

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

**REGULAR MEETING
Tuesday, January 23, 2024
Sutliff Room**

Call To Order

Sean Blake called the meeting to order at 6:00 pm.

Attendance

Sean Blake, Bryan Van Sweringen, Rick Rubin, 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

Excused: Nikki Cebula

Adoption of Agenda:

Mike Dunton moved to adopt the agenda. 2nd by Rick Rubin. Motion passed unanimously.

Oath Of Office:

New Board Member Bryan Van Sweringen took the oath of office, as administered by notary Kevin Gemmell.

Approval of Minutes

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

RESOLUTION 2024-01: Move that the Cuyahoga Falls Library Board of Trustees approve the 2024 slate of officers presented by the Nominating Committee:

**President: Sean Blake
Vice President: Nikki Cebula
Secretary: Robin Worthington
Treasurer: Sandra Zirke**

Cheryl Bruce. 2nd Mike Dunton. Motion passed unanimously.

RESOLUTION 2024-02: Move that the Cuyahoga Falls Library Board of Trustees approve the appointment of Kevin Gemmell as Fiscal Officer for 2024. Mike Dunton. 2nd Robin Worthington. Motion passed unanimously.

RESOLUTION 2024-03: Move that the Cuyahoga Falls Library Board of Trustees approve the appointment of Amanda House as Deputy Fiscal Officer for 2024. Robin Worthington 2nd Debbie Ziccardi. Motion passed unanimously.

Board Education:

- Andrew Harant presented OrangeBoy's Savannah software. He explained how they helped to develop the Strategic plan, and by using their software, we will be able to target and communicate with specific types of library patrons such as active and nonactive.

Treasurer's Report

Sandy Zirke moved that the Board approve the payment of bills for December 2023 in the amount of \$256,227.19 2nd by Mike Dunton. Motion passed unanimously.

RESOLUTION 2024-04: Move that the Cuyahoga Falls Library Board of Trustees move \$53,701 of prior year excess from Contingency (101.0.58900) to Building Fund (401.0.55400) Sandy Zirke. 2nd by Mike Dunton. 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 Mike Dunton. Motion passed unanimously.

Board President Report:

- I would like to welcome everyone back for the new year, and hope everyone had an enjoyable holiday season. As we move through 2024, I feel confident that we will have another successful year and continue to grow and solidify our place in the community under the leadership of Andrew Harant, Kevin Gemmell, Jennifer Reynard, and Amanda House. I also feel very fortunate to have Nikki, Robin, and Sandy, and want to thank each of them for their commitment to the board leadership team.

- Additionally, we again welcome Bryan Van Sweringen to the board as our latest school board appointee.
- I would like to welcome Brooke German to the Cuyahoga Falls Library as a circulation clerk and congratulate Elizabeth Morrison on her promotion to Adult Services Manager, replacing Sarah Massey who resigned for personal reasons, unrelated to the CFL.
- I have circulated the 2024 Committee Assignments. Please let me know if you would like to be added to a committee or request some other change to your assignments.
- Lastly, I continue to be impressed by the library statistics, programming and staff commitment and look forward to continuing to serve the CFL and community. I thank each of you in your continued confidence in me as your Board President as we move forward in 2024.

Committee Reports:

1. Building: No report

2. Policies/Bylaws Review:

- Reviewed section 5 of the Staff Handbook. Rick Rubin asked about possible grammatic errors on pages 15,18 and 19. Discussed the phrasing of calling 911 in the event of an emergency on page 20. Also suggested changes to the policy of when to file an incident report.

RESOLUTION 2024-05: Move that the Cuyahoga Falls Library Board of Trustees approve the Code of Conduct Robin Worthington. 2nd by Rick Rubin.

RESOLUTION 2024-06: Move that the Cuyahoga Falls Library Board of Trustees approve the Meeting Room Policy Robin Worthington. 2nd by Rick Rubin.

3. Finance/Audit Committee: No Report

4. Graefe Memorial: No report

5. Personnel Committee: Executive session later on agenda

6. Affleck Scholarship Committee: No report

7. Strategic Planning Committee: No report

Director's Report:

- Overall in 2023, CFL presented 1,086 programs with an attendance of 27,475 people. This is a large increase in programs from last year (33%) and from 2019 (47%), and an even larger increase in attendance from last year and 2019 (both 51%). In fact, these are the most programs presented and highest attendance since 2014. Thanks to the entire staff for excellent work and success!!
- Vision moment! - Life-Sized Candy Land was one of the most popular programs in the recent history of the Children's Department, with 806 children and their families visiting over several days. Children's Librarian Ellie Kleber created a special place and destination for families in the Graefe Room, with such features as paper mache ice cream cones and giant pool noodle lollipops. Many positive comments were received on social media with families posting pictures and encouraging others to attend.
- Winter Reading began this month and had a strong start, with registration in the first week exceeding last year's total program registration of 436. This year's program boasts an easier method for families to sign up each member of their household using one form. It started a few weeks earlier based on conversations with school partners.
- Personnel Report: Saying Goodbye to Sarah Massey. Elizabeth Morrison to be new Adult Services Manager. Additionally, there will be some reorganization with MakerSpace and Library of Things becoming part of the Adult Department. Upper Level will be under one department.

Personnel Report:

Bryan Van Sweringen moved that the Cuyahoga Falls Library Board of Trustees approve the December 2023 Personnel Report. 2nd by Sandy Zirke. Motion passed unanimously.

Unfinished Business: None

New Business: None

Public Participation: None

Executive Session:

Meeting Minutes
January 23, 2024

Cheryl Bruce moved that the Cuyahoga Falls Library Board of Trustees enter executive session to discuss the compensation of public employees at 7:24 pm 2nd by Bryan Van Sweringen and roll call vote was called.

Deborah Ziccardi - yes	Rick Rubin - yes
Sean Blake - yes	Cheryl Bruce - yes
Bryan Van Sweringen - yes	Karen Schofield - yes
Bradley LeBoeuf - yes	Mike Dunton - yes
Sandy Zirke - yes	Robin Worthington - yes

The Board entered public session at 8:01 pm.

RESOLUTION 2024-06: Move that the Cuyahoga Falls Library Board of Trustees increase Kevin Gemmell's salary to \$75,000 annually retroactive to January 1, 2024 Rick Rubin. 2nd Bryan Van Sweringen. Motion passed 9 in favor. 1 opposed.

RESOLUTION 2024-07: Move that the Cuyahoga Falls Library Board of Trustees increase Andrew Harant's salary to \$114,450 annually retroactive to January 1, 2024 Rick Rubin. 2nd Bryan Van Sweringen. Motion passed unanimously.

Adjournment:

Rick Rubin moved to adjourn the meeting. 2nd by Bryan Van Sweringen. Meeting adjourned at 8:05 pm.

Approved By,

Respectfully Submitted By,

Sean Blake, Board President

Robin Worthington, Secretary/KG