

*Meeting Minutes*

*July 16, 2024*

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

**REGULAR MEETING**

**Tuesday, July 16, 2024**

**Sutliff Room**

**Call To Order**

Sean Blake called the meeting to order at 6:00 pm.

**Attendance**

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

**GUESTS:** Elizabeth Morrison and Mary Ann Gutierrez

**Adoption of Agenda:**

Bryan Van Sweringen moved to adopt the agenda. 2<sup>nd</sup> by Rick Rubin. Motion passed unanimously.

**Move that the Cuyahoga Falls Library Board of Trustees add Debbie Ziccardi as a signatory to the minutes by Rick Rubin. 2<sup>nd</sup> by Karen Schofield. Motion passed unanimously.**

**Approval of Minutes**

Karen Schofield moved to approve the Regular Board Meeting of July 16, 2024, as amended. 2<sup>nd</sup> by Sandy Zirke. Motion passed unanimously.

**Board Education:**

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- Adult and Teen Services Manager Elizabeth Morrison and MakerSpace Librarian Mary Ann Gutierrez gave an update on MakerSpace Programming. They advised how tech appointments are being modified, how many people use the MakerSpace each month, the addition of programs such as 3D Thursdays, and the monthly crochet series. They also spoke about NorthStar Literacy courses being offered.

**Public Participation:** None

### **Treasurer's Report**

Sandy Zirke moved that the Board approve the payment of bills for June 2024 in the amount of \$239,300.82 2<sup>nd</sup> by Debbie Ziccardi. Motion passed unanimously.

It was reported that the library received \$151,782.73 in PLF revenue.

Sandy Zirke moved to accept the June Financial Report subject to audit. 2<sup>nd</sup> by Debbie Ziccardi. Motion passed unanimously.

### **Board President Report:**

- First, I would like to thank the board and library staff for their warm wishes and thoughtful cards that I received during my medical leave and truly appreciate the support. I would also like to thank Debbie Ziccardi for taking the lead at the June meeting and bringing her expertise as the former board president.
- Many, many congratulations are for Kevin Gemmell and Mandy House, in particular for our clean audit. Also, kudos to those involved in the process, including the director and financial committee. This is exactly what the library needed and many thanks to those involved.
- I would like to thank the anonymous donors for their donations of \$7.00, \$7.00 and \$14.00 totaling \$28.00. As you are aware, every donation is truly appreciated and benefits the mission of the library.
- We continue to remain fully staffed with no resignations in July, further reinforcing that the Cuyahoga Falls Library is a great place to work. Many thanks to our staff for furthering our mission, strategic plan, and being good stewards of a collaborative and friendly environment.
- I would additionally encourage everyone to read the Director's report where consistent energy from library staff continues to further our strategic plan in

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both small and large ways that make the Cuyahoga Falls Library “the place to be.”

### **Committee Reports:**

1. Building: No Report

2. Policies/Bylaws Review:

- Approval of Request for Reconsideration of Materials Policy and Form

**RESOLUTION 2024-20: Move that the Cuyahoga Falls Library Board of Trustees amend the Request for Reconsideration of Library Materials Policy and Form removing the word “full” by Rick Rubin. 2<sup>nd</sup> by Karen Schofield. Motion passed unanimously.**

**RESOLUTION 2024-21: Move that the Cuyahoga Falls Library Board of Trustees approve the Request for Reconsideration of Library Materials Policy and Form by Robin Worthington. 2<sup>nd</sup> by Rick Rubin. Motion passed with a vote of 9 in favor, 1 opposed.**

3. Finance/Audit Committee: Audit is finished

4. Graefe Memorial: Red and blue 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):

- Advised all matters referring to the articles of incorporation will be shifted back to the policy committee

### **Director’s Report:**

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- With 3 weeks still to go the Summer Reading Program (SRP) has over 2,600 registrants who have read over 1.2 million minutes. We're over 80% toward our community reading goal. We kicked our collaboration with the Cuyahoga Falls City School District on SRP up a notch this year to increase promotion and make it even easier to register and get game boards. And the Schools will celebrate the top readers from each school at their September 11th school board meeting.
- I would like to complement our staff (Children's and Adult) for the amazing decorations for SRP. They made this a fun and inspiring place for summer and reading.
- Danielle and I attended the inaugural Illuminate festival, put on by Downtown Cuyahoga Falls Partnership, to highlight and celebrate Cuyahoga Falls' cultural diversity. We showcased our Community Languages collection and language learning resources, promoted our app, and gave away library swag. 177 people stopped by our booth.
- We discovered a sink hole in our staff parking lot area due to a collapsed drain. Perrin has provided a repair quote of \$5,650, which we plan to expend from the building fund.
- To improve safety and increase visibility during the evening hours on the south side of the building, we've added solar-powered landscape lights along the length of the patio and a brighter security light for the benches by the fountain.
- Akron Summit County Public Library is hosting a legislative breakfast on August 20 at 8:00 am at their Main Library location. Administration, trustees, and friends and foundation members of each of the seven library systems in Summit County are invited to attend, along with all of the state representatives and senators whose districts include our various service areas.

### **Personnel Report:**

Karen Schofield moved that the Cuyahoga Falls Library Board of Trustees approve the July 2024 Personnel Report. 2<sup>nd</sup> by Bryan Van Sweringen. Motion passed unanimously.

### **Unfinished Business:**

- Update on the possibility of purchasing a Library vehicle.

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## **New Business:**

Fiscal Officer Kevin Gemmell gave a detailed update on the completed 2024 Audit.

Director Andrew Harant advised the board on wanting to purchase a Charlie Cart for food education for the library and how it was to be paid for, including 50% of the cost coming from a grant from the City of Cuyahoga Falls.

**RESOLUTION 2024-22: Move that the Cuyahoga Falls Library Board of Trustees approve expending \$7,500.00 from the Library's Endowment Fund (710.0.44100) for the purchase of a Charlie Cart by Rick Rubin. 2<sup>nd</sup> by Mike Dunton. Motion passed unanimously**

- Andrew Harant advised the board he wishes to close on November 11<sup>th</sup>, 2024, to hold staff development day

**RESOLUTION 2024-23: Move that the Cuyahoga Falls Library Board of Trustees approve the library being closed on November 11<sup>th</sup> 2024 for the purpose of conducting a Staff Development Day by Rick Rubin. 2<sup>nd</sup> by Bryan Van Sweringen. Motion passed unanimously**

## **Adjournment:**

Cheryl Bruce moved to adjourn the meeting. 2<sup>nd</sup> by Bryan Van Sweringen. Meeting adjourned at 7:58 pm.

Approved By,

Respectfully Submitted By,

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Sean Blake, Board President

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Robin Worthington, Secretary/KG