

Minutes
Regular Meeting
December 15, 2015

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

Tuesday, December 15, 2015, 7:00 p.m.

CALL TO ORDER

Cheryl Bruce called the meeting to order at 7:00 p.m.

ATTENDANCE:

Deborah Ziccardi, Helen McWilliams, Sandra Krueger, Rick Rubin, William Maki, Cheryl Bruce, Robert Heydorn, Rebecca Zurava, Dick Smith; Fiscal Officer, Susan Finley, and Library Director, Kevin Rosswurm.

Excused: Susan Gatton and Wes Johnston

Guests: Mary Ann Kenny, Sue Harden, and Rose Murphy

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 Dick Smith, seconded by Robert Heydorn, and passed unanimously.

ADOPTION OF THE MINUTES

A motion to approve the minutes of the *Regular Meeting* of November 17, 2015 was made by Rick Rubin, seconded by Dick Smith, and passed unanimously.

CORRESPONDENCE: E-mails from Tom Adamich, concerning the Director's future retirement, and from Mike and Susan Hart concerning the library's collection. Resignation letter from Susan Gatton.

PUBLIC PARTICIPATION: None

TREASURER'S REPORT

Susan Finley presented the November and December, 2015 bills in the amount of \$335,111.42. A motion to approve payment was made by Rick Rubin, seconded by Sandra Krueger and passed unanimously.

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

General Fund	\$ 677,459.40
Building Fund	1,361,953.61
Endowment	33,604.40
Affleck Scholarship Fund	51,243.95
Underwood Memorial Fund	0.00

CLERK'S BALANCE \$2,124,261.36

The month-to-date Bank Report as follows:

Primary Checking	2,060,563.44
Petty Cash and change	80.00
Star Ohio	63,617.92

TOTAL \$2,124,261.36

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

COMMITTEE REPORTS

- A. **AUDIT & FINANCE:** Motion moved by Sandra Krueger and seconded by Rick Rubin.

2015-28 MOTION: Move that the Cuyahoga Falls Library Board of Trustees adjust the General Fund budget by moving \$29,000 from Furniture/Equipment to Hospitalization/Workers Comp (\$21,875), Computer Software (\$7,000), and Magazines (\$125).

Motion passed unanimously.

- B. **BUILDING:** The Director updated the Board on the transitioned from Phase 1 to Phase 2 of the Lower Level renovation.

- C. **FRIENDS OF THE LIBRARY:** No report.

- D. **NOMINATING:** Speaking for the Committee, William Maki presented the following slate of officers for 2016: Cheryl Bruce, President; Dick Smith, Vice-President; Deborah Ziccardi, Treasurer; and Wes Johnston, Secretary. Additional nominations for all offices may be made from the floor at the Annual Meeting.

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DIRECTOR'S REPORT: Please see written report.

NEW BUSINESS:

A special board meeting will be held Thursday, January 7 at 4:00. Lynda Murray, Murray Consulting, will make a presentations on the director search and Sandy Conley, Clemens-Nelson & Associates, will discuss the current union negotiations.

Motion moved by Sandra Krueger and seconded by Bill Maki.

2015-29 MOTION: Move that the Cuyahoga Falls Library Board of Trustees approve the 2016 holiday schedule.

Motion passed unanimously.

ACCEPTANCE OF GIFTS: Moved by Dick Smith and seconded by Robert Heydorn to accept all gifts with gratitude.

A motion was made by Helen McWilliams and seconded by William Maki that the Cuyahoga Falls Library Board of Trustees go into Executive Session at 7:47 p.m. to discuss confidential contract negotiations. Motion passed unanimously.

A motion was made by William Maki and seconded by Dick Smith that the Cuyahoga Falls Library Board of Trustees come out of Executive Session at 8:12 p.m. Motion passed unanimously. No action taken.

ADJOURN

The meeting adjourned at 8:13 p.m.

Respectfully Submitted By,

Wes Johnston, Secretary/sf

Approved By,

Cheryl Bruce, Board President

DIRECTOR'S REPORT

December 15, 2015

CUSTOMER SERVICE

Library members borrowed over 57,000 items in November. Interest in some areas of the collection actually increased. Overall e-books, digital audiobooks, and downloadable music were ahead of November 2014. Specifically, adult videos, magazines, and audiobooks witnessed growth. While children's borrowing continues to shrink because of the disruption on the Lower Level, adult circulation has stabilized and even rose slightly in November. The number of items borrowed per visits to the library was actually one of the highest we've had in the past few years.

Program offerings were minimal because of the renovation. Adult Services, however, continues to provide computer training and teen services offers its on-going *Geeky Games Galore*, while Children's Services was in between *Story Time* sessions last month.

PERSONNEL

Becky Deeken, a Circulation Services clerk since October 2013, will be leaving at the end of the year. We have already started our search to replace her.

BUILDING AND GROUNDS

During the week of December 14 we will migrate from Phase 1 of the renovation to Phase 2. Children's Services' entire collection will be placed on wooden book carts and moved to the newly completed side of the Lower Level. Most of the collection will be housed for the duration in the Sutliff Room. Smaller sections of the collection will also be available, but located in the Early Childhood Development area or near the Information Desk. The collection will remain on the wooden carts until the end of the project,

All of our shelving will be dismantled and stored until construction is finished. The public furniture and everything from the Staff Room will also be moved to the new side. In short, we will clear out the south and east sides of the Lower Level so that the project can continue to completion.