

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

REGULAR MEETING

Tuesday, March 19, 2024

Sutliff Room

Call To Order

Sean Blake called the meeting to order at 6:13 pm.

Attendance

Sean Blake, Bryan Van Sweringen, Rick Rubin, Bradley LeBoeuf, Robin Worthington, Karen Schofield, Cheryl Bruce, Debbie Ziccardi, Mike Dunton, Nikki Cebula, Sandy Zirke, Director Andrew Harant, Assistant Director Jennifer Reynard, Fiscal Officer Kevin Gemmell

Adoption of Agenda:

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

Approval of Minutes

Brian Van Sweringen moved to approve Regular Board Meeting of February 20, 2024. 2nd by Karen Schofield. Motion passed unanimously.

Board Education:

- Collection Development Manager Jack Phoenix presented Book Resumes. He explained this is a new ALA-sponsored resource. All books on this tool are books that have been challenged at some point. This tool helps to save time when completing the steps that libraries must take when a book is challenged. It also lists reasons why it may have been challenged and resources to support decisions to retain a title per libraries' collection development policies.

Treasurer's Report

Sandy Zirke moved that the Board approve the payment of bills for February 2024 in the amount of \$468,823.04 2nd by Mike Dunton. Motion passed unanimously.

RESOLUTION 2024-11: Move that the Cuyahoga Falls Library Board of Trustees approve the February donations in the amount of \$75.00 increasing the Signature Events line (101.0.53720) by \$75.00 by Sandy Zirke. 2nd by Karen Schofield.

It was reported that the library received \$149,232.44 in PLF revenue.

Sandy Zirke moved to accept the January Financial Report subject to audit. 2nd by Karen Schofield. Motion passed unanimously.

Board President Report:

- I would like to take this opportunity to thank the Policies and Bylaws Committee for their continued work on updating library policies and moving forward our initiative to update and modernize these important documents and manuals. Thanks particularly to Robin for her excellent work in leading this committee alongside Director Harant.
- I would like to congratulate Hailey Rinier on her promotion to Adult Services Library Assistant and welcome Lillian Blackmon as an Adult Services Librarian. I would also like to wish Michelle Spencer well as she moves on from the library to work that better fits her personal needs.
- Many thanks for the \$75 donation from Ashley Forbes and continual thanks to those who donate to the CFL.
- As noted in the financial report, it is nice to see the library book sale has generated an additional \$240 in income in February and continues to earn while letting go of this excess inventory. Many thanks to our patrons for buying used books and continuing to support the library.
- To be discussed during this evening's Executive Session, please know I am fully in support of the issue to be discussed and moving it forward. I hope the Board will also support this move to aid in retention and meeting the goals of our Strategic plan.
- Lastly, I want to again thank the entire board and library staff for their support of our mission, community, and our patrons.

Committee Reports:

1. Building: No report

2. Policies/Bylaws Review:

- Approval of section 6 the Staff Handbook.

RESOLUTION 2024-12: Move that the Cuyahoga Falls Library Board of Trustees approve Section 6 of the Staff Handbook by Robin Worthington. 2nd by Sandy Zirke.

- Reviewed endorsement policy (formally “Local issues endorsement”).
3. Finance/Audit Committee: Will have a meeting on 3/22
 4. Graefe Memorial: No report
 5. Personnel Committee: Will have a meeting on 4/7
 6. Affleck Scholarship Committee: No report
 7. Strategic Planning Committee: No report

Director’s Report:

- After months of prep work, we officially began Notary Service for the public last week. We’ve obviously met a need, with 13 visits resulting in 9 notarized docs. One lady said that she found us by Googling where the closest notary was, so we’re bringing new people into the library.
- Children’s Librarian Patty Guinto will be filmed tomorrow by PBS for their City Centric series. This is a 6-episode series that travels to 6 different cities and highlights 6 people within those cities who are making an impact or positive change. This season are finding people to fill the 'roles' of a humanitarian, historian, educator, visionary, business leader, and artist. After much research, they found Patti and think she would be a great fit for the educator role because of her involvement with the expanse of services for immigrant and refugee families within the Cuyahoga Falls Library. They want to highlight Cuyahoga Falls almost as a character itself this season. They will highlight your position within the library, what it means to be an educator, and what it means to be a Cuyahoga Falls centric individual.
- Improvements were made to the Teen Area on the south end of the upper level. We’ve brought back the video game station, added a spot for the Teen Librarian, powered tables, and a new sign to mark the area. Teens only during the after-school hours. Some other plans are in the works including some furniture rearranging.
- 18 new computers were purchased this month and are currently being set up by IT Manager Phil Shirley and Peak, the Library’s technology consultants. The bulk

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of these computers are for public use, restoring the Quiet Computer Room to its full complement of 14 computers to support digital literacy classes and replacing the catalog-only, study room signup, and microfilm computers.

- CFL began a corporate membership in the Cuyahoga Falls Rotary Club. Director Andrew Harant, Assistant Director Jennifer Reynard, and PR and Marketing Manager Danielle Welling-Harris will team up to represent CFL's membership.
- Director Andrew Harant, Assistant Director Jennifer Reynard, and several other staff members will be attending the Public Library Association conference April 2-5.
- We began providing eclipse glasses to the public at programs last week and will continue this week. Thanks to the Cuyahoga Falls Lions Club and Western Reserve Hospital, we have more glasses to provide to the public and the Lions provided glasses for staff and trustees.
- Director Andrew Harant showed the beta test version of CFL's new app and described the testing process and next steps.

Personnel Report:

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

Unfinished Business: None

New Business:

Bradley LeBoeuf asked about the Library having a "museum of natural and other curiosities and specimens and works of art" as mentioned in the Articles of Incorporation.

Public Participation: None

Executive Session:

Deborah Ziccardi 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 Rick Rubin 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

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Bradley LeBoeuf - yes

Mike Dunton - yes

Sandy Zirke - yes

Robin Worthington - yes

Nikki Cebula - yes

The Board entered public session at 8:00 pm.

Adjournment:

Mike Dunton moved to adjourn the meeting. 2nd by Deborah Ziccardi. Meeting adjourned at 8:00 pm.

Approved By,

Respectfully Submitted By,

Sean Blake, Board President

Robin Worthington, Secretary/KG