

Minutes
Regular Meeting
May 17, 2016

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

Tuesday, May 17, 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, Dick Smith, Robert Heydorn, Wes Johnston, William Maki, Mike Dunton; Fiscal Officer, Susan Finley, and Library Director, Kevin Rosswurm.

Excused: Rick Rubin, Rebecca Zurava

Guests: Mary Ann Kenny, Jim Lettofsky

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 Mike Dunton, and passed unanimously.

ADOPTION OF THE MINUTES

A motion to approve the minutes of the *Regular Meeting* of April 19, 2016 was made by Dick Smith, seconded by Deborah Ziccardi, and passed unanimously.

CORRESPONDENCE: None

PUBLIC PARTICIPATION: Mr. Lettofsky inquired about placing items on hold. Kevin Rosswurm responded.

TREASURER'S REPORT

Susan Finley presented the April and May, 2016 bills in the amount of \$247,719.52. 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 April 30, 2016 as follows:

General Fund	\$ 765,743.52
Building Fund	149,591.24
Endowment	38,220.15
Affleck Scholarship Fund	51,329.65

CLERK'S BALANCE \$1,004,884.56

The month-to-date Bank Report as follows:

Primary Checking	861,381.03
Petty Cash and change	80.00
Star Ohio	63,693.32

TOTAL \$1,004,884.56

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

COMMITTEE REPORTS

A. AFFLECK SCHOLARSHIP:

2016-16 By Direction of the Affleck Scholarship Committee: Move that the Cuyahoga Falls Library Board of Trustees award the 2016-2017 Caroline Affleck Memorial Scholarship to Angela Williams in the amount of \$1,300.00.

Seconded by Robert Heydorn and passed unanimously.

B. ART: No report

C. BUILDING: The Director updated the Board on the latest activities.

D. FINANCE/AUDIT: No report

E. FRIENDS OF THE LIBRARY: The next book sale will be June 10 and 11.

F. GRAEFE COMMITTEE: No report

G. RECORDS RETENTION: No report

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DIRECTOR'S REPORT: Please see written report.

OLD BUSINESS: none

NEW BUSINESS: The Board president will appoint a Personnel Committee at the July meeting. Trustees received a draft copy of the *Director Evaluation* form in their packet. The library's new director will start work June 15, 2016.

There was a preliminary discussion about the need for a Disaster Plan and to review the library's property and liability insurance.

ACCEPTANCE OF GIFTS: Moved by William Maki and seconded by Mike Dunton to accept all gifts with gratitude.

ADJOURN

The meeting adjourned at 8:15 p.m.

Respectfully Submitted By,

Wes Johnston, Secretary/sf

Approved By,

Cheryl Bruce, Board President

DIRECTOR'S REPORT

May 17, 2016

CUSTOMER SERVICE

While borrowing was off again last month, there were some notable highlights. Total adult circulation was up, ever so slightly. Specifically magazine, blu-ray, and compact disc lending all increased, as did patron use of almost all downloadable items. Children's and young adult lending, however, dropped significantly.

Also on the positive side were visits to the library, up 1%, and the number of registered borrowers, 6% ahead of last April.

Attendance at programs is also on the rise. With our newly renovated meeting rooms open for business, both children's and adult programs attracted many more people than a year ago. The most popular adult program was a history of the Civilian Conservation Corps, with live musical interludes. The Children's Services highlight was *Play and Stay*, an early childhood education program.

PERSONNEL

We are actively searching for a full-time Library Assistant II and a part-time Clerk I for Cataloging and Acquisitions. Interviews are already scheduled for the Library Assistant candidates.

BUILDING AND GROUNDS

We are virtually finished with the renovation of the Lower Level. All the furniture has been delivered, the fish tank is installed, and almost all the punch list items have been completed. A bit of work still needs to be done on the stairs, the sound system in the Sutliff Room must be installed, and we need to select some signs for the rooms and book stack end-panels.

The official *Grand Opening* of the children's room will be Monday, May 23 at 4:00.