

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

**REGULAR MEETING
Tuesday, November 21, 2023
Sutliff Room**

Call To Order

Sean Blake called the meeting to order at 6:03 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

Adoption of Agenda:

Cheryl Bruce moved to amend the agenda to include executive session under new business. 2nd by Karen Schofield. Motion passed unanimously.

Mike Dunton moved to adopt the agenda as amended. 2nd by Robin Worthington. Motion passed unanimously.

Approval of Minutes

Sandy Zirke moved to approve Regular Board Meeting of October 17, 2023. 2nd by Robin Worthington. Motion passed unanimously.

Board Education:

- Phil Shirley updated the board on the IT Roadmap. He presented a handout to the board that listed what he wanted to achieve in each quarter for: Operations, Infrastructure, Compliance, and Security.

Treasurer's Report

Sandy Zirke moved that the Board approve the payment of bills for October 2023 in the amount of \$286,146.82 2nd by Nikki Cebula. Motion passed unanimously.

RESOLUTION 2023-43: Move that the Cuyahoga Falls Library Board of Trustees accept the October donations in the amount of \$50.00 increasing the Staff Appreciation account line (101.0.53735) by \$50.00 Sandy Zirke. 2nd by Mike Dunton. Motion passed unanimously.

RESOLUTION 2023-44: Move that the Cuyahoga Falls Library Board of Trustees move \$3980.00 from Computer HW/SW (101.0.54510) to Outside Services (101.0.53700) Sandy Zirke. 2nd by Mike Dunton. Motion passed unanimously.

RESOLUTION 2023-45: Move that the Cuyahoga Falls Library Board of Trustees approve the Library's portion of the Summit County's 2024 Public Library Fund allocation of 7.17914% by Sandy Zirke. 2nd Mike Dunton. Motion passed by a vote of 10-1.

RESOLUTION 2023-46: BE IT RESOVED by the Cuyahoga Falls Library Board of Trustees:

WHEREAS, the Cuyahoga Falls Library is eligible to request an advance of tax monies from the Summit County Fiscal Office pursuant to the Ohio Revised Code, Section 321.34; and

WHEREAS, that the Summit County Fiscal Officer is hereby requested to issue an order to the Treasurer of Summit County to pay the Treasurer of this Library funds as may be available for distribution by said County Treasurer from tax year 2023, payable in 2024;

THAT the Fiscal Officer of the Library is hereby authorized and directed to certify and send a copy of this resolution to the County Fiscal Officer as may be necessary to make this resolution effective by Sandy Zirke. 2nd by Mike Dunton. Motion passed unanimously.

It was reported that the library received \$136,733.41 in PLF revenue.

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

Board President Report:

- I would like to acknowledge and thank the library administration and staff for a successful Staff Development Day. It was a pleasure to welcome the staff and provide training on mental health, self-care, and provide community addiction and mental health resources. I also thanked Rick Rubin for his presentations on intellectual freedom and I enjoyed his presentation. It was wonderful to also observe staff interact with Jennifer Reynard and Andrew Harant during the town hall meeting and am impressed at how well library staff relate to them and engage in the Q&A. Kudos to the administration for fostering a positive and respectful culture.
- Special thank you to Elizabeth Wuest for the thank you card and kind words about my training! These small notes and acts of kindness really keep me going, as I'm sure they do with many!
- Thanks for Donations \$50.00 from an anonymous donor to be used for sweets for staff.
- Reminder that the January Board meeting takes place on the 4th Tuesday instead of the 3rd Tuesday so please plan accordingly.
- I would like to welcome Jade Goodwin to the CFL staff. Jade is working as a shelver.
- It is with regret that I inform the board that Darien will no longer be with us after the first of the year and we thank her for her service to the board and library. The School Board has selected a new member who will be with us after the first of the year.

Committee Reports:

1. Building: - no report
2. Policies/Bylaws Review:
 - Reviewed section 4 of the employee handbook. Reviewed page 18 addressing employee's teleworking, employee eligibility for prizes, and forms in their scope of public records. Expected to be finished and approved next month.
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: no report

Director's Report:

- Staff Development Day was held on 11/10. I'd like to thank the planning committee (Jennifer Reynard, Elizabeth Wuest, Sarah Massey, and Mandy House), board members who joined us for lunch, and Rick Rubin and Sean Blake for their presentations. The day featured active shooter training and a live drill conducted by our Falls Police, launch of the strategic plan with staff starting to brainstorm activities for the operational plan, professional development opportunities, a few team-building activities, and an opportunity to ask questions of Jen and me in a "town hall" format. We are processing feedback from the staff survey and will report further next month.
- We are once again participating in the City's holiday parking meter decoration contest. The talented staff on our Merchandising Committee created a "Pete the Cat" parking meter, and people will be able to scan a QR code to immediately borrow an ebook version of a Pete-the-Cat title. Go check it out and please vote for it and spread the word!!!
- Thanks to the efforts of Children's Librarian Patty Guinto and others, we were awarded a \$2,000 grant from Akron Community Foundation's Millenium Fund for Children. These funds will support several current initiatives we're working on to help make our library a more inclusive place for our international newcomer population, as well as our young patrons with diverse sensory and

learning needs. Look out for an article about this in the Beacon Journal over the coming days.

- Congratulations to IT Manager Phil Shirley who passed an exam yesterday to earn a new CompTIA Security+ certification and renew a CompTIA Network+ certification.
- We began piloting a new piece of equipment in our MakerSpace this week–Ditto: a digital projection system with paperless patterns that makes it possible to adapt to anybody measurement and make design changes on the fly. This product was released by JoAnn Fabrics and Singer earlier this year, and a sales rep reached out to us as a possible demo location to see how this might work in a library MakerSpace.
- Kevin Gemmell, Jennifer Reynard, and I (Andrew Harant) met with each department manager this month to review their budgets for 2023 and needs as we prepare the 2024 budget.
- CFL hosted an International Student Job Fair & Global Cafe in collaboration with the Welcoming Workforce Coalition on October 20. This event was the first of its kind. Undergrad and graduate students from top universities in the region were invited to come meet employers from all industries who are eager and willing to hire students looking to utilize their Optional Practical Training (OPT) and Curricular Practical Training (CPT). The “Global Cafe” was also available as a networking space for both employers and students to make connections for future employment and business opportunities. There were 203 attendees at this event, including 175 students from 4 universities, and 12 employers. The library highlighted its community languages section and provided “welcome” stickers to visiting students.
- CFL hosted an ESL Parent Education Night in collaboration with Cuyahoga Falls City School District on October 5. CF School families were invited to visit the Library to meet with representatives from ASIA (Asian Services in Action) and Cuyahoga Falls School District to discuss student and parent expectations and resources for the school year. Interpreters were provided for Nepali, Spanish and Arabic native speakers. Children enjoyed fun activities and crafts while parents learned about school resources. Each group also attended a special tour of the library. There were 50 attendees for this event.
- CFL began a new partnership with Job & Family Services to have a case manager on site at the library once a month to provide one-on-one help in applying for assistance, answering questions, providing resources, and more.
- I (Andrew Harant) was away on Jury Duty 10/23-11/3. Thanks to Jennifer Reynard and the leadership team for keeping things running smoothly.

Personnel Report:

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

Unfinished Business: No Report

New Business:

Meeting Minutes
November 21, 2023

Cheryl Bruce moved that the Cuyahoga Falls Library Board of Trustees enter executive session to discuss the employment of public employees at 7:16 pm 2nd by Mike Dunton and roll call vote was called.

Deborah Ziccardi - yes	Rick Rubin - yes
Sean Blake - yes	Cheryl Bruce - yes
Nikki Cebula - yes	Darien Genova - yes
Bradley LeBoeuf - yes	Mike Dunton - yes
Sandy Zirke - yes	Robin Worthington - yes
Karen Schofield - yes	

The Board entered public session at 7:48pm.

Public Participation: None

Adjournment:

Rick Rubin moved to adjourn the meeting. 2nd by Mike Dunton. Meeting adjourned at 7:49 pm.

Approved By,

Respectfully Submitted By,

Sean Blake, Board President

Darien Genova, Secretary/kg