

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

REGULAR MEETING

Tuesday, June 18, 2024

Sutliff Room

Call To Order

Robin Worthington called the meeting to order at 6:03 pm.

RESOLUTION 2024-18: Move that the Cuyahoga Falls Library Board of Trustees appoint Debbie Ziccardi as President Pro Tem for today's meeting by Rick Rubin 2nd by Karen Schofield. Motion passed unanimously.

Attendance

Debbie Ziccardi, Rick Rubin, Bradley LeBoeuf, Robin Worthington, Karen Schofield, Mike Dunton, Sandy Zirke, Director Andrew Harant, Assistant Director Jennifer Reynard, Fiscal Officer Kevin Gemmell

Excused: Cheryl Bruce, Nikki Cebula, Sean Blake, Bryan Van Sweringen

GUESTS: Elizabeth Wuest (HR Manager)

Adoption of Agenda:

Karen Schofield moved to adopt the agenda. 2nd by Rick Rubin. Motion passed unanimously.

Approval of Minutes

Karen Schofield moved to approve Regular Board Meeting of May 21, 2024. 2nd by Mike Dunton. Motion passed unanimously.

Board Education:

- HR Manager Elizabeth Wuest demonstrated CFL's new Paycor Payroll/HR system, which replaced Paychex recently. She explained how Paycor offers the

ability to add job titles for employees in the system, and it allows her to upload all new hire paperwork so they can complete it online. The system has streamlined the approval process of timecards for managers. It also links E-Verify into one system for employee eligibility. Overall, Paycor offers more features, is more user-friendly and intuitive, and is slightly cheaper than Paychex.

Public Participation: None

Treasurer's Report

Sandy Zirke moved that the Board approve the payment of bills for May 2024 in the amount of \$264,643.07 2nd by Mike Dunton. Motion passed unanimously.

It was reported that the library received \$141,357.56 in PLF revenue.

Sandy Zirke moved to accept the May Financial Report subject to audit. 2nd by Mike Dunton. Motion passed unanimously.

Board President Pro Tem Report:

- First, I would like to thank our committee chairs and board members for their hard work, ideas, and activities to meet the challenges and work of the betterment of library.
- I would like to thank the anonymous customers for their donation of \$5.00 to the library.
- I would like to thank the children's staff as well as all staff that are making the Summer Reading Program such a success.

Committee Reports:

1. Building:
 - Ameriseal quote for pressure washing and sealing of the building was provided to the board.
2. Policies/Bylaws Review:
 - Approval of section 7 of the employee handbook

RESOLUTION 2024-19: Move that the Cuyahoga Falls Library Board of Trustees approve section 7 of the employee handbook by Robin Worthington. 2nd by Sandy Zirke. Motion passed unanimously.

- Review of Request for Reconsideration of Library Materials policy
3. Finance/Audit Committee: No report
 4. Graefe Memorial: No report
 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):
 - Will meet before the next board meeting

Director's Report:

- Director Andrew Harant shared three stories on the positive impact of CFL's digital monument sign that is nearing its one year anniversary, including a notary referral from Post Office, signups for the Summer Reading Program, including a man who came to our SRP kickoff with his granddaughter and shared that he learned about SRP and event from our sign, and a pic of our digital sign with our ad for Libby being shared throughout OverDrive's corporate headquarters.
- With over 6 weeks still to go the Summer Reading Program has over 2,400 registrants who have read a total of 440,000 minutes. Last year we had an overall total of 2,234. Our reading goal is 1.5 million minutes read.

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- The Summer Reading Program kickoff event on June 1 drew over 250 people—more details to be shared next month.
- Integrity Fiber (River Valley Paper Co) removed their recycling dumpster from CFL and all other locations in the area. Administrative Assistant Mandy House and Adult Services Librarian Molly Bevan found a new paper recycling option, Royal Oak, who should be providing a dumpster soon.
- CFL's new app is now available. It appeared in Apple's App Store this past Thurs and Android's Google Play Store over the weekend. Since Thursday, there have been 590 uses of the app from 149 patrons.
- 17 people, including staff and a trustee, volunteered to walk in Cuyahoga Falls Memorial annual parade, representing CFL. The parade committee was led by Children's Library Assistant Helen McWilliams. CFL's float, an impressive cardboard pirate ship created by the Children's Department, won 2nd place in its category. Volunteers also passed out sign-up for Summer Reading cards to 250+ spectators. We heard lots of "we love the library!" shouts from the crowd. and several city leaders, including the mayor, said they were happy to see us in the parade.
- Adult & Teen Services Manager Elizabeth Morrison and Assistant Adult & Teen Services Manager Katherine Vaughan attended and worked at an information table at the Senior Summit event on Saturday, May 18. A total of 262 people visited the library's table and took information about upcoming programs. Elizabeth presented on services available at CFL along with staff from Barberton Public and Akron-Summit County Public Library.
- Any questions or comments from the highlights in my written report?

Personnel Report:

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

Unfinished Business:

- Update on the One-Time Strategic Community Investment Fund (OTSCIF) application: CFL's request was unsuccessful. Library Administration will work with the Building Committee on using the needs assessment from Suncrest Gardens to create a plan.

New Business:

Mike Dunton and Andrew Harant advised the board that they met with Don Sitts Auto for assistance in searching for and purchasing a library vehicle. Discussion ensued about ensuring CFL has necessary policies, procedures, and insurance for vehicle and its intended uses.

Adjournment:

Mike Dunton moved to adjourn the meeting. 2nd by Robin Worthington. Meeting adjourned at 7:44 pm.

Approved By,

Respectfully Submitted By,

Sean Blake, Board President

Robin Worthington, Secretary/KG