

November 18, 2025

THE BOARD OF TRUSTEES OF THE CUYAHOGA FALLS LIBRARY and

The William and Margaretta Taylor Memorial Association

REGULAR MEETING

Tuesday, November 18, 2025

Sutliff Room

Call To Order

Robin Worthington called the meeting to order at 6:03 pm.

Attendance

Nikki Cebula, Sean Blake, Robin Worthington, Michael Bowman, Rick Rubin, Karen Schofield, Mike Dunton, Sandy Zirke, Cheryl Bruce, Bradley LeBoeuf, Director Andrew Harant, Assistant Director Jennifer Reynard, Fiscal Officer Kevin Gemmell

Excused: Bryan Van Sweringen

Adoption of Agenda:

Rick Rubin 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 October 21, 2025. 2nd by Sean Blake. Motion passed. Ten yes, one abstention.

Public Participation: None

Treasurer's Report

Sandy Zirke moved that the Board approve the payment of bills for October 2025 in the amount of \$253,099.32. 2nd by Mike Dunton. Motion passed unanimously.

Resolution 25-32: Move that the Cuyahoga Falls Library Board of Trustees accept the donation of \$300.00 and move it to Digital Materials (101.0.54351). Sandy Zirke. 2nd by Mike Dunton. Motion passed unanimously.

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Resolution 25-33: Move that the Cuyahoga Falls Library Board of Trustees move \$40,000 from the Contingency line (101.0.58900) to the Hospital/Workman's Comp line (101.0.51600) Sandy Zirke. 2nd by Mike Dunton. Motion passed unanimously.

Resolution 25-34: Move that the Cuyahoga Falls Library Board of Trustees move \$50,000 from the Library Material Control line (101.0.53800) to the Salaries line (101.0.51100) Sandy Zirke. 2nd by Mike Dunton. Motion passed unanimously.

Resolution 25-35: Move that the Cuyahoga Falls Library Board of Trustees approve the Library's Certification of Tax Levy for collection year 2026, accepting the amounts and rates as determined by the Summit County Budget Commission and authorizing the necessary tax levies and certifying them to the Summit County Fiscal Officer Sandy Zirke. 2nd by Mike Dunton. Motion passed unanimously.

It was reported that the library received \$130,818. 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 and foremost, I would like to thank the CF Library for hosting a wonderful staff development day. Of course, I was only able to make it for the first half, but I would guess it was the best first half. The energy in the room was awesome, and listening to the excited chatter of our awesome staff was great. Of course, when it starts out with Andy and a song, there is literally no other outcome! Seriously, though, the improv was great, and I have already put some of it to use., though, that my favorite part may have been the Insta Reels and Tik Toks over lunch! I have to say The planning committee (Jen, Mandy, Danielle, and Elizabeth) did an outstanding job. The only real question I have is: how will you duplicate this next year!!!!!!
- Our Collection development team definitely needs a shout out. They have done an amazing job, especially considering our vendor closed and they had to take all the books out of back and pre order, and switch over to a new vendor, and re-order! Nobody likes busy work, which I can only imagine is what this felt like, but this was critical work to be done. Thank you to that team for keeping us afloat with the best new materials!

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- Thank you to the Library and to Mike, Michael, Robin, and Karen for all the support and help for trick or treating, it was a great time.
- I'd also like to really thank Danielle. She seems to like a shout out- after getting Taylor on the ground and moving, T-shirts ready for sale, and really branding our adorable little river otter, she also did something really big! She organized a state wide "Whats in your library" which focused on the Library of Things. The insta reel video is super cute. Each library held up their card and showcased some really cool items in their library of things, and lets patrons know that they can borrow from any library! . Check it out!
- I would like to highlight falls instagram page. It is a really fun page and you can tell the staff has fun creating fun videos. I even learned some things- like there is a Falls Library for TEACHERS event. Love this! I wish I could go.... Sigh!
- All of this good stuff, and our library makes time to give back... EVEN MORE! Please consider donating to the library's coat and hat drive (new, please) for Good neighbors, Falls Family Resource Center, or Stow Monroe falls LGBTQ Crew.
- Just once again, Thank you, thank you, thank you for another month full of tons of things I didnt mention and total awesomeness! Thank you for being THE PLACE!

Committee Reports:

1. Building:
 - Security gates have been removed
2. Policies/Bylaws Review:
 - Approve the Unattended Children & Vulnerable Adults Policy

RESOLUTION 25-36: Move that the Cuyahoga Falls Library Board of Trustees amend the Unattended Children & Vulnerable Adults Policy as amended Rick Rubin. 2nd by Mike Dunton Motion passed unanimously.

RESOLUTION 25-37: Move that the Cuyahoga Falls Library Board of Trustees approve the Unattended Children & Vulnerable Adults Policy as amended Robin Worthington. 2nd by Mike Dunton Motion passed unanimously.

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3. Finance/Audit Committee:
 - Will have a meeting on 12/5/2025 to review the 2026 budget.
4. Graefe Memorial: No Report
5. Personnel Committee:
 - Provided the Library Director evaluation tool for review.
6. Affleck Scholarship Committee:
 - The scholarship deadline time has been extended for 1 week
7. Strategic Planning Committee: No report
8. Art Committee (Ad Hoc): No Report

Director's Report:

- News for those of you who may have known her: former State Librarian Beverly Cain passed away recently.
- SearchOhio update:
 - Clearly not ready—several serious flaws
 - All libraries decided not to launch
 - Have been working on fixes behind the scenes
 - Most of the SearchOhio libraries have been live testing every facet of the new system to identify issues and training needs, including a small team of CFL staff
 - Still does not seem anywhere close to launch—no date set
 - Thanks to IT Manager Phil Shirley with help from Assistant Director Jennifer Reynard and Circulation Coordinator Cynthia Spesert
- Transitioning from Collection HQ to Library IQ—a similar product that staff find even easier to use and has merged with OrangeBoy. It's slightly cheaper too!
- Highlights from Written report:
 - The initial meeting of the CFL Foundation was held on October 28. Prospective board members are working on articles of incorporation and bylaws and will seek to become an affiliated organization with CFL per CFL's bylaws.
 - Children's staff visited all Cuyahoga Falls City District Schools' kindergarten students at all six elementary schools, bringing a five senses-themed storytime to 326 children and their teachers.
 - A total of 23 teachers participated in the first Falls Library for Teachers program on October 27. Children's Manager Amy Galluch, Adult Services Manager Elizabeth Morrison, and PR & Marketing Manager Danielle Welling-Harris organized the program, which included a presentation about programs and services available at the library, a scavenger hunt for teachers to learn more about the location of services in the library, an

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- opportunity to personalize a library tote bag using vinyl and the Cricut Heat Press in the MakerSpace, and the option to choose withdrawn books
- OLC Convention and Expo in Cleveland 11/19-11/21: We're sending 7 full-time staff from various departments and levels for the entire conference, and 1 part-time staff for one day. With it being so close, we're able to send more staff as we will not be covering costs for hotel or food. We will reimburse mileage and parking (encourage carpool).
- We're presenting a poster session at the convention: Epic Signature Events showcasing our Books & Dragons events.
- Assistant Director Jennifer Reynard gave a brief overview of this year's Books & Dragons event.

Personnel Report:

Karen Schofield moved that the Cuyahoga Falls Library Board of Trustees approve the October 2025 Personnel Report. 2nd by Sandy Zirke. Motion passed unanimously.

Unfinished Business:

- 2026 Holiday Schedule

RESOLUTION 25-38: Move that the Cuyahoga Falls Library Board of Trustees approve the 2026 holiday Schedule Robin Worthington. 2nd by Mike Dunton Motion passed unanimously.

- Property Tax Levy Resolution for Certification and Valuation

RESOLUTION 25-39: Move that the Cuyahoga Falls Library Board of Trustees approve the Property Tax Levy Resolution for Certification and Valuation Rick Rubin. 2nd by Sean Blake and a roll call vote was called

Nikki Cebula - yes	Rick Rubin - yes
Sean Blake - yes	Karen Schofield - yes
Mike Dunton - yes	Michael Bowman - yes
Bradley LeBoeuf - yes	Robin Worthington - yes
Sandy Zirke - yes	Cheryl Bruce - yes

New Business: No Report

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Adjournment:

Cheryl Bruce moved to adjourn the meeting. 2nd by Sean Blake. Meeting adjourned at 7:32 pm.

Approved By,

Respectfully Submitted By,

Nikki Cebula, Board President

Bryan Van Sweringen, Secretary/KG