

Minutes
Annual & Regular Meeting
January 24, 2017

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

Tuesday, January 24, 2017, 7:00 PM

CALL TO ORDER

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

ATTENDANCE:

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

Excused: Sandra Krueger

Guests: Mary Ann Kenny, Sue Harden, and David Gruccio

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 Mike Dunton, and passed unanimously.

ADOPTION OF THE MINUTES

A motion to approve the minutes of the *Regular Meeting* of December 20, 2016 was made by Wes Johnston, seconded by Dick Smith, and passed unanimously.

Motion moved by Rick Rubin and seconded by William Maki.

2017-01 MOTION: Move that the Cuyahoga Falls Library Board of Trustees approve the 2017 slate of officers presented by the Nominating Committee:

Dick Smith	President
Wes Johnston	Vice-President
Deborah Ziccardi	Treasurer
Rick Rubin	Secretary

Motion passed unanimously.

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Motion moved by Robert Heydorn and seconded by Mike Dunton.

2017-02 MOTION: Move that the Cuyahoga Falls Library Board of Trustees approve the appointment of Susan Finley as Fiscal Officer for 2017.

Motion passed unanimously.

Motion moved by Robert Heydorn and seconded by Mike Dunton.

2017-03 MOTION: Move that the Cuyahoga Falls Library Board of Trustees approve the appointment of Donna Edmunds as Deputy Fiscal Officer for 2017.

Motion passed unanimously.

CORRESPONDENCE: None

PUBLIC PARTICIPATION: None

TREASURER'S REPORT

Susan Finley presented the December, 2016 and January, 2017 bills in the amount of \$232,686.21. A motion to approve payment was made by Deborah Ziccardi seconded by William Maki and passed unanimously.

Susan Finley presented the various fund balances as of December 31, 2016 as follows:

General Fund	\$ 745,881.47
Building Fund	10,575.14
Endowment	43,379.46
Affleck Scholarship Fund	50,245.31

CLERK'S BALANCE \$ 850,081.38

The month-to-date Bank Report as follows:

Primary Checking	787,329.96
Petty Cash and change	80.00
Star Ohio	62,671.42

TOTAL \$ 850,081.38

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

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COMMITTEE REPORTS

- A. AFFLECK SCHOLARSHIP: No report
- B. ART: No report
- C. BUILDING: No report
- D. AUDIT & FINANCE:

2017-04 MOTION: By direction of the Finance Committee, move that the Cuyahoga Falls Library Board of Trustees hereby adopt the 2017 appropriations and authorize the Fiscal Officer to certify such appropriations as necessary and required.

Cheryl Bruce	Yes
Mike Dunton	Yes
Robert Heydorn	Yes
Wes Johnston	Yes
Sandra Krueger	Absent
William Maki	Yes
Tammy Richardson	Yes
Rick Rubin	Yes
Dick Smith	Yes
Deborah Ziccardi	Yes
Rebecca Zurava	Yes

Motion passed unanimously.

- E. FRIENDS OF THE LIBRARY: The Friends board meeting will be February 6.
- F. GRAEFE COMMITTEE: No report
- G. RECORDS RETENTION: No report
- H. PERSONNEL REVIEW: The committee met with the Director for the six month review to ensure the goals and objectives are aligned with the Board and library's expectations.

DIRECTOR'S REPORT: See written report.

OLD BUSINESS: None

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NEW BUSINESS:

A motion was made by Dick Smith and seconded by Rick Rubin that the Cuyahoga Falls Library Board of Trustees go into Executive Session at 7:55 p.m. to discuss a confidential personnel matter.

A motion was made by Rick Rubin and seconded by William Maki that the Cuyahoga Falls Library Board of Trustees come out of Executive Session at 8:26 p.m. Motion passed unanimously. No action was taken.

ACCEPTANCE OF GIFTS: None

ADJOURN

The meeting adjourned at 8:27 p.m.

Respectfully Submitted By,

Rick Rubin, Secretary/sf

Approved By,

Dick Smith, Board President

DIRECTOR's REPORT
January 24, 2017

December, 2016 stats:

Circulation was down 6% for the month of December, 2016 as compared to 2015.

Year-to-date stats:

Circulation was down 4% from 2015 (734,940/2016 vs. 766,700/2015). Gate count in 2016 was less than 1% lower than 2015 (37 fewer visits/week).

Staff Recognition & Training:

In order to hold a Staff Recognition and Training event, the library will open at 1 pm on President's Day, Monday, February 20. The staff training event will be the kick-off for Customer Appreciation Week from February 20 through February 26.

To thank customers for their support and attract new customers, Customer Appreciation Week will offer fine amnesty, free library replacement cards, complementary coffee, hot chocolate and cookie socials. Customers will have an opportunity to learn about recent service enhancements and offer feedback and suggestions for future improvements.

The Board of Trustees is invited to participate in the Staff Recognition and Training event as well as Customer Appreciation Week.

2017 Budget:

The overall total budget for 2017 will remain constant with 2016 with an emphasis on building a great community by expanding customer-centric collections, services and programs; staff training; and the development of a strategic plan.

Happy New Year!

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