

*Meeting Minutes*

*February 18, 2025*

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

**REGULAR MEETING**

**Tuesday, February 18, 2025**

**Sutliff Room**

**Call To Order**

Nikki Cebula called the meeting to order at 6:07 pm.

**Attendance**

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

**Excused:** Sandy Zirke, Mike Dunton

**Adoption of Agenda:**

Rick Rubin moved to adopt the agenda. 2<sup>nd</sup> by Sean Blake. Motion passed unanimously.

**Approval of Minutes**

Nikki Cebula moved to approve as amended the Regular Board Meeting of January 28, 2025. 2<sup>nd</sup> by Sean Blake. Motion passed unanimously.

**Public Participation:** None

**Treasurer's Report**

Bradley LeBoeuf moved that the Board approve the payment of bills for January 2025 in the amount of \$316,303.03. 2<sup>nd</sup> by Sean Blake. Motion passed unanimously.

**Resolution 25-10: Move that the Cuyahoga Falls Library Board of Trustees accept the One Time Tax Holiday PLF Bonus of \$7,299.49 and move it to the Computer HW/SW (101.0.54510) line Bradley LeBoeuf. 2<sup>nd</sup> by Bryan Van Sweringen. Motion passed unanimously.**

## *Meeting Minutes*

*February 18, 2025*

It was reported that the library received \$160,321.02 in PLF revenue.

Bradley LeBoeuf moved to accept the February Financial Report subject to audit. 2<sup>nd</sup> by Rick Rubin. Motion passed unanimously.

### **Board President Report:**

- I would like to begin by recognizing that in the director's report we are able to read some of the patron comments. WOW! I love to see that our patrons really see what a wonderful place our library has really cultivated- it is just the "best bargain around" and worth driving to! I would have to agree, and reading about the positive outcomes of our programs makes my heart smile, and not only do I know that our patrons know that this is "The place", but it seems clear to me that our staff does as well. Bravo!
- It looks like going fine free has been popular- reaching 11k people! This is wonderful news. In addition, over 2K downloads of our app is impressive! I know in my own experience it makes my life easier and better, and I can't wait to use it with Aspen- I know that my experience is going to be second to none.
- Congratulations to Lindsey Wenck on her appointment to Children's Library Assistant. Welcome to our independent contractor, Evelyn Willet, who will be helping out while Danielle is out. While we will miss Danielle, and wish her a speedy return, we are happy that Evelyn will be with us. She interned with us and has been trained by Danielle.
- We are excited to launch Aspen next week and appreciate the prudence in waiting until everything is ready to go!
- Finally, I would like to specifically thank Mandy House this month. She does a great job in keeping us all organized and informed, and always with a smile. I just love it here.

### **Committee Reports:**

1. Building: Digital Sign has been repaired. The Graefe Room is getting an AV upgrade. The electrical and plumbing for the washer and dryer are being installed. The burglar alarm is being upgraded to a wireless system. The small leak on the roof was identified with RoofTec, and we will contact AmeriSeal about repairs when the weather improves.

## Meeting Minutes

February 18, 2025

2. Policies/Bylaws Review:
  - Reviewed section 10 of the Employee Handbook. Discussed the free speech rights of library employees.
3. Finance/Audit Committee: No Report
4. Graefe Memorial: No Report
5. Personnel Committee: Met on 2/17. Starting to create the guide to the Director Evaluation.
6. Affleck Scholarship Committee: No Report
7. Strategic Planning Committee: No report
8. Art Committee (Ad Hoc): No Report

### **Director's Report:**

- Evelyn Willet became an independent contractor for CFL with the title Marketing & PR Temporary Contractor, effective January 20. Her contract runs through the return of Marketing & PR Manager Danielle Welling-Harris from a leave of absence.
- CFL's Aspen Implementation Team (Library Director Andrew Harant, Assistant Director Jennifer Reynard, IT Manager Phil Shirley, Marketing & PR Manager Danielle Welling-Harris, and Collection Development Manager Jack Phoenix) continued to meet with Bywater Solutions and work to set up the new discovery layer. Staff training is now set for February 18, and the new go-live date is February 24.
- CFL was featured in an *Akron Beacon Journal* piece about area libraries going overdue-fine free. In December 2024, there were 14,568 patrons unable to borrow physical items due to owing more than \$10 in overdue fines and billed materials. At the end of this month, 6,558 patrons have blocked cards due to having significantly overdue items with replacement charges of \$25 or more.
- Fiscal Officer Kevin Gemmell and I attended a meeting with Ohio Library Council to review the State's current budget bill, including the Public Library Fund, and OLC's advised advocacy plan. CFL will be submitting program proposals for OLC's annual convention this fall in Cleveland, including (hopefully) one to showcase the work of the Board's Personnel Committee in redesigning the review process for the director and fiscal officer. Upcoming OLC events include trustee workshops, Legislative Day, and trustee dinner.

### **Personnel Report:**

*Meeting Minutes*

*February 18, 2025*

Sean Blake moved that the Cuyahoga Falls Library Board of Trustees approve the January 2025 Personnel Report. 2<sup>nd</sup> by Debbie Ziccardi. Motion passed unanimously.

**Unfinished Business:** None

**New Business:** None

**Executive Session:**

Karen Schofield moved that the Cuyahoga Falls Library Board of Trustees enter executive session to discuss the compensation of public employees at 7:19 pm 2<sup>nd</sup> by Robin Worthington and roll call vote was called.

Deborah Ziccardi - yes

Rick Rubin - yes

Sean Blake - yes

Karen Schofield - yes

Bryan Van Sweringen - yes

Nikki Cebula - yes

Bradley LeBoeuf - yes

Robin Worthington - yes

Cheryl Bruce - yes

The Board entered public session at 7:53 pm.

**Adjournment:**

Sean Blake moved to adjourn the meeting. 2<sup>nd</sup> by Cheryl Bruce. Meeting adjourned at 7:55 pm.

Approved By,

Respectfully Submitted By,

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Nikki Cebula, Board President

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Bryan Van Sweringen, Secretary/KG