

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

**REGULAR MEETING**  
**Tuesday, February 20, 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, Nikki Cebula, Director Andrew Harant, Assistant Director Jennifer Reynard, Fiscal Officer Kevin Gemmell

Excused: Sandy Zirke

**Adoption of Agenda:**

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

**Approval of Minutes**

Nikki Cebula moved to approve Regular Board Meeting of January 23, 2024 as amended. 2<sup>nd</sup> by Cheryl Bruce. Motion passed unanimously.

**Board Education:**

- Assistant Director Jennifer Reynard presented on Comics Plus. Digital comics and other works will be added to our collection. She explained there will be no hold time, no wait lists. You can download them to read later or access them live. With the app you can connect to your downloaded “shelf” without internet. The login process is simple, just type in your library card number and password and you can access this ever-growing collection.

## Treasurer's Report

Bradley LeBoeuf moved that the Board approve the payment of bills for January 2024 in the amount of \$329,849.27 2<sup>nd</sup> by Mike Dunton. Motion passed unanimously.

**RESOLUTION 2024-08: Move that the Cuyahoga Falls Library Board of Trustees approve the January donations in the amount of \$25,000 increasing the Endowment Fund (710.0.44100) by \$25,000 by Bradley LeBoeuf. 2<sup>nd</sup> by Mike Dunton.**

It was reported that the library received \$118,824.48 in PLF revenue.

Bradley Leboeuf moved to accept the January Financial Report subject to audit. 2<sup>nd</sup> by Mike Dunton. Motion passed unanimously.

## Board President Report:

- I would like to take this opportunity to thank the entire library staff for their continued dedication to our library and to those in the community who continue to support and keep our library a vital part of the community. From children's story time to MakerSpace activities to access to technology and other programming, and everything in-between, we truly have a jewel here in the Cuyahoga Falls Library. More of which will be reported later in the director's report.
- I would like to congratulate Katherine Vaughan on her promotion to Adult Services Assistant Manager and feel confident that our vacancies will be filled quickly in this welcoming and dynamic environment.
- Many thanks for the donation from the estate of Neal Lindsley of \$25,000 which will be placed in the endowment fund. Mr. Lindsley and his wife were former patrons of the Cuyahoga Falls Library and big fans of the library.
- Andrew Harant and I have spoken and would like to activate the art committee to further explore what to do with the many art pieces being stored in various places around the library. Former Board member Mary Baldwin had overseen the inventory of various pieces of art and it's time to consider what is next for them and look at how we can consolidate them in some manner. If you'd like to join the Art Committee in this task, alongside Andy, we will welcome assistance!
- Additionally, when Andrew Harant, Kevin Gemmell, and I met, we are looking for support in closing the library on Monday, April 8<sup>th</sup> as the solar eclipse and city events might see a vast increase in visitors which will be addressed later on the agenda.

- Lastly, I continue to be impressed with the continuously improving library statistics, activities of our Director, Assistant Director, Fiscal Officer and assistant fiscal officer to seek out additional funds, grants and savings, and our healthy standing in the community. This all makes me proud of our library and the entire staff!

## **Committee Reports:**

1. Building: No report

2. Policies/Bylaws Review:

- Reviewed section 5 of the Staff Handbook.

**RESOLUTION 2024-09: Move that the Cuyahoga Falls Library Board of Trustees approve Section 5 of the Staff Handbook by Robin Worthington. 2<sup>nd</sup> by Bryan Van Sweringen.**

- Reviewed Section 6 of the Staff Handbook. Discussed a line regarding garnishments.

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:**

- Over the past two weeks, we've hosted kindergarten classes from 4 elementary schools (Price, Silver Lake, DeWitt, Richardson). This is part of a partnership with the schools to have every kindergarten class visit the library each year. We are working with the schools to ensure that every kindergartner has a library card. Our children's team has put together an excellent experience for the young students, and many other staff helped provide a warm welcome.

- Director Andrew Harant read a thank you email received from a teacher about the Kindergarten class visits.
- Other upcoming collaborations include CFL hosting the Schools' Family Literacy Night on 3/4, CFL hosting a parent night with English Learning families in the CF Schools on 3/16, and working with the Schools to automatically register all students for our Summer Reading Program
- CFL has received another grant from the City as part of its Community Block Development Grant which will be used toward funding a Charlie Cart to provide food literacy programming opportunities for the library. We are exploring another grant to cover the remaining funds needed.
- Since beginning using OrangeBoy's Savannah service last year, our number of active users increased (patrons having used their library cards within the previous 12 months) by 15%.
- Senator Roeger will be visiting CFL on 3/4 at 10am.

### **Personnel Report:**

Karen Schofield moved that the Cuyahoga Falls Library Board of Trustees approve the January 2024 Personnel Report. 2<sup>nd</sup> by Rick Rubin. Motion passed unanimously.

**Unfinished Business:** None

### **New Business:**

- Update on plans for the solar eclipse (4/8/2024)

**RESOLUTION 2024-10: Move that the Cuyahoga Falls Library Board of Trustees close the Library on April 8<sup>th</sup>, 2024 by Nikki Cebula. 2<sup>nd</sup> by Mike Dunton. Motion passed unanimously.**

**Public Participation:** None

### **Adjournment:**

Mike Dunton moved to adjourn the meeting. 2<sup>nd</sup> by Nikki Cebula. Meeting adjourned at 7:34 pm.

Approved By,

Respectfully Submitted By,

\_\_\_\_\_  
Sean Blake, Board President

\_\_\_\_\_  
Robin Worthington, Secretary/KG