

Minutes
Regular Meeting
July 18, 2017

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

Tuesday, July 18, 2017, 7:00 p.m.

CALL TO ORDER

Wes Johnston called the meeting to order at 7:00 p.m.

ATTENDANCE

Cheryl Bruce, Rick Rubin, Deborah Ziccardi, Wes Johnston, Tammy Richardson,
Robert Heydorn, Don Tolliver, William Maki, Sandra Krueger;
Fiscal Officer, Susan Finley, and Library Director, Valerie Kocin

Excused: Dick Smith, Mike Dunton

Guests: Barb Holdren, Bill Dreyer, Jan Stuver, Donna Brigg, Rose Ann Murphy, Rob
Swedenborg, Sue Harden, Mary Ann Kenney, Tim Hite, Joyce Bigam, Katie Bear, Joni
Kennedy, Mary Baldwin, Elizabeth Sucharzewski, Angela Williams, Krista Kachovec, and
Linda Meier.

ADOPTION OF AGENDA

A motion to adopt the agenda as written, with any necessary changes or additions as determined
by the Vice-President during the meeting, was made by Don Tolliver seconded by Bill Maki and
passed unanimously.

ADOPTION OF THE MINUTES

A motion to approve the minutes of the *Regular Meeting* of June 20, 2017 was made by Rick
Rubin, seconded by Bill Maki, and passed unanimously.

PUBLIC PARTICIPATION

Barb Holdren, processing clerk, wanted to correct a comment that was made from the June 20,
2017 Board meeting. Ms. Holdren stated, “the Board does nothing for a staff member when they
retire. A girl was here for 42 years and when she retired nothing was done for her by the Board.
The staff has to do everything for a retirement.”

Rob Swedenborg, President of the Friends of the Cuyahoga Falls Library, “felt Friends were
autonomous. They are in charge of their own volunteers. The Friends group supports the library.
They have had only one serious disagreement in the many years they have been serving the
library when they were told the Friends were not a department of the library.”

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Mr. Swedenborg asked if the Board had any questions for him. Mr. Swedenborg stated the Friends group always had a very close relationship with the Board. Both Russ Smith and JoAnn Green were on the Board and members of the Friends. Mr. Swedenborg requested for the Board of Trustees to accept their decision to let the mentally challenged come in and volunteer at the library. Bob Heydorn asked Mr. Swedenborg what he meant by autonomous. Mr. Heydorn stated this facility (meaning CFL) was under the control of the director and the Board. Swedenborg stated they were autonomous regarding who they work within their own area. Swedenborg has worked with the Boy Scouts, church groups, public schools, and Western Reserve Academy. He stated this was very normal to work with outside groups at the Hudson Library. Swedenborg mentioned there could be legal ramifications not working with mentally challenged. Heydorn stated the Friends could rent a room at the Quirk Center and do whatever they wanted. The Board would not grant the use of the CFL without supervision or control as defined by our By-laws. Sue Harden (Friends Treasurer) inquired if anyone had any questions for her. No questions were raised.

TREASURER'S REPORT

Susan Finley presented the June and July, 2017 bills in the amount of \$234,328.43. A motion to approve payment was made by Deborah Ziccardi, seconded by Bill Maki, and passed unanimously.

Susan Finley presented the various fund balances as of June 30, 2017 as follows:

General Fund	\$ 831,497.02
Building Fund	0.00
Endowment	44,790.76
Affleck Scholarship Fund	50,488.65

CLERK'S BALANCE \$ 926,776.43

The month-to-date Bank Report as follows:

Primary Checking	863,739.56
Petty Cash and change	80.00
Star Ohio	62,956.87

TOTAL \$ 926,776.43

Deborah Ziccardi moved to approve the Treasurer's Report, subject to audit; seconded by Cheryl Bruce. Motion passed unanimously.

COMMITTEE REPORTS

- A. AUDIT & FINANCE: Nothing
- B. BUILDING: Bob Heydorn addressed the Board and said the committee received recommendations from RoofTEC to make long range plans to ward off potential damage. Heydorn commented RoofTEC would act as the consulting firm and prepare a needs assessment to pinpoint areas that need to be repaired. Work will begin before the fall. Valerie Kocin shared that RoofTEC would prepare a Scope of Work to assure uniform bidding on labor and materials. Rick Rubin and Bob Heydorn proposed a motion:

2017-9 MOTION: Move that the Cuyahoga Falls Library Board of Trustees authorize the Library Director to approve the consulting service with RoofTEC not to exceed \$5,000.

Don Tolliver seconded the motion.

Wes Johnston asked about the landscaping. Ms. Kocin stated the KSU landscaping project has been put on hold due to lack of staffing at KSU. Heydorn said it is still on the agenda for the Building Committee but placed on hold due to the roof and other important matters.

- C. FRIENDS OF THE LIBRARY: Bill Maki acknowledged Rob Swedenborg's letter to the Board of Trustees. Maki commented there are many questions for the CFL Board of Trustees.
- D. PERSONNEL REVIEW: Cheryl Bruce explained the Board would go into executive session to discuss the annual review of the Director.
- E. STRATEGIC PLANNING: Valerie Kocin said NEO-RLS would be doing the Strategic Plan commencing on September 5, 2017. Ms. Kocin talked about possible dates for the Board of Trustees retreat. Saturday, October 28 was selected as a first choice.

DIRECTOR'S REPORT: Please see written report.

OLD BUSINESS: none

NEW BUSINESS: Wes Johnston advised the Board of Trustees of a letter received from Sharon Jackson. She is the guardian of her brother who is an adult day care client of Community Connections. Wes Johnston commented on enjoying the Byte Sized Coding Program and inquired about future LSTA funding. Cheryl Bruce also encouraged pursuing future grant funding opportunities.

ACCEPTANCE OF GIFTS: None

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7:43 P.M. Bob Heydorn made a motion for the Board to go into Executive Session for the annual review of Valerie Kocin. Motion was seconded by Rick Rubin. Role called was taken: Wes Johnston, Rick Rubin, Robert Heydorn, Sandra Krueger, Don Tolliver, Cheryl Bruce, Deborah Ziccardi, Tammy Richardson, and William Maki were all present. Wes Johnston stated no other actions would be taken after executive session was over. At that point, Valerie Kocin, Susan Finley and the other guests were dismissed.

Respectfully Submitted By,

Rick Rubin, Secretary/sf

Approved By,

Wes Johnston, Board Vice-President

Director's Report: July 29 marked an end to a rewarding Summer Reading season. Circulation increased 3% over the July, 2016. Overdrive's Digital Media van set up in CFL's parking lot on July 31--nearly 100 people boarded the van to learn about a new digital download app (Libby) and new features available on a variety of devices. CFL contacted Community Connections on July 21 to arrange for volunteers to return on July 31. New hires: Kaitlyn Cedoz joined CFL on July 18 as a Circulation Clerk; Karen Staudt joined staff on July 28 as a shelver. CFL experienced a 90-minute power outage on July 21.