

**Minutes**  
**Regular Meeting**  
*July 19, 2016*

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

**Tuesday, July 19, 2016, 7:00 PM**

**CALL TO ORDER**

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

**ATTENDANCE:**

Cheryl Bruce, Sandra Krueger, Deborah Ziccardi, Dick Smith, Robert Heydorn, Wes Johnston, Rick Rubin, Rebecca Zurava, Tammy Richardson, William Maki, Mike Dunton; Fiscal Officer, Susan Finley, and Library Director, Valerie Kocin.

Excused: None

Guests: Mary Ann Kenny and Rob Swedenborg, Friends of the Library;  
Rose Ann Murphy and Donna Briggs.

**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 Rick Rubin, seconded by William Maki, and passed unanimously.

**ADOPTION OF THE MINUTES**

A motion to approve the minutes of the *Regular Meeting* of June 21, 2016 was made by William Maki, seconded by Dick Smith, and passed unanimously.

**CORRESPONDENCE:** None

**PUBLIC PARTICIPATION:** None

**TREASURER'S REPORT**

Susan Finley presented the June and July, 2016 bills in the amount of \$364,928.24. 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 June 30, 2016 as follows:

General Fund	\$ 574,605.44
Building Fund	11,862.39
Endowment	38,508.69
Affleck Scholarship Fund	51,375.76

**CLERK'S BALANCE      \$ 676,352.28**

The month-to-date Bank Report as follows:

Primary Checking	612,499.75
Petty Cash and change	80.00
Star Ohio	63,772.53

**TOTAL                              \$ 676,352.28**

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

**COMMITTEE REPORTS**

- A. AFFLECK SCHOLARSHIP: No report
- B. ART: No report
- C. BUILDING: No report
- D. FINANCE/AUDIT: No report
- E. FRIENDS OF THE LIBRARY: Friends of the Library elected Rob Swedenborg as President at their May meeting.
- F. GRAEFE COMMITTEE: The McWilliams family is maintaining the Carl and Mary Graefe graves.
- G. RECORDS RETENTION: No report

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

**OLD BUSINESS:** None

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**NEW BUSINESS:** A Personnel Review Committee was appointed to evaluate the Library Director. The Director will be evaluated in six and twelve months. Members are Wes Johnston, Sandra Krueger, Rick Rubin, Dick Smith and Cheryl Bruce was appointed Chairperson of the committee.

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

**ADJOURN**

The meeting adjourned at 7:55 p.m.

Respectfully Submitted By,

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Wes Johnston, Secretary/sf

Approved By,

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Cheryl Bruce, Board President

## **DIRECTOR'S REPORT**

July 19, 2016

### **CUSTOMER SERVICE**

Library customers borrowed over 74,000 items in June. The Circulation Dept. issued 444 new cards in June. Children's Dept. SRP *registration* increased from 1,424 in 2015 to 1,528 in 2016, an increase of approximately 7%. June SRP *program attendance* increased from 2,142 in 2015 to 3,938 in 2016 and included 17 more programs than in 2015. In addition to these measurables, customers shared how delighted they are with the Children's renovations.

Fifty-seven Adult and Young Adult programs were offered in June. The Adult Dept. held its first Genealogy Open House with 26 people in attendance plus five people from the Cuyahoga Falls Historical Society.

In June, patrons used the Library's Adult internet computers about 217 times per day for a total of 6,520 sessions. Children used our Early Literacy & School-Age computers about 47 times per day for a total of 1,406 sessions.

### **PERSONNEL**

On July 11, the Circulation Department welcomed one new part time employee, Rebecca Cash, replacing Katie Bear who was promoted to a position in Cataloging.

Custodian Kurt Shoemaker resigned. His last day of employment was July 8. Interviews for a new custodian will take place the week of July 18.

### **BUILDING AND GROUNDS**

Mayor Don Walters delivered an award check in the amount of \$1,173 through the city's Commercial & Industrial Energy Efficiency Program.

Work continues to refine HVAC functionality. HVAC condensation drain pipes have been snaked and software updates have been implemented to have the two (old building and new renovated areas) work in unison.