

**Minutes**  
**Regular Meeting**  
*October 18, 2016*

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

**Tuesday, October 18, 2016, 7:00 PM**

**CALL TO ORDER**

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

**ATTENDANCE:**

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

Guests: Mary Ann Kenny

**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 Rick Rubin and passed unanimously.

**ADOPTION OF THE MINUTES**

A motion to approve the minutes of the *Regular Meeting* of September 20, 2016 was made by Sandra Krueger, seconded by Tammy Richardson, and passed unanimously.

**CORRESPONDENCE:** None

**PUBLIC PARTICIPATION:** The Friends of the Library are getting ready for their November book sale and are in need of volunteers, stated Mary Ann Kenny, Vice-President, Friends of the Library.

**TREASURER'S REPORT**

Susan Finley presented the September and October, 2016 bills in the amount of \$195,537.55. A motion to approve payment was made by Deborah Ziccardi, seconded by Dick Smith, and passed unanimously.

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Valerie Kocin presented the various fund balances as of September 30, 2016 as follows:

General Fund	\$ 973,805.77
Building Fund	10,575.14
Endowment	39,912.03
Affleck Scholarship Fund	51,451.13

**CLERK'S BALANCE      \$1,075,744.07**

The month-to-date Bank Report as follows:

Primary Checking	1,011,803.13
Petty Cash and change	80.00
Star Ohio	63,860.94

**TOTAL                              \$1,075,744.07**

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

**COMMITTEE REPORTS**

- A. AFFLECK SCHOLARSHIP: No report
- B. ART: No report
- B. BUILDING: Motion moved by Robert Heydorn and seconded by Rebecca Zurava.

**2016-18 MOTION: Move that the Cuyahoga Falls Library Board of Trustees approve hiring Ameriseal to re-caulk large window (left of main entrance), tall windows (southeast elevation: 5 windows), marble-marble joints (north & south elevation), and control joints. Estimated costs: \$10,600-\$12,000 not to exceed.**

Motion passed unanimously.

- C. FINANCE/AUDIT: No report
- C. FRIENDS OF THE LIBRARY: Dates for the Fall Book Sale are November 3, 4, and 5.
- E. GRAEFE COMMITTEE: No report
- F. RECORDS RETENTION: No report
- G. PERSONNEL REVIEW: No report

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

**OLD BUSINESS:** None

**NEW BUSINESS:** Motion moved by Rick Rubin and seconded by William Maki.

**2016-19 MOTION:** Move that the Cuyahoga Falls Library Board of Trustees approve the *observed* 2016 Christmas Day schedule and the *observed* 2017 New Year's Day schedule.

Motion passed unanimously.

The president appointed Robert Heydorn (Chairperson), Wes Johnston and Sandra Krueger to serve on the Nominating Committee.

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

**ADJOURN**

The meeting adjourned at 8:17 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

October 18, 2016

In the news: On Sunday, October 2, Akron Beacon Journal featured an article about a Haiku Writers group that meets at CFL to hone their skills. The Haiku Writers group is among the 400 individuals that used the Library's community meeting room space in October.

September stats: Library customers borrowed 58,420 items in September. Monthly customer visits totaled 22,525 in 2016 (down from 24,312 in September 2015). Interestingly, circulation of Children's materials increased five percent over October of last year.

The library's 42 public computers enjoyed 6,592 log ins. Another 5,730 Wi-Fi sessions were logged by customers using their own device. The library web page had 39,679 views.

### Service Innovation/Improvement:

Material holds in the catalog will expire after 1 year instead of 6 months.

### Trending:

Library Director attended Ohio Library Council's Annual Conference. In addition to the development and growth of makerspaces and innovation labs in public libraries, another popular trend is circulating non-traditional items such as ROKU streaming media players, FitBits and Digital Video Converters (to digitize video from cassette tapes to digital files). The non-traditional items focus on creating memorable user experiences.

### Personnel change:

The retirement of full time Children's Department Library Assistant created an opportunity to hire two 16-20 hour/week part-time employees which will allow for more nimble scheduling to meet customer service demands. Alivia Gaston, currently a shelver at CFL, and Nicole Arigo, a circulation clerk from Hudson Library will be joining the Children's Dept. staff on October 24.

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