

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

**REGULAR MEETING**

**Tuesday, November 19, 2024**

**Sutliff Room**

**Call To Order**

Sean Blake called the meeting to order at 6:02 pm.

**Attendance**

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

**Excused:** Rick Rubin

**Adoption of Agenda:**

Debbie Ziccardi moved to adopt the agenda. 2<sup>nd</sup> by Mike Dunton. Motion passed unanimously.

**Approval of Minutes**

Karen Schofield moved to approve the Regular Board Meeting of November 19, 2024. 2<sup>nd</sup> by Bryan Van Sweringen. Motion passed unanimously.

**Board Education:**

- Circulation Clerk Brianna McCarron, the recipient of the Affleck Scholarship, thanked the board for awarding her the scholarship and spoke briefly on her goals and why she loves working at the library
- Circulation Services Coordinator Cynthia Spesert & Circulation Clerk Brianna McCarron presented an overview of Circulation Department operations, including stats and information on SearchOhio and OhioLink procedures.

**Public Participation:** None

## Treasurer's Report

Sandy Zirke moved that the Board approve the payment of bills for November 2024 in the amount of \$260,128.38. 2<sup>nd</sup> by Bryan Van Sweringen. Motion passed unanimously.

**Resolution 24-35: Move that the Cuyahoga Falls Library Board of Trustees approve the donation amount of \$25,175, moving \$25,000 into the Endowment Fund (710.0.44100) Sandy Zirke. 2<sup>nd</sup> by Mike Dunton**

**Resolution 24-36: Move that the Cuyahoga Falls Library Board of Trustees move \$32,000 from the Salaries line (101.0.51100) to the Hospital/Workmens Comp line (101.0.51600) Sandy Zirke. 2<sup>nd</sup> by Mike Dunton**

**Resolution 24-37: Move that the Cuyahoga Falls Library Board of Trustees move \$1,500 from the Contingency line (101.0.58900) to the Cataloging Supplies line (101.0.52150) Sandy Zirke. 2<sup>nd</sup> by Mike Dunton**

It was reported that the library received \$121,580.99 in PLF revenue.

Sandy Zirke moved to accept the November Financial Report subject to audit. 2<sup>nd</sup> by Mike Dunton. Motion passed unanimously.

## Board President Report:

- I would like to thank the entire staff for working hard to increase circulation (noting page 26 in our packets.) Circulation of both physical and digital materials have increased prior to one year ago alongside visits and new cards. Through the dedication of staff, we have increased our borrowers by 2,565 thus far year to date. Congratulations!
- Thanks for donations \$96.57 from 7 anonymous donations
- \$1000 from the Cuyahoga Valley Art Center
- \$100 from Melony Betts in memory of Thomas Locascio
- \$75 from Nancy Woodbury in memory of Thomas Locascio
- \$78 in total from anonymous donations previously made in April and May of this year, with apologies for the overlooked donation and thank you.

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- And finally, \$25,000 from the Estate of Nancy Morrissey alongside her collection of books. The books have been reviewed and will not be added to the collection due to being in poor condition.
- I would like to welcome Julie Gavalind to her position as a shelver and wish her well in her employment with the library. I would like to thank Molly Bevan and Joe Scanlon for their time with us and wish them well in their futures as they move on from the library.
- I have met with Andy and Kevin as they work toward development of the 2025 budget and their plan to meet with the Financial Committee before bringing it to the entire Board in December. Thank you for your hard work!
- Lastly, I would like to wish everyone a happy and safe Thanksgiving holiday!

## Committee Reports:

1. Building: No Report
2. Policies/Bylaws Review:  
Approved Employee Handbook Section 9
  - **RESOLUTION 2024-38: Move that the Cuyahoga Falls Library Board of Trustees approve section 9 of the employee handbook by Robin Worthington. 2<sup>nd</sup> by Bryan Van Sweringen. Motion passed unanimously.**
  - **RESOLUTION 2024-39: Move that the Cuyahoga Falls Library Board of Trustees approve the Display and Distribution of Community Informational Materials Policy by Robin Worthington. 2<sup>nd</sup> by Debbie Ziccardi. Motion passed unanimously.**Review draft of Checkout Policy
3. Finance/Audit Committee: Met to review 2025 budget
4. Graefe Memorial: Replaced Flowers
5. Personnel Committee: Spoke about the Guide to Fiscal Officer Evaluation
6. Affleck Scholarship Committee: No Report
7. Strategic Planning Committee: No report
8. Art Committee (Ad Hoc): No Report

## **Director's Report:**

- Thanks to the staff for a very successful 2nd annual Books & Dragons event. Over 300 people attended! More details will be in my written report next month.
- A total of 12 MakerSpace videos were added to the library's YouTube page. Videos included crochet tutorials and some older sewing, 3D design, and vision board videos. The total views on these 12 videos so far are 1,197.
- Director Harant reviewed a recent incident involving a visit by two individuals who describe themselves as "First Amendment auditors."
- Director Harant reviewed progress made on the IT Road Map for 2024 and projects planned for the IT Road Map for 2025.
- Director Harant informed the board of a schedule change for the security guards.
- Assistant Director Jennifer Reyard gave an overview of Staff Development Day.

## **Personnel Report:**

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

**Unfinished Business:** None

## **New Business:**

- Bryan Van Sweringen spoke on the Cuyahoga Falls Historical Society. Bryan provided a handout with a summary on the history of Chief Netawatawees Gorge Memorial.

## **Adjournment:**

*Meeting Minutes*

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Debbie Ziccardi moved to adjourn the meeting. 2<sup>nd</sup> by Mike Dunton. Meeting adjourned at 8:06 pm.

Approved By,

Respectfully Submitted By,

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Sean Blake, Board President

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Robin Worthington, Secretary/KG