

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

REGULAR MEETING

Tuesday, January 28, 2025

Sutliff Room

Call To Order

Sean Blake called the meeting to order at 6:03 pm.

Attendance

Sean Blake, Nikki Cebula, Debbie Ziccardi, Rick Rubin, 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: Cheryl Bruce

Adoption of Agenda:

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

Approval of Minutes

Rick Rubin moved to approve as amended the Regular Board Meeting of December 17, 2024. 2nd by Robin Worthington. Motion passed. Ten yes, one abstention.

Resolution 25-01: Move that the Cuyahoga Falls Library Board of Trustees approve the 2025 slate of officers presented by the Nominating Committee:

- President: Nikki Cebula
- Vice President: Robin Worthington
- Secretary: Bryan Van Sweringen
- Treasurer: Sandra Zirke

Mike Dunton. 2nd by Sandy Zirke. Motion passed unanimously.

Resolution 25-02: Move that the Cuyahoga Falls Library Board of Trustees approve the appointment of Kevin Gemmell as Fiscal Officer for 2025 Karen Schofield. 2nd by Bryan Van Sweringen. Motion passed unanimously.

Resolution 25-03: Move that the Cuyahoga Falls Library Board of Trustees approve the appointment of Amanda House as Deputy Fiscal Officer for 2025 Sean Blake. 2nd by Mike Dunton. Motion passed unanimously.

Board Education:

- Assistant Director Jennifer Reynard spoke about the creation of the Cuyahoga Falls Library Social Story. Jennifer explained that a Social Story is a brief visual story about what to expect at a library visit. She showed where to find it on the website, and how to access it.

Public Participation: None

Treasurer's Report

Sandy Zirke moved that the Board approve the payment of bills for December 2024 in the amount of \$256,272.95. 2nd by Bryan Van Sweringen. Motion passed unanimously.

Resolution 25-04: Move that the Cuyahoga Falls Library Board of Trustees approve the donation in the amount of \$250.00 moving \$136.00 to the Staff Appreciation line (101.0.53735) and \$114.00 to the Children's Programming line (101.2.53720) Sandy Zirke. 2nd by Mike Dunton. Motion passed unanimously.

Resolution 25-05: Move that the Cuyahoga Falls Library Board of Trustees move \$22,300.00 from Contingency (101.0.58900) to Hospital/Workmans Comp (101.0.51600) Sandy Zirke. 2nd by Mike Dunton. Motion passed unanimously.

Resolution 25-06: Move that the Cuyahoga Falls Library Board of Trustees move all prior year excess of Printing line (101.0.53290) to PR and Marketing line (101.53299) in the amount of \$118.98 Sandy Zirke. 2nd by Mike Dunton. Motion passed unanimously.

January 28, 2025

Resolution 25-07: Move that the Cuyahoga Falls Library Board of Trustees move all prior year excess of CD-Adult line (101.1.54330) and Children's CD/DVD line (101.2.54301) to DVD/CD line (101.1.54103) in the amount of \$3,978.06 Sandy Zirke. 2nd by Mike Dunton. Motion passed unanimously.

Resolution 25-08: Move that the Cuyahoga Falls Library Board of Trustees move \$47,488.00 of prior year excess from Contingency (101.0.58900) to Building Fund (401.0.55400) Sandy Zirke. 2nd by Mike Dunton. Motion passed unanimously.

It was reported that the library received \$152,164.30 in PLF revenue.

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

Board President Report:

- First, I would like to thank Sean Blake for all his hard work these past few years. I feel honored and excited to start this next phase in my time at the library. Working with this board is one of the most rewarding and fulfilling things I do!
- I would also like to thank the CF Library. I know that this is really short- but this library is near and dear to my heart. I have grown my own children here, learned here, and relaxed here. In short, I love it here. I see the greatness in this place and I cannot wait to see how it grows. It makes me excited as I watch this library grow into "THE PLACE".
- A quick thank you to the Wickham family who has generously provided funding to our children's department, again!
- Thanks to Kevin Gemmell who got the Charlie Cart fully funded for the first year, and thanks to our awesome staff for a successful launch!
- Finally, I would like to give a quick shout out to Orry Harding who is always looking out for our library, and figuring out how to get that flagpole fixed on the cheap!

Committee Reports:

1. Building: No Report
2. Policies/Bylaws Review: Worked on the Employee Handbook

RESOLUTION 2025-09: Move that the Cuyahoga Falls Library Board of Trustees approve the Confidentiality of Patron Records Policy Robin Worthington. 2nd by Bryan Van Sweringen Motion passed unanimously.

3. Finance/Audit Committee: No Report
4. Graefe Memorial: No Report
5. Personnel Committee: Provided minutes from the previous meeting.
6. Affleck Scholarship Committee: No Report
7. Strategic Planning Committee: No report
8. Art Committee (Ad Hoc): No Report

Director's Report:

- Director Harant reviewed year-end annual usage statistics for 2024, including how usage compared to 2023 and to 2019, which was the last full year prior to the pandemic.
- Our new Checkout Policy went into effect on January 9th as intended. So far, the response from the public has been overwhelmingly positive, particularly on social media, with just a few negative comments received. Staff training sessions were held to prepare for this rollout. A comprehensive marketing effort for this was led by Marketing & PR Manager Danille Welling-Harris (website, newsletter, social media, internal signage, LED digital sign, public and staff talking points). Thanks to IT Manager Phil Shirley for making all of the changes in Sierra.
- On Friday morning, a few of our Cuyahoga Falls City Schools partners surprised us (or at least me) with balloons and an announcement. As you may be aware, our School District is part of the Six District Educational Compact which provides career-technical education programs, services, and resources to the six member districts. Each year, each district honors a remarkable individual or organization in recognition of outstanding service to the Six District Educational Compact schools and communities by presenting them with a CARE award. CFCSD selected Cuyahoga Falls Library to receive their CARE award this year
- Thanks to Fiscal Officer Kevin Gemmell, ACME has agreed to fund all anticipated expenses for CFL's Charlie Cart programs in 2025.
- The first public Charlie Cart programs were held this month. More details will be shared in next month's written report.
- The new Staff Intranet was launched earlier this month. Thanks to Assistant Director Jennifer Reynard, Marketing & PR Manager Danille Welling-Harris, IT

Meeting Minutes

January 28, 2025

Manager Phil Shirley, and Managed IT Providers Peak Technology for their work on this.

Personnel Report:

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

Unfinished Business: None

New Business: No Report

Executive Session:

Karen Schofield moved that the Cuyahoga Falls Library Board of Trustees enter executive session to discuss the employment of public employees at 7:20 pm 2nd by Rick Rubin and roll call vote was called.

Deborah Ziccardi - yes

Rick Rubin - yes

Sean Blake - yes

Karen Schofield - yes

Bryan Van Sweringen - yes

Mike Dunton - yes

Bradley LeBoeuf - yes

Robin Worthington - yes

Sandy Zirke - yes

Nikki Cebula - yes

The Board entered public session at 8:39 pm.

Adjournment:

Mike Dunton moved to adjourn the meeting. 2nd by Karen Schofield. Meeting adjourned at 8:40 pm.

Approved By,

Respectfully Submitted By,

Nikki Cebula, Board President

Bryan Van Sweringen, Secretary/KG