - now need the official board approval.
- Metalwork- wrap up at the end of this week.
- HVAC- progress; parts are in place; done by the end of next week.
- Everything should be finished, but a punch list by the end of next week.

**RESOLUTION- 2023-36 Move that the Cuyahoga Falls Library Board of Trustees approve a change order for tapered insulation slope changes on Sectors B and C received from Ray Roofing for the Roofing Renovation Project at no cost to the Library by Rick Rubin. 2<sup>nd</sup> by Cheryl Bruce. Motion passed unanimously.**

2. Policies/Bylaws Review: The committee reviewed and made suggestions to a draft of section 3 of the new Employee Handbook.

3. Finance/Audit Committee: No Report

4. Graefe Memorial: Robin Worthington put flowers on the grave

5. Personnel Committee: No Report

6. Affleck Scholarship Committee: No Report

7. Strategic Planning Committee: Rick Rubin will be meeting with Andrew Harant in advance of the next planning team meeting on 9/25. A lot of progress has been made, and the board will be presented with a draft soon.

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

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

- Sundays-138 people on 9/10. Lots of thanks from customers. 1st week Childrens was busier, 2nd week Adult was busier. Steady flow in Circulation.
- On 10/20, as a pilot project for the Welcoming Workforce Coalition, CFL will be hosting an International Student Job Fair. As far as we know, this will be the first of its kind in NEO.
- Clarity Aquarium Services donated five fish to the tank in the entrance to Children's that were re-homed from another client. These new fish are older and significantly larger than the others in the tank, much to the delight of adults

and children alike. The Children's Department ran a contest to name the new fish.

- The American Red Cross Blood Drive this month was a huge success and came in at 200% of the goal! 38 pints of blood were collected, which will help save up to 152 lives. Outstanding results during a critical time period.
- Children's Manger Amy Galluch presented booktalks at NEONet to 25 school librarians and teachers from the area as part of a "mini-conference" with various presentations. She highlighted newer picture books, first readers, graphic novels, and chapter books that could be of interest to the educators.

### **Personnel Report:**

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

### **Unfinished Business:** No Report

### **New Business:**

- Holiday schedule 2024: included for board information - no action needed - routine closures per CBA and current Staff Manual.
- Summit DD Levy: In response to a request from Support Summit DD, there was discussion on whether CFL is able to and should provide an endorsement of an upcoming levy issue. As a 501(c)(3) organization, CFL may consider endorsing issues, though it not recalled having done so in the past. The board recognizes this as a local nonpartisan issue and Summit DD as an active community partner of the library. The Policies/Bylaws Review Committee was instructed to draft a policy to provide similar guidance for any such future requests.

**RESOLUTION 2023-37: Nikki Cebula moved that the Cuyahoga Falls Library Board of Trustees endorse the replacement levy issue to support Summit DD as will appear on the November 2023 general election ballot. 2<sup>nd</sup> by Rick Rubin. Motion carried with 8 affirmative votes and 1 abstention.**

### **Public Participation:** None

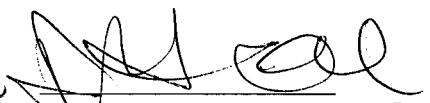
### **Adjournment:**

Rick Rubin moved to adjourn the meeting. 2<sup>nd</sup> by Robin Worthington. Meeting adjourned at 8:20 pm.

Approved By,

  
Sean Blake, Board President

Respectfully Submitted By,

  
Darien Genova, Secretary/kg