

Meeting Minutes

August 20, 2024

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

REGULAR MEETING

Tuesday, August 20, 2024

Sutliff Room

Call To Order

Sean Blake called the meeting to order at 6:04 pm.

Attendance

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

Excused: Mike Dunton

Adoption of Agenda:

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

Approval of Minutes

Robin Worthington moved to approve the Regular Board Meeting of July 16, 2024, as amended. 2nd by Sandy Zirke. Motion passed unanimously.

Board Education:

- Assistant Director Jennifer Reynard spoke about our digital services including Libby, Hoopla, Comics Plus, Kanopy, and Tumblebooks. Jennifer provided a brief presentation on how each works, what features they offer, and how you can download them.

Public Participation: None

Treasurer's Report

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Sandy Zirke moved that the Board approve the payment of bills for July 2024 in the amount of \$298,678.83. 2nd by Bryan Van Sweringen. Motion passed unanimously.

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

RESOLUTION 2024-24: Move that the Cuyahoga Falls Library Board of Trustees approve the donation of \$50.00 and move to Staff Appreciation (101.0.53735) line by Sandy Zirke. 2nd by Rick Rubin. Motion passed unanimously.

Sandy Zirke moved to accept the July Financial Report subject to audit. 2nd by Debbie Ziccardi. Motion passed unanimously.

Board President Report:

- First, I would like to thank Jack Phoenix and Mary Ann Gutierrez for presenting to the library staff and their dedication to assisting their peers in expanding their growth and knowledge. Jack presented on digital collections review on ComicsPlus, Libby, hoopla, Kanopy, and Tumblebooks Library. Mary Ann trained staff on the use of the Cricut machine.
- I am happy to hear the Charlie Cart has arrived and is assembled. I've been informed that staff are working on policy and procedures before it gets utilized in the library services. I am looking forward to learning more about the food literacy programs as they get up and running!
- I would like to thank the anonymous donors for their donations of \$1.00, \$1.00 and \$1.50, and \$50.00 which was to be used for cupcakes for staff. We continue to appreciate all donations large and small.
- I would like to congratulate and welcome Bethany McPherson on her appointment as a Children's Library Assistant and sincerely hope she is enjoying her new position here at the library.
- I would also like to wish well and thanks to Ben Lambert for his service to the library, who has tendered his resignation. Ben is moving from the area to pursue new adventures. Many thanks to our staff for furthering our mission, strategic plan and being good stewards of a collaborative and friendly environment.
- Perusing the Director's report in today's board packet, I am proud to see so many good comments from patrons including:
 - "Best library around!"
 - Consistent compliments on the kind and helpful nature of our staff
 - "This is a wonderful library, a real asset to the community."
 - And this one from an 11 year old Summer Reading participant: "Something I would like to share about my experience participating in the Summer Reading Program is that it helped me to realize how fun it is to read because I never liked reading that much and now I really like reading."

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- With that, many ongoing thanks to our terrific staff and volunteers who elicit these responses by just being themselves and caring for those we serve.

Committee Reports:

1. Building: No Report
2. Policies/Bylaws Review:
 - Review of Employee Handbook Section 8
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): No Report

Director's Report:

- The Summer Reading Program (SRP) ended on August 3rd. 2,699 registrants read just shy of 1.7 million minutes (equivalent to 3.2 years), surpassing our goal of 1.5 million minutes. On August 5th, Children's Service Manager Amy Galluch and I teamed up and held a giant snake in celebration of this goal during a reptile program in which we also recognized the two top readers. And the Cuyahoga Falls City School District will celebrate the top readers at their September 11th school board meeting.
- The sinkhole in our staff parking lot area from a collapsed drain was repaired by Perrin. Fortunately, they did not find any hidden complications, so the full cost was their original quote of \$5,650, which came from the building fund.
- Thank you to the Trustees who joined Jennifer, Kevin, and me for the Legislative Breakfast this morning, hosted by Akron Summit County PL at their Main Library. Two legislators were able to join us this year, along with staff, trustees,

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and friends members from each of the libraries in the county. Each library was able to share info and updates.

- CFL is partnering with Cuyahoga Falls City School District and a few other community organizations to create the Black Tiger Family Center, which will provide essential supplies (such as new clothing, hygiene products, household supplies, and school supplies) to families in need. CFL served as a collection site for a community drive that began on July 27 and ended with a “stuff the bus” pickup on August 12. CFL is also providing some old shelving to be repurposed for this center. A ribbon cutting is planned for September 24 at 6pm at Schnee Learning Center.
- City Centric: Cuyahoga Falls premieres Friday, August 30 at 8:30 pm and will be repeated on Saturday, August 31 at 1:30 am and 6:00 pm. CFL Children’s Librarian Patty Guinto is one of the featured community members showcased in this episode.
- Any questions or comments from the highlights in our written report? (Thanks to JR for compiling it this month)

Personnel Report:

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

Unfinished Business:

New Business:

Adjournment:

Rick Rubin moved to adjourn the meeting. 2nd by Robin Worthington. Meeting adjourned at 7:18 pm.

Approved By,

Respectfully Submitted By,

Sean Blake, Board President

Robin Worthington, Secretary/KG