

Minutes
Regular Meeting
August 15, 2017

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

Tuesday, August 15, 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, Mike Dunton, Tammy Richardson, Don Tolliver, William Maki, Sandra Krueger; Fiscal Officer, Susan Finley, and Library Director, Valerie Kocin

Excused: Dick Smith, and Robert Heydorn

Guests: Alyssa Simon, Mary Ann Kenny, Donna Lillo, Elizabeth Wuest, Amy Walker, Katie Bear, Krista Kachovec, Mary Baldwin, Tracy Skelly, Zory Sotomayor, Missy Littell, Barb Holdren, Joni Kennedy, and Tim Hite.

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 William Maki seconded by Rick Rubin, and passed unanimously.

ADOPTION OF THE MINUTES

A motion to approve the minutes of the *Regular Meeting* of July 18, 2017 was made by William Maki, seconded by Cheryl Bruce, and passed unanimously.

PUBLIC PARTICIPATION

Donna Lillo, chairperson of the Scrabble Club, was concerned as to why the Scrabble Club is no longer advertised in the Cuyahoga Falls Library Newsletter and in the Falls News Press under Library Programming. Valerie Kocin asked Tim Hite, Community Relations Coordinator, to address Ms. Lillo's concerns but he declined stating, "I am not here (Board meeting) as staff, so I think that question is for you (Ms. Kocin) to answer." Ms. Kocin explained to Ms. Lillo that it's a matter of resources and Falls News Press has a limited amount of space allotted to the Library. The Library uses the space to promote Adult, Teen and Children's programs and services. Ms. Kocin explained that meeting room groups such as the Scrabble Club are on the Library webpage event calendar. Ms. Lillo indicated that, "we need the information in print." Ms. Lillo stated the Scrabble Club is the only program that meets on a Sunday and she was a Cuyahoga Falls tax payer. Ms. Kocin thanked Ms. Lillo.

Minutes
Regular Meeting
August 15, 2017

TREASURER'S REPORT

Susan Finley presented the July and August, 2017 bills in the amount of \$199,175.93. A motion to approve payment was made by Deborah Ziccardi, seconded by Don Tolliver, and passed unanimously.

Susan Finley presented the various fund balances as of July 31, 2017 as follows:

General Fund	\$ 951,763.01
Building Fund	0.00
Endowment	44,914.66
Affleck Scholarship Fund	50,539.95

CLERK'S BALANCE \$1,047,217.62

The month-to-date Bank Report as follows:

Primary Checking	984,120.57
Petty Cash and change	80.00
Star Ohio	63,017.05

TOTAL \$1,047,217.62

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

COMMITTEE REPORTS

- A. **AUDIT & FINANCE:** Susan Finley said under new business we will talk about changing banks
- B. **BUILDING:** Valerie Kocin said RoofTEC would prepare a Scope of Work which was shared with the Building Committee in advance. RoofTEC would also be obtaining bids from various vendors.
- C. **FRIENDS OF THE LIBRARY:** William Maki spoke on behalf of the Friends and said they were receiving more book donations and were busy getting ready for the November book sale.
- D. **PERSONNEL REVIEW:** Cheryl Bruce said there would be no report for a while. They had completed their annual review of the Director.
- E. **STRATEGIC PLANNING:** NEO-RLS (organization facilitating CFL Strategic Plan) will make community surveys available through the Library's website from August 28 through October 2. Also, a catalog computer will be converted to an online-survey-station in the Adult Department. A community focus group will be held at the library on September 14 from 6:00 pm to 7:30 pm to identify organizational initiatives.

Minutes
Regular Meeting
August 15, 2017

- F. Policy Committee: this is a new committee with Don Tolliver, Tammy Richardson, and Sandy Krueger as the members. They will be working with Valerie Kocin, Director, to revise old policies and create new policies.

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 Cedor 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.

Valerie introduced two new staff members: Missy Littell, Customer Experience Manager, and Elizabeth Wuest, part-time Human Resources Manager. Both women talked about their new roles in the Library. Ms. Littell spoke about improving communications with staff such as establishing regular meetings and the new programs that would be offered in the fall. Ms. Wuest spoke about hiring a new part-time custodian, circulation clerk, and shelver. She talked about onboarding, pre-screening, and a new power-point presentation to make orientation a more welcoming experience. Both Missy and Elizabeth will work together with onboarding.

OLD BUSINESS: Wes Johnston responded a letter sent by Sharon Jackson. Wes said Community Connections volunteers were welcome to come back to volunteer for Friends of the Library as of July 31, 2017.

NEW BUSINESS

Motion moved by Deborah Ziccardi and seconded by William Maki.

2017-10 MOTION: Move that the Cuyahoga Falls Library Board of Trustees approve the proposed change of bank from Huntington to Dollar Bank.

Susan Finley spoke about the lack of customer service with Huntington Bank since it switched from First Merit. The library no longer had a point of contact in the Government Finance office. Ms. Finley stated the banking fees would be less per month going with Dollar Bank. Motion passed unanimously.

ACCEPTANCE OF GIFTS

Moved by Don Tolliver and seconded by Sandy Krueger to accept all gifts with gratitude.

Minutes
Regular Meeting
August 15, 2017

ADJOURN

The meeting adjourned at 7:25 p.m.

Respectfully Submitted By,

Rick Rubin, Secretary/sf

Approved By,

Wes Johnston, Board Vice-President

Director's Report:

Circulation for August 2017 (vs. 2016) increased seven out of the last eight month's turning around a five-year downward trend. IT replaced twenty outdated staff computer monitors. Our first tech classes were well-received, with fourteen participants attending Facebook for Business and ten participants attending Chromebooks 101. Two hundred people attend the Eclipse program. The Strategic Planning survey questionnaire was posted online, distributed via email to a stakeholders, and shared in-person with customers on August 28 and will run through September 30. A Community Focus Group is being held on September 14. A new part-time custodian, Mark Stewart, joined staff on August 14.