

**Minutes**  
**Annual & Regular Meeting**  
*January 26, 2016*

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

**Tuesday, January 26, 2016, 6:00 PM**

**CALL TO ORDER**

Cheryl Bruce called the meeting to order at 6:00 p.m.

**ATTENDANCE:**

Robert Heydorn, Sandra Krueger, Cheryl Bruce, Deborah Ziccardi, Rebecca Zurava, Wes Johnston, Dick Smith, William Maki, Rick Rubin; and Library Director, Kevin Rosswurm.

Excused: Mike Dunton and Fiscal Officer, Susan Finley

Guests: Rose Ann Murphy, Donna Briggs, Mary Ann Kenny, and Theresa Chmielewski

**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 Rick Rubin, and passed unanimously.

**ADOPTION OF THE MINUTES**

A motion to approve the minutes of the *Regular Meeting* of December 15, 2015 was made by William Maki, seconded by Rick Rubin, and passed unanimously.

A motion to approve the minutes of the *Special Meeting* of January 7, 2016 was made by Wes Johnston, seconded by Rebecca Zurava, and passed unanimously.

A motion was made by Rick Rubin and seconded by Dick Smith that the Cuyahoga Falls Library Board of Trustees go into Executive Session at 6:03 p.m. to discuss a confidential personnel matter.

Cheryl Bruce - Yes

Robert Heydorn - Yes

Wes Johnston- Yes

Sandra Krueger – Yes

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William Maki - Yes  
 Rick Rubin - Yes  
 Dick Smith - Yes  
 Deborah Ziccardi - Yes  
 Rebecca Zurava - Yes

A motion was made by Dick Smith and seconded by William Maki that the Cuyahoga Falls Library Board of Trustees come out of Executive Session at 7:07 p.m. Motion passed unanimously.

Motion moved by Rick Rubin and seconded by Wes Johnston.

**2016-05**      **MOTION: Move that the Cuyahoga Falls Library Board of Trustees approve the advertisement for a new library director with a minimum salary of \$93,000.**

Motion passed unanimously.

Motion moved by William Maki and seconded by Dick Smith.

**2016-06**      **MOTION: Move that the Cuyahoga Falls Library Board of Trustees approve the 2016 slate of officers presented by the Nominating Committee:**

Cheryl Bruce	President
Dick Smith	Vice-President
Deborah Ziccardi	Treasurer
Wes Johnston	Secretary

Motion passed unanimously.

Motion moved by William Maki and seconded by Rebecca Zurava.

**2016-07**      **MOTION: Move that the Cuyahoga Falls Library Board of Trustees approve the appointment of Susan Finley as Fiscal Officer for 2016.**

Motion passed unanimously.

Motion moved by William Maki and seconded by Dick Smith.

**2016-08**      **MOTION: Move that the Cuyahoga Falls Library Board of Trustees approve the appointment of Donna Edmunds as Deputy Fiscal Officer for 2016.**

Motion passed unanimously.

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**CORRESPONDENCE:** An anonymous letter.

**PUBLIC PARTICIPATION:** None

**TREASURER'S REPORT**

Kevin Rosswurm presented the December, 2015 and January, 2016 bills in the amount of \$661,466.79. A motion to approve payment was made by Deborah Ziccardi seconded by Wes Johnston and passed unanimously.

Kevin Rosswurm presented the various fund balances as of December 31, 2015 as follows:

General Fund	\$ 556,639.98
Building Fund	1,095,287.99
Endowment	34,227.77
Affleck Scholarship Fund	51,255.18
Underwood Memorial Fund	0.00

**CLERK'S BALANCE      \$1,737,410.92**

The month-to-date Bank Report as follows:

Primary Checking	1,673,699.83
Petty Cash and change	80.00
Star Ohio	63,631.09

**TOTAL                              \$1,737,410.92**

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

**COMMITTEE REPORTS**

- A. **BUILDING:** Scott Weaver, CBLH Design, updated the Board on three different construction change orders.

Motion moved by Sandra Krueger and seconded by Rick Rubin.

**2016-09      MOTION: Move that the Cuyahoga Falls Library Board of Trustees approve Change Order # 2 with Speelman Electric in the amount of \$14,500.**

Motion passed unanimously.

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Motion moved by Sandra Krueger and seconded by Rick Rubin.

**2016-10**      **MOTION: Move that the Cuyahoga Falls Library Board of Trustees approve Change Order # 9 with R. L. Hill Management, Inc. in the amount of \$8,118.**

Motion passed unanimously.

Motion moved by Sandra Krueger and seconded by Rick Rubin.

**2016-11**      **MOTION: Move that the Cuyahoga Falls Library Board of Trustees approve Change Order # 10 with R. L. Hill Management, Inc. in the amount of \$7,766.40.**

Motion passed unanimously.

**B. FINANCE:**

**2016-12**      **MOTION: By direction of the Finance Committee, move that the Cuyahoga Falls Library Board of Trustees hereby adopt the 2016 appropriations and authorize the Fiscal Officer to certify such appropriations as necessary and required.**

Cheryl Bruce - Yes  
 Robert Heydorn - Yes  
 Wes Johnston- Yes  
 Sandra Krueger - Yes  
 William Maki -Yes  
 Rick Rubin - Yes  
 Dick Smith - Yes  
 Deborah Ziccardi - Yes  
 Rebecca Zurava - Yes

Motion passed unanimously.

**C. FRIENDS OF THE LIBRARY:** Wes Johnston reported that the next Friends Executive Board meeting will be held Monday, February 1.

**DIRECTOR'S REPORT:** See written report.

**OLD BUSINESS:** None

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**NEW BUSINESS:** Mike Dunton was appointed to the Board by the mayor and approved by City Council. He will serve a three-year term from January, 2016 through December 31, 2018.

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

**ADJOURN**

The meeting adjourned at 8:27 p.m.

Respectfully Submitted By,

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Wes Johnston, Secretary/kr

Approved By,

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Cheryl Bruce, Board President

## **DIRECTOR'S REPORT**

*January 26, 2016*

### **PUBLIC SERVICE**

Borrowing continued to fall in 2015. But, it's starting to level off a bit and there were some bright spots. Our downloadable collection was uniformly more popular than it was a year ago. Library members also borrowed more adult blu-rays, homebound items, and children's magazines and playaways. Overall, however, borrowing of adult items decreased 5.6%, young adult materials 12%, and children's items 11%.

Another bright spot in an otherwise dark scene was an increase in the number of items borrowed per visit. During the last half of 2015 there was a notable rise in how many items each patron checked out before he or she left the library.

Programs and program attendance were also down this year. There is a clear and easy explanation for that, however. With the Lower Level being gutted and renovated there were no meeting rooms available from August through the end of the year.

We started an *Express Movie* collection. It contains highly popular videos that can't be reserved or renewed. This will provide library members a browsing collection of high-demand movies that turn over very quickly. We will continue our new video collection, which can be reserved and renewed. Our older videos (in other words, not express or new) can now be charged out for seven days, rather than three, and renewed.

### **BUILDING AND GROUNDS**

The second phase of the Lower Level renovation is on schedule. All of the demolition is finished, all the new rooms are framed, and the drywall is being installed. We hope to complete construction by the end of February and move into the new space during the first week of March.

We now have two new sliding doors at the entrance. The old doors, which were installed when we renovated and expanded the entrance in early 2006, were broken beyond repair and had to be replaced.

### **PERSONNEL**

We are searching for one full-time clerk, one part-time clerk, and a part-time shelver, all in Circulation Services.