

**Minutes**  
**Regular Meeting**  
*March 15, 2016*

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

**Tuesday, March 15, 2016, 7:00 PM**

**CALL TO ORDER**

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

**ATTENDANCE:**

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

Excused: Wes Johnston

Guests: Mary Ann Kenny, Rose Murphy, Angela Williams, and Joyce Bigam.

**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 February 16, 2016 was made by William Maki, seconded by Robert Heydorn, and passed unanimously.

**CORRESPONDENCE:** None

**PUBLIC PARTICIPATION:** Joyce Bigam thanked the Board for remodeling the Children's Department.

**TREASURER'S REPORT**

Susan Finley presented the February and March, 2016 bills in the amount of \$457,081.58. A motion to approve payment was made by Deborah Ziccardi, seconded by William Maki, and passed unanimously.

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Susan Finley presented the various fund balances as of February 29, 2016 as follows:

General Fund	\$ 551,449.97
Building Fund	623,766.75
Endowment	34,697.89
Affleck Scholarship Fund	51,287.64
Underwood Memorial Fund	0.00

**CLERK'S BALANCE      \$1,261,202.25**

The month-to-date Bank Report as follows:

Primary Checking	1,197,453.09
Petty Cash and change	80.00
Star Ohio	63,669.16

**TOTAL                      \$1,261,202.25**

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

**COMMITTEE REPORTS**

- A. AFFLECK SCHOLARSHIP: Deadline is April 15
- B. ART: No report
- C. BUILDING: No report
- D. FINANCE/AUDIT: No report
- E. FRIENDS OF THE LIBRARY: See report supplied by William Maki.
- F. GRAEFE COMMITTEE: McWilliams family decorated the grave for spring.
- G. RECORDS RETENTION: No report

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

**OLD BUSINESS:** The Board of Trustees met Monday, March 14 at 4:00 to review application packets sent by Lynda Murray. Candidates have been selected and interviews will be held on Friday, April 15.

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**NEW BUSINESS:** We've hired two part-time shelvers, Donna Radilovic started March 14 and Michelle Spencer will start March 28.

The 2016 OLC Trustee Dinner will be held Tuesday, March 22 at the KSU Student Center.

Rick Rubin moved to approve the newly revised position description for the Library Director; seconded by Mike Dunton. The motion passed unanimously

Deborah Ziccardi was selected to fill the vacant life appointment to the Board.

**ACCEPTANCE OF GIFTS:** None

**ADJOURN**

The meeting adjourned at 7:42 p.m.

Respectfully Submitted By,

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Sandra Krueger, Secretary pro-tem/sf

Approved By,

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Cheryl Bruce, Board President

## DIRECTOR'S REPORT

March 17, 2015

### CUSTOMER SERVICE

Total borrowing continues to plateau, with adult circulation growing, young adult circulation shrinking, and children's borrowing falling more significantly. Book borrowing across the library was ahead of last February, as well as magazine circulation, and the downloading of audio and e-books. Use of adult blu-rays and books-on-disc increased as well. Overall adult borrowing rose 2.4% over February, 2015; young adult borrowing was down 4.5%; children's circulation plunged 12%.

Except for story hours, programming was limited this month, as it has been since we began the renovation. We will witness a slight uptick in March and will return to a full schedule of events in April.

### PERSONNEL

Jeff Tyler, our custodian since 2004, has resigned and will work his last day on March 11. The position has been advertised and a new custodian will be hired as soon as possible.

Susan Cooper, our newest part-time circulation clerk, will start work on March 21. Sue is an Ohio State graduate and was most recently employed by Macy's. Circulation Services now has a full complement of clerks.

We are currently interviewing for two shelver vacancies. A decision will be made soon.

### BUILDING AND GROUNDS

Except for some punch-list items, the Lower Level construction project is complete. We are now moving back into the newly renovated area, relocating the collection onto the permanent shelving, and receiving and installing furniture. This is not a swift process. It will take us a while to finish all the punch list items and the new furniture will arrive over a period of time. There are other small items that are connected to the project, not the responsibility of the contractors, which the library will have to finish as we are able.

The stairs to the old loading dock, northeast corner of the library, were vandalized and broken. We've replaced the landing and all the steps. The new stairs are now very sturdy and should last many years.