

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

**REGULAR MEETING
Tuesday, October 17, 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, Mike Dunton, Sandy Zirke
Director Andrew Harant, Assistant Director Jennifer Reynard, Fiscal Officer Kevin Gemmell

Guests: Sue Lacy and Katie Fry of Round River Consulting

Adoption of Agenda:

Debbie Ziccardi moved to adopt the agenda. 2nd by Cheryl Bruce. Motion passed unanimously.

Approval of Minutes

Karen Schofield moved to approve Regular Board Meeting of September 19, 2023. 2nd by Robin Worthington. Motion passed unanimously.

Strategic Planning Report:

Sue Lacy and Katie Fry of Round River Consulting reviewed the strategic plan with the board focusing on the library's mission, vision, values, and passion. They reviewed key points of our focus areas and expressed how they feel that the strategic plan for the library will help it to prosper in the future.

Treasurer's Report

Sandy Zirke moved that the Board approve the payment of bills for September 2023 in the amount of \$318,595.67 2nd by Mike Dunton. Motion passed unanimously.

RESOLUTION 2023-36: Move that the Cuyahoga Falls Library Board of Trustees accept the September donations in the amount of \$250.00 increasing the Children's Programming account line (101.2.53720) by \$250.00 Sandy Zirke. 2nd by Mike Dunton. Motion passed unanimously.

RESOLUTION 2023-37: Move that the Cuyahoga Falls Library Board of Trustees move \$715.00 of prior year excess from Office Supplies (101.0.52100) to Conferences and Meetings (101.0.53130) by Sandy Zirke. 2nd by Mike Dunton. Motion passed unanimously.

RESOLUTION 2023-38: Move that the Cuyahoga Falls Library Board of Trustees move \$35,000.00 from Contingency (101.0.58900) to Hospital/Workmen's Comp (101.0.51600) by Sandy Zirke. 2nd by Mike Dunton. Motion passed unanimously.

It was reported that the library received \$155,745.11 in PLF revenue.

Sandy Zirke moved to accept the September Financial Report subject to audit. 2nd Mike Dunton. Motion passed unanimously.

Board President Report:

- Thank you to Robin Worthington and Rick Rubin for their solid leadership on their committees and I am truly appreciative of their energy, time, and commitment, alongside the committee members, in their work to further the staff handbook and strategic plan. I am consistently impressed with the work they have done and am hopeful we can move these initiatives forward this evening.
- The roof project is done! Thanks to Mike Dunton, Andrew Harant, and all involved in this project!
- I am looking forward to Staff Development on 11/10 and am honored to be asked to be involved in various aspects of the day including opening remarks and 2 sessions for staff interested in learning more about effectively working with patrons with mental health issues and the importance of mental health self-care. Thanks to our Board members who will also be in attendance in support of our CFL staff.
- In meeting with Kevin Gemmell and Andrew Harant, they are in the process of developing the upcoming budget and are on more solid footing with now a year under their belts. We look forward to seeing the budget later this year and I feel confident that this past year has prepared them for the next budget cycle.
- Thank you to Jill and Matt Wickham for their donation of \$250.00 which will be used for children's programming. Their consistent financial support to the library is truly appreciated.
- Lastly, I would like to welcome Grace Dubravetz to the CFL staff. Grace is a Children's Library Assistant.

Committee Reports:

1. Building:

- Mike Dunton advised the roof project was finished on time and within the set budget. He recommends weekly meetings for any future projects, as they were key during the roof project.

2. Policies/Bylaws Review:

- Specific lines on pages 19, 20, 21, 22, 23, and 24 were presented. These reflected updated verbiage under the section regarding employment considerations. Section 4 is next to be reviewed.

RESOLUTION 2023-39: Move that the Cuyahoga Falls Library Board of Trustees approve section 3 of the Employee Handbook by Robin Worthington. 2nd by Rick Rubin.

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:

RESOLUTION 2023-40: Move that the Cuyahoga Falls Library Board of Trustees approve the 2023 Strategic plan by Rick Rubin. 2nd by Nikki Cebula

Director's Report:

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

- The library is seeing approximately 50 patrons per hour during Sundays and the number is continuing to grow.
- Over 200 students are expected to show up for the international job fair from a number of local universities as well as 13 employers.
- November 4th the library will be hosting its signature event Books and Dragons.
- The ALA calculator shared by the PR & Marketing Manager Danielle Welling has been the most clicked item on our website with over 84 clicks.
- The Children's Department manager Amy Galluch was nominated for the Rising Star award which is presented by NEO-RLS

Personnel Report:

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

Unfinished Business: No Report

New Business:

RESOLUTION 2023-41: Move that the Cuyahoga Falls Library Board of Trustees approve that the non-bargaining unit employees, except for the Director and Fiscal Officer, receive a 2% pay increase, effective November 20, 2023 by Sandy Zirke. 2nd by Rick Rubin.

Meeting Minutes
October 17, 2023

RESOLUTION 2023-42 Move that the Cuyahoga Falls Library Board of Trustees approve that the full time non-bargaining unit employees, except for the Director and Fiscal Officer, receive a lump sum payment of three hundred and fifty dollars (\$350.00), and all part time non-bargaining unit employees receive a lump sum payment of one hundred and seventy-five dollars (\$175.00) on or around November 20, 2023 by Nikki Cebula. 2nd by Mike Dunton.

Public Participation: None

Adjournment:

Rick Rubin moved to adjourn the meeting. 2nd by Nikki Cebula. Meeting adjourned at 7:57 pm.

Approved By,

Respectfully Submitted By,

Sean Blake, Board President

Darien Genova, Secretary/kg