

*Meeting Minutes*

*December 17, 2024*

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

**REGULAR MEETING**

**Tuesday, December 17, 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, Rick Rubin, Bryan Van Sweringen, Mike Dunton, Robin Worthington, Karen Schofield, Sandy Zirke, Director Andrew Harant, Assistant Director Jennifer Reynard, Fiscal Officer Kevin Gemmell

**Excused:** Bradley LeBoeuf

**Adoption of Agenda:**

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

**Approval of Minutes**

Sandy Zirke moved to approve the Regular Board Meeting of November 19, 2024. 2<sup>nd</sup> by Robin Worthington. Motion passed unanimously.

**Board Education:**

- Director Andrew Harant gave an update on the Strategic Plan. Andrew Harant spoke about the actions the Library has taken, and the outcomes of those actions. He explained the net promoter score and the percentile gains the Library has had in certain metrics.

**Public Participation:** None

**Treasurer's Report**

Sandy Zirke moved that the Board approve the payment of bills for November 2024 in the amount of \$273,132.86. 2<sup>nd</sup> by Bryan Van Sweringen. Motion passed unanimously.

**Resolution 24-40: Move that the Cuyahoga Falls Library Board of Trustees move \$907 from Adult Fiction (101.1.54150) to Adult Non-Fiction (101.1.54101) Sandy Zirke. 2<sup>nd</sup> by Karen Schofield.**

It was reported that the library received \$136,048.90 in PLF revenue.

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

**Board President Report:**

- First, I would like to wish the board, administration and all staff of the library a safe, healthy and happy holiday season including many thanks and appreciation for everyone's hard work to make this the best library in the county!
- Thanks for donations of \$1.00 from an anonymous donor.
- \$20.00 from the Natural Wonders Rock Shop (Books and Dragons)
- \$40.00 from Mr. Fun's Costumes and Curiosities (Books and Dragons)
- \$21.00 from Cuyahoga Falls Visual Arts Boosters (Books and Dragons)
- I would like to welcome Kairo Conrad to their position as a part-time custodian and wish them well in their employment with the library. I would congratulate Rosie Leone for her promotion to Adult Librarian and wish her well in her position. Lastly, I would like to thank Cassie McCaulley, Josh Dages, and Savannah Gould for their service to the library and wish them well in their future endeavors.
- Lastly, I would like to again thank the board for their continued faith in me at the lead and appreciate everyone's guidance and help as I have moved through another year as president of the library board, and looking forward to continuing serving the library as the future allows. You all are the best.

## Committee Reports:

1. Building: The flagpole had a flag added to it. It was suggested the Orry be recognized for getting a lift at such a low cost.
2. Policies/Bylaws Review:  
Approved the Checkout Policy
  - **RESOLUTION 2024-41: Move that the Cuyahoga Falls Library Board of Trustees approve the Checkout Policy to be effective January 9<sup>th</sup>, 2025 Robin Worthington. 2<sup>nd</sup> by Mike Dunton. Motion passed unanimously.**
3. Finance/Audit Committee:
  - **RESOLUTION 2024-42: Move that the Cuyahoga Falls Library Board of Trustees approve the 2025 General Fund Budget in the amount of \$3,242,388.00 Sandy Zirke. 2<sup>nd</sup> by Mike Dunton. Motion passed unanimously.**
4. Graefe Memorial: No Report
5. Personnel Committee: Provided minutes from the previous meeting. The Fiscal Officer Evaluation materials were reviewed and an explanation of how to answer it was provided.
6. Affleck Scholarship Committee: No Report
7. Strategic Planning Committee: No report
8. Art Committee (Ad Hoc): No Report
9. Nominating Committee (Ad Hoc): Reviewed officer positions. Nikki Cebula was nominated for President. Robin Worthington was nominated for Vice President. Bryan Van Sweringen was nominated for Secretary. Sandy Zirke was nominated for Treasurer. All nominations were voted on and all nominations passed unanimously.

## Director's Report:

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- The library won best overall and best downtown business in Parking Meters on Parade, before our decorations were blown apart by wind. Thanks to the library's Merchandising Committee for creating our otter-themed display. (Cynthia Spesert, Mary Ann Gutierrez, Lily Blackmon, Brianna McCarron, Ellie Kleber, Danielle Welling-Harris, and Jennifer Reynard). A photo of the Library team with the mayor and remnants of the display was shared on the City's and Library's social media.
- The new copy/print/fax stations are now up and running. These will be easier for staff and patrons to use, and we're saving money, too!
- Children's Librarian Patty Guinto led another successful grant application for us for the Akron Community Foundations's Millennium Fund. This year's project is to expand the outreach partnership with Asian Services In Action (ASIA)'s afterschool English Language Learners program to a 2nd elementary school and to continue to add English Language Learner (ELL) and sensory resources to our collections and programs.
- The repairs to the two half-walls on the Upper Level were completed, including being painted instead of covered with wall-paper and making repairs to the wood veneer and trim.
- A new library-wide event, Merry Makers, happened on 12/7. Stations were set up all over the library to showcase MakerSpace equipment and demonstrate different gift ideas people could make in our MakerSpace during the holiday season.
- The current Downtown Cuyahoga Falls Partnership President is stepping down, and I am being appointed the new president as of January 1.
- We received and responded to another Request for Reconsideration form submission. A patron requested a reconsideration of the DVD *The Adventures of Jojo (and His Annoying Sister Avila)*. In following our policy, a staff committee viewed and researched the movie and recommended no action taken. I followed up with the patron in writing.

### **Personnel Report:**

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

**Unfinished Business:** None

**New Business:** Fine amnesty

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- **RESOLUTION 2024-43: Move that the Cuyahoga Falls Library Board of Trustees approve amnesty for all outstanding overdue fines from all patron accounts, effective January 9<sup>th</sup>, 2025, Robin Worthington. 2<sup>nd</sup> by Mike Dunton. Motion passed unanimously.**

**Adjournment:**

Nikki Cebula moved to adjourn the meeting. 2<sup>nd</sup> by Mike Dunton. Meeting adjourned at 8:03 pm.

Approved By,

Respectfully Submitted By,

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Sean Blake, Board President

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Robin Worthington, Secretary/KG