

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

REGULAR MEETING

Tuesday, December 19, 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, Fiscal Officer Kevin Gemmell

Excused: Assistant Director Jennifer Reynard

Public: Bryan Van Sweringen

Adoption of Agenda:

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

Approval of Minutes

Karen Schofield moved to approve Regular Board Meeting of November 21, 2023. 2nd by Robin Worthington. Motion passed unanimously.

Board Education:

- Andrew Harant provided an overview of Ohio's Public Library Fund and how the formula for Summit County's public libraries to share their Public Library Fund allotment came into existence and is used to determine CFL's portion of the PLF.

Treasurer's Report

Sandy Zirke moved that the Board approve the payment of bills for November 2023 in the amount of \$348,302.41 2nd by Karen Schofield. Motion passed unanimously.

RESOLUTION 2023-47: Move that the Cuyahoga Falls Library Board of Trustees accept the November donations in the amount of \$2,500.00 increasing the Furniture/Equipment line (101.0.55500) by \$2,500.00 Sandy Zirke. 2nd by Karen Schofield. Motion passed unanimously.

RESOLUTION 2023-48: Move that the Cuyahoga Falls Library Board of Trustees move \$3716.52 from Computer HW/SW Line (101.0.54510) to Consultant Services (101.0.53710) Sandy Zirke. 2nd by Karen Schofield. Motion passed unanimously.

RESOLUTION 2023-49: Move that the Cuyahoga Falls Library Board of Trustees move \$8,000 from Utilities line, \$1,000 to the Telephone line (101.0.53210) and \$7,000 to Databases line (101.0.54500) Sandy Zirke. 2nd by Karen Schofield. Motion passed unanimously.

RESOLUTION 2023-50: Move that the Cuyahoga Falls Library Board of Trustees move \$10,091.72 from the Cleaning and Janitorial (101.0.53350) to Salaries (101.0.51100) Sandy Zirke. 2nd by Karen Schofield. Motion passed unanimously.

It was reported that the library received \$142,374.39 in PLF revenue.

Sandy Zirke moved to accept the November Financial Report subject to audit. 2nd Debbie Ziccardi. Motion passed unanimously.

Board President Report:

- First, I would like to welcome our new School Board appointed Board member Bryan Van Sweringen to the meeting this evening and we look forward to him joining the board in his official capacity in January.
- I would like to take a moment to thank Darien Genova for her service to the board and library in on the Affleck Scholarship Committee, the Personnel Committee, and as Board Secretary for the past year. Her dedication and commitment have been exemplary, and we wish her the best in all of her future endeavors.
- I would like to thank Kevin and Andy for working diligently to develop the

2024 budget we will be reviewing this evening and believe they have done an excellent job in being prepared for 2024 now that they have a full year of experience with the CFL. Thanks also to Sandy and Brad for meeting with us to review and bring this forward this evening.

- Many thanks to the Wickham's for their generous donation of \$2500 through the Wayne County Foundation for Children that will be used to provide a calming and sensory sensitive corner in the children's department.
- It is wonderful to see the new A/V equipment being installed making it easier for those who work in or use the library meeting rooms to access what they need for their presentations.
- Second reminder that the January Board meeting meets on the fourth Tuesday, January 23rd, 2024, at 6:00 p.m.
- I was happy to see that there were no separations in November and staffing remains steady.
- As we look to 2024 and committee assignments, I would like them to remain the same with exceptions to where Darien was involved and will be looking to fill those vacancies. If I haven't already heard from you and you want to change your committee assignments, please let me know as soon as possible to have those ready for the January Board meeting.
- Lastly, I would like to thank the library staff, leadership, board, and community for their continued dedication to the CFL and wish everyone a peaceful, safe, and happy holiday season!

Committee Reports:

1. Building: No report

2. Policies/Bylaws Review:

- Review local issues endorsement policy. The board weighed in on the pros and cons of the wording about community partners, including what qualifies an organization to be considered a community partner of the library for the sake of this policy. Tabled voting on anything pertaining to local endorsements until the next meeting after gaining input from OLC and legal.

RESOLUTION 2023-51: Move that the Cuyahoga Falls Library Board of Trustees approve section 4 of the Employee Handbook Sandy Zirke. 2nd by Nikki Cebula. Motion passed unanimously.

3. Finance/Audit Committee:

RESOLUTION 2023-52: Move that the Cuyahoga Falls Library Board of Trustees approve the 2024 General Fund Budget in the amount of \$3,245,530.00 Sandy Zirke. 2nd by Nikki Cebula. Motion passed unanimously.

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:

- I hope you all saw our article on the front page of *Akron Beacon Journal*. As I mentioned last month, we were expecting the article, but we had no idea it would be front page above the fold! Children's Librarian Patty Guinto, who was featured in the photo, was the lead on the grant we received.
- The new AV equipment in Sutliff and Chambers is now working (as demonstrated in the meeting), though some tweaks and more setup is needed.
- The Books and Dragons event on 11/4, which was a celebration of Dungeons and Dragons and the fantasy-genre, was a huge success. As we learned in the strategic plan survey, events like this draw new people into our library, and there were many people who came that said this was their first time at CFL.
- We've transitioned our weekly newsletter to a new platform (from Mailchimp to OrangeBoy's Savannah) and will soon be sending surveys to gauge our Net Promoter Score (each week 10% of people who used library card will be asked what need they were seeking, to rate their experience with staff, how often do they visit, and how they learned about the service they used).
- I presented an overview of CFL and Strategic Plan highlights to Rotary Club on 11/28.
- Annual performance reviews for all staff are in progress.

Personnel Report:

Cheryl Bruce moved that the Cuyahoga Falls Library Board of Trustees approve the November 2023 Personnel Report. 2nd by Debbie Ziccardi. Motion passed unanimously.

Unfinished Business: No Report

New Business:

Public Participation: None

Cheryl Bruce moved that the Cuyahoga Falls Library Board of Trustees enter executive session to discuss the employment of public employees at 8:05 pm 2nd by Rick Rubin 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 9:39 pm.

Adjournment:

Nikki Cebula moved to adjourn the meeting. 2nd by Rick Rubin. Meeting adjourned at 9:40 pm.

Approved By,

Respectfully Submitted By,

Sean Blake, Board President

Darien Genova, Secretary/kg