

Minutes
Regular Meeting
July 21, 2015

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

Tuesday, July 21, 2015, 7:00 p.m.

CALL TO ORDER

Susan Gatton called the meeting to order at 7:00 p.m.

ATTENDANCE:

Susan Gatton, Deborah Ziccardi, Helen McWilliams, Sandra Krueger, Rick Rubin, William Maki, Rebecca Zurava, Dick Smith, Wes Johnston; Fiscal Officer, Susan Finley, and Library Director, Kevin Rosswurm.

Excused: Cheryl Bruce and Robert Heydorn.

Guests: Susan Harden and Robert Swedenborg, Friends of the Library; Bill Dreyer, David Guccio.

ADOPTION OF AGENDA

A motion to adopt the agenda as written, with any necessary changes or additions as determined by the President during the meeting, was made by Rick Rubin, seconded by William Maki, and passed unanimously.

ADOPTION OF THE MINUTES

A motion to approve the minutes of the *Regular Meeting* of June 16, 2015 was made by Sandra Krueger, seconded by Rick Rubin, and passed unanimously.

CORRESPONDENCE: One email from Lou Schott.

PUBLIC PARTICIPATION: Sue Harden, Friends of the Library Treasurer, read a statement concerning the storage of their Christmas display items.

TREASURER'S REPORT

Susan Finley presented the June and July, 2015 bills in the amount of \$304,431.99. A motion to approve payment was made by Susan Gatton, seconded by Rick Rubin and passed unanimously.

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Susan Finley presented the various fund balances as of June 30, 2015 as follows:

General Fund	\$ 384,257.85
Building Fund	1,880,036.34
Endowment	29,923.72
Affleck Scholarship Fund	52,212.76
Underwood Memorial Fund	0.00

CLERK'S BALANCE \$2,346,430.67

The month-to-date Bank Report as follows:

Primary Checking	2,253,154.60
Petty Cash and change	80.00
Star Ohio	93,196.07

TOTAL \$2,346,430.67

Susan Gatton moved to approve the Treasurer's Report, subject to audit; seconded by Rick Rubin. Motion passed unanimously.

COMMITTEE REPORTS

A. AUDIT & FINANCE:

2015-16 MOTION: By direction of the Audit and Finance Committee, move that the Cuyahoga Falls Library Board of Trustees authorize the Fiscal Officer to, in preparation for a March 15, 2016 levy vote, request a certification from the County Fiscal Office of the total current tax valuation of the Cuyahoga Falls City School District and the amount of revenue a 1.9 mill renewal will generate during the first year of collection.

B. BUILDING: The Director updated the Board on the renovation plans.

C. FRIENDS OF THE LIBRARY: No report.

D. CAT'S MEOW: Sandra Krueger updated the Board on the group's progress. The Committee will meet again in August.

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DIRECTOR'S REPORT: Please see written report.

OLD BUSINESS: None

NEW BUSINESS: A Records Retention Committee was appointed to maintain and document the storage and destruction of the Library's various records. Sandra Krueger was appointed Chairperson of the Committee. Fiscal Officer Susan Finley will assist.

ACCEPTANCE OF GIFTS: Moved by William Maki and seconded by Rick Rubin to accept all gifts with gratitude.

ADJOURN

The meeting adjourned at 8:14 p.m.

Respectfully Submitted By,

Wes Johnston, Secretary/sf

Approved By,

Susan Gatton, Chair *pro-tem*

DIRECTOR'S REPORT

July 21, 2015

CUSTOMER SERVICE

Library members borrowed more than 77,000 items in June. While circulation declined, the decent was not as steep as it has been the past few months. E-book and digital audio books were more popular this month than they were a year ago, as were teen books, children's magazines, blu-rays, and playaways.

The library presented over 50 adult and teen programs in June and almost the same number of children's events. Over 2,750 people were in attendance. The two most popular adult/teen programs were a presentation on *Johnson's Island and the Civil War* and a concert by Blue Radio and The Scenic Route. The children's highlight was the annual visit by Outback Ray and his kid-friendly menagerie.

All three of the Summer Reading Programs—Children's, Teen, and Adult—are off to good starts.

PERSONNEL

Mary Hoot, an Adult Services Library Assistant since 1999, resigned suddenly last month. We are currently searching for a replacement.

Diana Pyle, one of our shelvers, recently returned from an extended sick leave.

BUILDING AND GROUNDS

Our lower level construction project went out to bid on July 14. The sealed bids will be opened in the Sutliff Room on July 31 at 2:00. Our architect and construction manager will review the bids and make a recommendation to the Board shortly thereafter. Work on the project will begin soon after the Board awards the contracts.

We are in the process of selling, donating, and recycling unneeded and unused furniture and equipment. We are also busy boxing, moving, and storing items so that we can begin Phase I of the renovation next month.