

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

**REGULAR MEETING  
Tuesday, April 16, 2024  
Sutliff Room**

**Call To Order**

Sean Blake called the meeting to order at 6:01 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

GUESTS: Ellie Kleber, Amy Galluch, and Ed Lukosavich

**Adoption of Agenda:**

Karen Schofield 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 March 19, 2024. 2<sup>nd</sup> by Bryan Van Sweringen. Motion passed unanimously.

**Board Education:**

- Childrens Librarians Ellie Kleber & Amy Galluch presented on PreK Play. As a former kindergarten teacher, Ellie Kleber explained that this program helps to prepare kids for kindergarten by teaching the importance of early literacy. She has developed many different types of play areas to improve different skills like social and motor. She also implemented a Brag Tag system where kids can work to collect all the tags by visiting each station, so they get a full experience of development.

## Treasurer's Report

Sandy Zirke moved that the Board approve the payment of bills for March 2024 in the amount of \$214,057.35 2<sup>nd</sup> by Cheryl Bruce. Motion passed unanimously.

**RESOLUTION 2024-13: Move that the Cuyahoga Falls Library Board of Trustees approve the March donations in the amount of \$300.00 increasing the Office Supply line (101.0.52100) by \$300.00 by Sandy Zirke. 2<sup>nd</sup> by Bryan Van Sweringen.**

It was reported that the library received \$124,718.02 in PLF revenue.

Sandy Zirke moved to accept the March Financial Report subject to audit. 2<sup>nd</sup> by Nikki Cebula. Motion passed unanimously.

## Board President Report:

- First, I would like to thank Kevin Gemmell, Amanda House, Andrew Harant, and the Finance team for their work and cooperation with the audit and appreciate everyone's efforts to get through this first one with the new administrative team.
- I would like to congratulate the Library staff on a successful Solar Eclipse "season." The related adult program welcomed 70 people and the children's program welcomed 75. The Makerspace program welcomed 15-20. The teens, well, were not as engaged in the library's eclipse programming.
- Many thanks to Danielle Harris and Patty Guinto for representing the library at the city's ET themed movie night and connecting to about 30 or so members of the community. Additionally, many thanks to Bryan Van Sweringen and Danielle Harris for representing the library at the city's Eclipse Fest where they engaged at least 238 people. All leading to a lot of community exposure and connections.
- With that, many thanks to the Lion's Club for their \$300 cash donation that was used to buy eclipse glasses which were given out at our many events, and Kathy Romito and Western Reserve Hospital for their in-kind donation of many, many eclipse glasses. And my appreciation to all library staff involved with eclipse-related programming and helping to mark this time in NE Ohio history.
- I would like to welcome Molly Bevan as a new Adult Services Librarian, Joshua Dages as a new Circulation Clerk, and Daniel Ruch as a new Custodian to the

Cuyahoga Falls Library and hope that they enjoy working in this dynamic environment.

- As I trust that everyone has had an opportunity to read the bullet-pointed Director's report, I would like to extend kudos to everyone involved with moving the strategic plan forward and their passion for the Cuyahoga Falls Library. It is truly "The Place" to be where there is no expectation to purchase anything but rather, just be.

## **Committee Reports:**

1. Building: No report

2. Policies/Bylaws Review:

- Approval of the endorsement policy

**RESOLUTION 2024-14: Move that the Cuyahoga Falls Library Board of Trustees approve the Endorsement Policy by Robin Worthington. 2<sup>nd</sup> by Karen Schofield.**

3. Finance/Audit Committee:

- Provided update on the progress of the 2022-2023 Audit.

4. Graefe Memorial: No report

5. Personnel Committee:

- Provided an update on the evaluation form of the Fiscal Officer and the plans to meet with Kevin Gemmell to review it.

6. Affleck Scholarship Committee: No report

7. Strategic Planning Committee: No report

8. Art Committee (Ad Hoc):

- Reviewed the current collection of art possessed by the Cuyahoga Falls Library. Advised there will be a discussion in the future about the possible creation of a museum collection. Also advised we may need to change our articles of incorporation.

## **Director's Report:**

- Eclipse update: We distributed about 1,300 pairs of eclipse glasses overall and presented 3 programs in preparation for the event, with 141 people attending. Parking lot was completely full that afternoon, including several people who pulled out chairs and experienced the eclipse from our lot.
- Ditto to the president's thanks to Danielle Welling Harris, Patty Guinto, and Bryan Van Sweringen for representing CFL at the City's eclipse events.
- Thanks to Karen Schofield for helping at Family Literacy Night last month.
- Beta testing continues on the iOS version of CFL's new app. Once it passes iOS, beta testing for Android will begin, with a hopeful launch in May.
- Eight staff members attended the Public Library Association 2024 Conference in Columbus OH. Additionally, MakerSpace Librarian Mary Ann Smock attended PLA 2024 virtually on a scholarship from ALA. We held a team debrief to discuss highlights, share ideas, and generate action items, both short and long term.
- We're preparing for OLC Legislative Day with talking points and info to leave behind. We're still working out details of the schedule for the day and will share as soon as we have all the details and talking points.
- The annual Public Library Survey for 2023 was submitted to the State Library.

## **Personnel Report:**

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

**Unfinished Business:** None

## **New Business:**

Director Andrew Harant advised the board on the One-Time Strategic Community Investment Fund (OTSCIF) Application. An application to ask for a portion of the \$700 Million surplus from the state to be used for the beautification and update of the outside grounds of the Cuyahoga Falls Library. A company called Suncrest Gardens donated their time to help us get an estimated cost. The Cuyahoga Falls library is asking for \$465,000 toward and estimated total of \$620,000.

*Meeting Minutes*  
*April 16, 2024*

**Public Participation:**

- Ed Lukosavich addressed the board concerning how we honor Willam A. and Margaretta Taylor, our operating hours, our local history room, and our book sale events.

**Adjournment:**

Nikki Cebula moved to adjourn the meeting. 2<sup>nd</sup> by Robin Worthington. Meeting adjourned at 7:09 pm.

Approved By,

Respectfully Submitted By,

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Sean Blake, Board President

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Robin Worthington, Secretary/KG