

**Minutes**  
**Regular Meeting**  
*May 16, 2017*

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

**Tuesday, May 16, 2017, 7:00 p.m.**

**CALL TO ORDER**

Dick Smith called the meeting to order at 7:00 p.m.

**ATTENDANCE**

Cheryl Bruce, Dick Smith, Rick Rubin, Deborah Ziccardi, Wes Johnston, Mike Dunton, Tammy Richardson, Robert Heydorn, William Maki, Sandra Krueger; Fiscal Officer, Susan Finley.

Excused: Valerie Kocin

Guests: Don Tolliver, Dawn Fazzino, and David Gruccio

**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 William Maki seconded by Rick Rubin, and passed unanimously.

**ADOPTION OF THE MINUTES**

A motion to approve the minutes of the *Regular Meeting* of April 18, 2017 was made by Rick Rubin, seconded by Wes Johnston, and passed unanimously.

**CORRESPONDENCE:** None

**PUBLIC PARTICIPATION:** Mr. Gruccio was pleased with the ease of the new study room reservation system. The public can reserve the study rooms online, through the Adult Service staff, or in person.

**TREASURER'S REPORT**

Susan Finley presented the April and May, 2017 bills in the amount of \$187,845.07. A motion to approve payment was made by Deborah Ziccardi, seconded by Tammy Richardson, and passed unanimously.

**Minutes**  
**Regular Meeting**  
*May 16, 2017*

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

|                          |               |
|--------------------------|---------------|
| General Fund             | \$ 917,945.21 |
| Building Fund            | 0.00          |
| Endowment                | 44,607.47     |
| Affleck Scholarship Fund | 50,395.75     |

**CLERK'S BALANCE      \$1,012,948.43**

The month-to-date Bank Report as follows:

|                       |            |
|-----------------------|------------|
| Primary Checking      | 950,020.53 |
| Petty Cash and change | 80.00      |
| Star Ohio             | 62,847.90  |

**TOTAL                              \$1,012,948.43**

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

**COMMITTEE REPORTS**

A. AFFLECK SCHOLARSHIP: No report

B. ART: No report

C. BUILDING: Motion moved by Robert Heydorn and seconded by Mike Dunton.

**2017-07    MOTION: Move that the Cuyahoga Falls Library Board of Trustees enter into a professional consulting services agreement with RoofTEC of Willoughby, Ohio to conduct a roof evaluation as well as a testing and infrared survey.**

Motion passed unanimously.

D. AUDIT & FINANCE: No report

E. FRIENDS OF THE LIBRARY: The Friends of the Library earned over \$13,000 from their May book sale. The Friends currently have \$67,000 in their bank account.

F. GRAEFE COMMITTEE: No report

G. RECORDS RETENTION: Will review the current Records Retention schedule.

**Minutes**  
**Regular Meeting**  
*May 16, 2017*

H. PERSONNEL REVIEW: No report

I. STRATEGIC PLANNING: No report

**DIRECTOR'S REPORT:** Please see written report.

**OLD BUSINESS:** None

**NEW BUSINESS:** Motion moved by Robert Heydorn and seconded by Mike Dunton.

**2017-08 MOTION: Move that the Cuyahoga Falls Library Board of Trustees approve the Smoke and Tobacco/Nicotine-Free Workplace and Hiring Policy.**

Motion was withdrawn by Mike Dunton. Motion will be discussed again at the June Board meeting.

**ACCEPTANCE OF GIFTS:** None

**ADJOURN:** The meeting adjourned at 8:12 p.m.

Respectfully Submitted By,

\_\_\_\_\_  
Rick Rubin, Secretary/sf

Approved By,

\_\_\_\_\_  
Dick Smith, Board President

## **DIRECTOR'S REPORT**

### **June 20, 2017**

#### **May Stats:**

**Circulation** for May 2017 was 6% higher than May 2016. **Gate count** was up 2.5%. The increased traffic can be attributed to the start of the Summer Reading Program and the Friends of the Library Booksale.

The Adult Department started a **new service**: *Book Express*. Popular titles may be checked-out for two weeks, no reserves, no renewals. Customer feedback has been very positive—they are pleased to find best-sellers on display and ready for immediate checkout just in time for summer vacation travel.

The Library's 42 public computers had 39,352 log-in sessions. Additionally 6,874 WiFi log-ins were registered by customers using their own devices. 11,521 pages were printed from public computers.

The most popular Adult program took place on May 8. Eighty people enjoyed the music of Cuyahoga Falls Community Band.

The **Summer Reading Program** started the last day of school, May 24. This year's SRP theme is Build a Better World. By month end 902 children were registered---200 more than last year.

Elizabeth Wuest joined CFL on June 12 as part-time Human Resources Manager. Missy Littell will be joining CFL on June 30 as Customer Experience Manager. Nancy Milford, Assistant Adult Service Director, employee for the past 40 years will be retiring on June 30. CFL has posted two part-time vacancies: Circulation Clerk and Shelver. For the next two months, CFL will work with a practicum student, Aaron Castillo, from Kent State University's School of Library and Information Science.

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