

Meeting Minutes

October 15, 2024

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

REGULAR MEETING

Tuesday, October 15, 2024

Sutliff Room

Call To Order

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

Attendance

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

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 September 17, 2024. 2nd by Cheryl Bruce. Motion passed unanimously.

Public Participation: None

Treasurer's Report

Sandy Zirke moved that the Board approve the payment of bills for October 2024 in the amount of \$238,744.69. 2nd by Karen Schofield. Motion passed unanimously.

It was reported that the library received \$148,987.79 in PLF revenue.

RESOLUTION 2024-28: Move that the Cuyahoga Falls Library Board of Trustees approve the donation amount of \$350.00, Moving \$250.00 into the Children's Programming line (101.2.53720) and \$100.00 into the Staff

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Appreciation line (101.0.53735) by Sandy Zirke. 2nd by Rick Rubin. Motion passed unanimously.

RESOLUTION 2024-29: Move that the Cuyahoga Falls Library Board of Trustees move \$250.00 from the Contingency line (101.0.58900) to the Banking Fees line (101.0.53780) by Sandy Zirke. 2nd by Mike Dunton. Motion passed unanimously.

RESOLUTION 2024-30: Move that the Cuyahoga Falls Library Board of Trustees move \$10,500 from the Contingency line (101.0.58900) to the Utilities line (101.0.53600) by Sandy Zirke. 2nd by Mike Dunton. Motion passed unanimously.

RESOLUTION 2024-31: Move that the Cuyahoga Falls Library Board of Trustees approve the Library's portion of Summit County's 2025 Public Library Fund allocation of 7.15043% by Sandy Zirke. 2nd by Mike Dunton. Motion passed unanimously.

RESOLUTION 2024-32: BE IT RESOVED by the Cuyahoga Falls Library Board of Trustees:

WHEREAS, the Cuyahoga Falls Library is eligible to request an advance of tax monies from the Summit County Fiscal Office pursuant to the Ohio Revised Code, Section 321.34; and

WHEREAS, that the Summit County Fiscal Officer is hereby requested to issue an order to the Treasurer of Summit County to pay the Treasurer of this Library funds as may be available for distribution by said County Treasurer from tax year 2024, payable in 2025;

THAT the Fiscal Officer of the Library is hereby authorized and directed to certify and send a copy of this resolution to the County Fiscal Officer as may be necessary to make this resolution effective by Sandy Zirke. 2nd by Mike Dunton. Motion passed unanimously.

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

Board President Report:

- This month I would like to focus on the professional development of our library staff. In September, 12 library staff attended trainings in the following areas, highlighting how our staff further themselves in furthering their own development and of the library and strategic plan:
 - Serving the Neurodivergent in your Library
 - Back to the Book Reader's Advisory. Historical Fiction and Merchandising
 - New Supervisor Academy - Prioritizing Self-Care for Management
 - Thinking Outside the (Search) Box
 - Creating a Milestone Book Festival
 - Behind the Bans: How Censorship Impacts our Communities
 - Circulation Networking
 - Navigating the Digital Library Landscape
 - Public Speaking
 - Fiscal Officer/HR Networking Group
 - How to Respond to Prejudicial Comments from Customers
- I encourage all to review the Personnel Report each month seeing how our dedicated staff continue to support our mission and strategic plan. Many thanks to all.
- I would like to thank shelper, Jade Goodwin for her service to the library upon her resignation and wish her well in her future.
- I would like to thank the Wickhams again for their donation of \$250 and sincerely appreciate their consistent support of the CFL. I would also like to thank Sandra Zirke for her generous donation of \$100 in honor of former board member Dick Smith who passed recently. I remember Dick as a committed and knowledgeable board member when I first was appointed to the board and wish his family and friends our deepest condolences.
- Congratulations are in order for the library's collaboration with the city on creating the Story Walk at Lions Park. I encourage everyone to take the time to take the story walk.
- Lastly, as the year begins to draw to a close, I would like to ask to meet with the personnel/nominating committee to discuss next year's slate of board officers.

Committee Reports:

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1. Building: Update on fountain plans and the pressure washing
2. Policies/Bylaws Review:
 - Reviewed Employee Handbook Section 9
 - Reviewed draft of Display and Distribution of Community Informational Materials policy
 - Discussed revision to the checkout policy, including going fine free for most items
3. Finance/Audit Committee: No Report
4. Graefe Memorial: No Report
5. Personnel Committee: No Report
6. Affleck Scholarship Committee:
 - **RESOLUTION 2024-33: Move that the Cuyahoga Falls Library Board of Trustees award a \$2,000.00 scholarship from the Caroline Affleck Scholarship Fund to Brianna McCarron by Nikki Cebula. 2nd by Robin Worthington. Motion passed unanimously.**
7. Strategic Planning Committee: No report
8. Art Committee (Ad Hoc): No Report

Director's Report:

- Banned Books Week was September 22-28. It's a good time to celebrate our freedom to read and reflect on current trends. Between January 1 and August 31, 2024, ALA's Office for Intellectual Freedom tracked 414 attempts to censor library materials and services. In those cases, 1,128 unique titles were challenged. In the same reporting period last year, ALA tracked 695 attempts with 1,915 unique titles challenged. Though the number of reports to date has declined in 2024, the number of documented attempts to censor books continues to far exceed the numbers prior to 2020. Additionally, instances of soft censorship, where books are purchased but placed in restricted areas, not used in library displays, or otherwise hidden or kept off limits due to fear of challenges illustrate the impact of organized censorship campaigns on students' and readers' freedom to read. In some circumstances, books have been

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preemptively excluded from library collections, taken off the shelves before they are banned, or not purchased for library collections in the first place. Here at CFL, we had one challenge this year, and a handful of complaints. While a few were difficult and intense, staff successfully handled them all very well.

- On September 23, Collection Development Manager Jack Phoenix moderated *Behind the Bans: How Censorship Impacts Our Communities*. This webinar was presented by the American Library Association's Office for Intellectual Freedom.
- We welcomed Adam Bozic and AJ Harris for a brief intro to and tour of CFL. They are candidates for state house districts 34 and 31, respectively.
- The Children's Services Department partnered with the City of Cuyahoga Falls' Parks and Recreation Department to expand access to literacy beyond the walls of the library by creating a StoryWalk at Lion's Park. The permanent StoryWalk posts were installed by the City and picture book content will be maintained by CFL. This month's installation is *Leaves* by David Ezra Stein. The story of a bear experiencing his first fall season is set against the backdrop of the falling leaves at Lion's Park, and this installation allows families who may not make it to the library a chance to read together in an outdoor setting.
- Throughout the month of September, Children's Services Librarian Patty Guinto led *Make It Your Business*, a program for children in kindergarten through fifth grade that was made possible through a partnership with Junior Achievement and community partners from Metropolis Popcorn, Loud and Clear Music, The Artful Cricket, and Harvest Yoga. Over the course of five weeks, participants learned about wants and needs, developing a product and marketing for that product, and had a chance to "sell" their merchandise at Market Day. Junior Achievement supplied the lesson plans while community partners presented information at each session. This partnership is the first of its kind for Junior Achievement and a public library and will serve as a blueprint for future collaborations. Patty kept 66 busy school-aged children engaged throughout the course of the series and was instrumental in the development and execution of this exciting program!

Personnel Report:

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

Unfinished Business: None

New Business:

- Aspen Overview (New Discovery Layer) – Director Harant provided an update on CFL moving from its current discovery layer, Encore, to this new one. He reviewed the selection process and showed a video overview.
- 2025 Holiday Schedule – CFL’s hours of operation on holidays during 2025 was shared with the Board.

RESOLUTION 2024-34: Move that the Cuyahoga Falls Library Board of Trustees approve that all the full-time non-bargaining unit employees, except for the Director and Fiscal Officer, receive a lump sum payment of three hundred and fifty dollars (\$350), and all part time non-bargaining unit employees receive a lump sum payment of one hundred and seventy-five dollars (\$175) on or around November 18, 2024 by Sandy Zirke. 2nd by Robin Worthington. Motion passed unanimously.

Adjournment:

Mike Dunton moved to adjourn the meeting. 2nd by Karen Schofield. Meeting adjourned at 8:28 pm.

Approved By,

Respectfully Submitted By,

Sean Blake, Board President

Robin Worthington, Secretary/KG