

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

REGULAR MEETING
Tuesday, May 21, 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, Mike Dunton, Sandy Zirke, Director Andrew Harant, Assistant Director Jennifer Reynard, Fiscal Officer Kevin Gemmell

Excused: Debbie Ziccardi, Nikki Cebula

GUESTS: Amy Galluch & Danielle Welling

Adoption of Agenda:

Rick Rubin moved to amend the agenda to move the discussion of museum and the articles of incorporation from unfinished business to under the art committee. 2nd by Sandy Zirke. Motion passed unanimously.

Bryan Van Sweringen moved to adopt the agenda as amended. 2nd by Robin Worthington. Motion passed unanimously.

Approval of Minutes

Rick Rubin moved to approve Regular Board Meeting of April 16th, 2024. 2nd by Cheryl Bruce. Motion passed unanimously.

Board Education:

- Children's Librarian Amy Galluch and Marketing & PR Manager Danielle Welling presented on the recent visits from all Cuyahoga Falls CSD kindergarten classes. They advised how they are using Savannah to track library card registration and usage data from these visits and how this effort fits into the Library's strategic

plan. Specific clusters like Rising Stars are increasing each month. They also discussed the upcoming Summer Reading Program and showed the social media promo video.

Treasurer's Report

Sandy Zirke moved that the Board approve the payment of bills for April 2024 in the amount of \$216,574.92 2nd by Robin Worthington. Motion passed unanimously.

RESOLUTION 2024-15: Move that the Cuyahoga Falls Library Board of Trustees approve the April donations in the amount of \$729.40 increasing the Circulation Supplies line (101.0.52100) by \$729.40 by Sandy Zirke. 2nd by Karen Schofield. Resolution passed unanimously.

It was reported that the library received \$94,373.19 in PLF revenue.

Sandy Zirke moved to accept the March Financial Report subject to audit. 2nd by Rick Rubin Motion passed unanimously.

RESOLUTION 2024-16: Move that the Cuyahoga Falls Library Board of Trustees approve the Adjusted Tax Schedule for 2024 by Sandy Zirke. 2nd by Bryan Van Sweringen. Resolution passed unanimously.

Board President Report:

- First, I would like to thank our committee chairs and board members for their involvement on committees and am impressed with the hard work, ideas, and activities to meet the challenges and work of the betterment of library.
- Please be reminded that anyone from the Board who wants to walk with the library during the Memorial Day parade is always welcome.
- I would like to thank the anonymous customers for their donation of \$36.25 to the library and ACME for \$693.15 through their cash back program. Every dollar we bring in through donations helps support the mission of the library and we are grateful for the support.
- I was happy to learn that the library is now fully staffed with no resignations in April and know that we as board members but more importantly library leaders are fostering staff and contributing positively to staff retention. Many thanks to our staff.

- Andrew Harant and I have spoken about again re-arranging the agenda to move Public Participation up on the agenda, just after Board Education. Andrew Harant's thoughts on this include:
 - Allowing public participants opportunity to comment on agenda items that are set to be voted on.
 - Provide opportunity for the Board President and Director to respond to any comments during their report, while still knowing we are not obligated to respond to any comments.
 - Provide opportunity for trustees to bring up new business after hearing comments.
 - Provide public participants the opportunity to leave or stay for the entire meeting.

Thoughts? You can always communicate to either Andrew Harant or myself any thoughts you may have on this. I am supportive of this and would like to implement the change for the June meeting. With that, thank you all for allowing me to be a part of this wonderful asset in the community.

Committee Reports:

1. Building: No report

2. Policies/Bylaws Review:

- Reviewed section 7 of the employee handbook
- Approval of the Credit Card policy

RESOLUTION 2024-17: Move that the Cuyahoga Falls Library Board of Trustees approve the Credit Card Policy by Robin Worthington. 2nd by Mike Dunton. Resolution passed unanimously.

3. Finance/Audit Committee: No report

4. Graefe Memorial: Spring flowers were placed on the graves

5. Personnel Committee:

- Provided an update on the evaluation form of the Fiscal Officer

6. Affleck Scholarship Committee: No report

7. Strategic Planning Committee: No report

8. Art Committee (Ad Hoc):

- Discussed the current guidelines about keeping and displaying the collection of art possessed by the Cuyahoga Falls Library.
Discussed the memo written by Bradley LeBoeuf and the possible amendment of the Articles of Incorporation.

Director's Report:

- Thank you to Trustees Mike Dunton and Bryan Van Sweringen and Assistant Director Jennifer Reynard for attend OLC's Legislative Day in Columbus with me last month where we met with our state senator and state representative along with hearing updates on happenings around the statehouse that could affect libraries.
- Thanks to Trustees Robin Worthington, Cheryl Bruce, Brad LeBoeuf, and Rick Rubin for attending OLC's Trustee Dinner with me earlier this month where we enjoyed a good meal and heard updates from OLC leadership.
- More pickleball sets were added to our Library of Things collection, and we've partnered with the City's Parks and Recreation Department to post promotions at each pickleball court location in the parks advertising that people can check out equipment at CFL.
- The Seed Catalog was reopened for patrons to use on Wednesday, April 3rd. So far, approximately 50 people have taken over 100 packets of seeds this year.
- Beta testing is wrapping up for the iOS version of our new app. Android testing will be starting soon. We hope to launch it within the next month.
- We successfully migrated all staff and public computers to a new main server, thanks to IT Manager Phil Shirley and Peak Technology, our managed IT consultants. There was minimal disruption to both the public and staff.
- Eliza Souers completed an unpaid internship with PR & Marketing Manager Danielle Welling-Harris on April 24th. It was a successful experience for both

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Eliza and Danielle. Evelyn Willet, a PR major at KSU graduating this summer, began earlier this month as a new intern.

- In response to a request for reconsideration form submitted by a patron, we followed our policy by convening a staff committee who thoroughly reviewed and researched the book, concluding that the book meets the criteria established in our Selection and Collection Development Policy, and responding to the patron in writing that the committee has decided that the book will remain available in the collection with no changes. Additionally, titles suggested by the patron, which also met our Selection and Collection Development Policy, were added to the collection.
- Thanks to good work and communication by staff, particularly our Circ Team, we successfully resolved a theft incident which resulted in the return of 62 previously missing items, at least 2 dozen of which were returned to collection. The person responsible was billed for damaged items and restricted from the library for at least 90 days.
- Any questions or comments from the highlights in my written report?

Personnel Report:

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

Unfinished Business: None

New Business:

In response to a question from Bradley LeBoeuf, Director Andrew Harant updated the board that he had followed up with Mr. Lukasevic in light of the comments he made at the previous board meeting, including sharing plans for CFL to honor Willam A. and Margaretta Taylor.

Public Participation: None

Adjournment:

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Cheryl Bruce moved to adjourn the meeting. 2nd by Mike Dunton. Meeting adjourned at 8:17 pm.

Approved By,

Respectfully Submitted By,

Sean Blake, Board President

Robin Worthington, Secretary/KG