

Meeting Minutes

September 17, 2024

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

REGULAR MEETING

Tuesday, September 17, 2024

Sutliff Room

Call To Order

Nikki Cebula called the meeting to order at 6:03 pm.

Attendance

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

Excused: Sean Blake

Adoption of Agenda:

Karen Schofield moved to adopt the agenda. 2nd by Cheryl Bruce. Motion passed unanimously.

Approval of Minutes

Karen Schofield moved to approve the Regular Board Meeting of August 20, 2024. 2nd by Bryan Van Sweringen. Motion passed unanimously.

Board Education:

- PR & Marketing Manager Danielle Welling-Harris and Children's Services Manager Amy Galluch presented on the Summer Reading Wrap-up. They advised on the total minutes read, how we exceeded our goals, and how they finished the 2024 program with a reptile show.

Public Participation: None

September 17, 2024

Treasurer's Report

Sandy Zirke moved that the Board approve the payment of bills for August 2024 in the amount of \$305,414.28. 2nd by Bryan Van Sweringen. Motion passed unanimously.

It was reported that the library received \$122,650.716 in PLF revenue.

RESOLUTION 2024-25: Move that the Cuyahoga Falls Library Board of Trustees move \$57.00 from Contingency (101.0.58900) to Insurance/Bonds/Property line (101.0.53400) by Sandy Zirke. 2nd by Robin Worthington. Motion passed unanimously.

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

RESOLUTION 2024-26: Move that the Cuyahoga Falls Library Board of Trustees approve the Library's Certification of Tax Levy for collection year 2025, accepting the amounts and rates as determined by the Summit County Budget Commission and authorizing the necessary tax levies and certifying them to the Summit County Fiscal Officer by Sandy Zirke. 2nd by Bryan Van Sweringen. One abstention. Nine in favor. Motion passed

Board President Report:

- I would like to start by thanking Andrew Harant and Kevin Gemmell for their help in preparation for today.
- Danielle Welling-Harris and Amy Galluch never cease to amaze me- and it is safe to say that our Library summer reading program was a success, and it was in no small part due to our wonderful staff who consistently goes above and beyond to support our community.
- I would also like to personally shout out the makers space staff! There are so many cool tools in there, and the staff is so helpful!! They are patient and kind and really helped me make my car look amazing!
- I would like to welcome Joseph Scanlan to our custodial staff. I know that he will be happy here as it is truly the place!
- I would like to acknowledge the passing of Dick Smith, a former board member, and Tom LoCascio. Tom is a Falls resident who asked that in lieu of flowers, donations be made to Metroparks or Taylor Memorial Library. We would like to thank Tom and his family for thinking of us.

September 17, 2024

- Finally, if you have not watched the PBS City Centric Special and seen Patty Guinto, you should! The entire episode showcases CF in a great way, but I love how Patty shows off CFPL in such a positive way. Her smile is infectious, her passion as an educator speaks volumes to the culture and mission of our library- it is “the place” for staff and community.

Committee Reports:

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

RESOLUTION 2024-27: Move that the Cuyahoga Falls Library Board of Trustees Approve Section 8 of the employee handbook by Robin Worthington. 2nd by Rick Rubin. Motion passed unanimously

3. Finance/Audit Committee: No Report
4. Graefe Memorial: Replaced flowers on the Memorials
5. Personnel Committee: Provided an update on the evaluation form of the Fiscal Officer
6. Affleck Scholarship Committee: Approved the Library letting the staff know to apply
7. Strategic Planning Committee: No report
8. Art Committee (Ad Hoc): No Report

Director's Report:

To start my report this month, I'd like to highlight a few action items that support the Our Spaces strategic focus area:

This month, Children's Services added a new AWE station to the department. An AWE is a self-contained early literacy and education computer that is not connected to the internet. It is preloaded with award-winning educational games for children in preschool through fifth grade and supports literacy, science, math, art skills, and more. The new station also contains a coding program for school aged children. IT Manager Phil Shirley deployed this new station the week of August 5.

Meeting Minutes

September 17, 2024

Four pieces of art that were formerly in storage were hung in the Chambers Meeting Room, including a painting from former CFL director John Bender that was gifted to CFL by the Board of Trustees. Thanks to Adult & Teen Services Library Assistant Cassie McCaulley, Adult & Teen Services Librarian Lily Blackmon, and Maintenance Coordinator Orry Harding.

Managed IT consultants Peak Technology completed deploying the 14 new public internet computers in the Quiet Computer Room. More computers will be available for patrons to use on a daily basis, and these additional computers will enable more patrons to participate in CFL's digital literacy and Makerspace classes. The seven older computers from that room will be repurposed as public catalog-only computers, which are some of the oldest computers in the library currently.

In terms of our virtual space, we are in the final stages of evaluating a new discovery layer (essentially our online public catalog system) to replace our current one which is called Encore. Encore is no longer receiving any updates and has not seen any improvements or modernization in years. I worked with our Assistant Director, IT Manager, Collection Development Manager, and Fiscal Officer to identify the top two options that make sense for us in terms of usability and budget. A committee of staff from each department who use the discovery layer in some capacity explored both options and participated in vendor demos. A final decision will be made soon, with implementation to hopefully begin by year end. Either way, our new system will improve our patrons' experience and make it easier for staff to assist patrons.

Thanks to the Cuyahoga Falls City School District for hosting us and recognizing the top readers from our Summer Reading Program last week, and to PR & Marketing Manager Danielle Welling-Harris and Children's Services Manager Amy Galluch for joining me.

We welcomed State Representative Bill Roemer (House District 31) for a brief intro to and tour of CFL. Beginning next year, Cuyahoga Falls will be in House District 31 and Senate District 27, and Silver Lake will be in House District 34 and Senate District 28, so we are trying to meet with each of the candidates for these districts.

Congratulations to Children's Librarian Patty Guinto on doing such a wonderful job on PBS Western Reserve's City Centric: Cuyahoga Falls.

Personnel Report:

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

Meeting Minutes

September 17, 2024

Unfinished Business: Update on the expected launch date of the Charlie Cart. Advised how we plan to honor the Taylors and where their pictures will be hung

New Business:

- Staff Development Day will be held on 11/11/2024.
- Reviewed the board documents on SharePoint and how to access them
- Advised how the new name badges will look, and that Board members will get one as well

Adjournment:

Rick Rubin moved to adjourn the meeting. 2nd by Cheryl Bruce. Meeting adjourned at 7:39 pm.

Approved By,

Respectfully Submitted By,

Sean Blake, Board President

Robin Worthington, Secretary/KG