

Minutes
Regular Meeting
September 19, 2017

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

Tuesday, September 19, 2017, 7:00 p.m.

CALL TO ORDER

Wes Johnston called the meeting to order at 7:00 p.m.

ATTENDANCE

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

Excused: Dick Smith

Guests: Mary Ann Kenny, Janet L. Stewer, Donna Brigg, Rose Ann Murphy, Mary Baldwin, Tim Hite, Lynette Klejka, Stephen Klejka, Barb Holdren, and Joni Kennedy.

ADOPTION OF AGENDA

A motion to adopt the agenda as written, with any necessary changes or additions as determined by the Vice-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 August 15, 2017 was made by Rick Rubin, seconded by Mike Dunton, and passed unanimously.

PUBLIC PARTICIPATION

TREASURER'S REPORT

Susan Finley presented the August and September, 2017 bills in the amount of \$216,573.16. A motion to approve payment was made by Deborah Ziccardi, seconded by Don Tolliver, and passed unanimously.

Susan Finley presented the various fund balances as of August 31, 2017 as follows:

General Fund	\$ 961,412.54
Building Fund	0.00
Endowment	45,172.74
Affleck Scholarship Fund	50,593.72

CLERK'S BALANCE \$1,057,179.00

Minutes
Regular Meeting
September 19, 2017

The month-to-date Bank Report as follows:

Primary Checking	994,018.87
Petty Cash and change	80.00
Star Ohio	63,080.13

TOTAL **\$1,057,179.00**

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

COMMITTEE REPORTS

- A. **AUDIT & FINANCE:** Susan Finley talked about increasing utility costs due to the AMP surcharge. Mike Dunton explained the AMP surcharge. Ms. Finley said money would have to be moved from another line item to pay for the remainder of the year invoices. She stated there would be a motion at the October Board Meeting. Ms. Finley also mentioned the Summit County Budget Commission Certification of Tax Levy was coming in at \$15,000.00 less than 2017 estimated figures.
- B. **BUILDING:** Mike Dunton mentioned he had spoken to the City and they are willing to plow the employee parking lot. He will contact them again about shoveling the sidewalks. Valerie Kocin said RoofTEC would have quotes on the roof by Friday, September 22. Ms. Kocin will share those with the Building Committee as soon as possible.
- C. **FRIENDS OF THE LIBRARY:** Bill Maki talked about the upcoming book sale and would have sign-up sheets for Board members at the next Board Meeting. Mr. Maki also spoke about painting in the Friends area.
- D. **PERSONNEL REVIEW:** Cheryl Bruce said there was nothing to report.
- E. **STRATEGIC PLANNING:** Valerie Kocin said there was a Board Retreat scheduled for November 21. The retreat would be in lieu of the November Board meeting. Wes Johnston asked if it would be open to the public. Ms. Kocin also mentioned in December there would be a staff planning session, and a Library Leadership Team Retreat. All Strategic Planning Community Survey Data will be sent to the Director by the end of December. Mary Baldwin, circulation clerk, asked "who will see the survey? Will it be made available to the public?" Director Kocin advised the Community Survey Data will be shared with the public.
- F. **POLICY COMMITTEE:** Committee will reconvene in the near future.

DIRECTOR'S REPORT Circulation for August 2017 (vs. 2016) increased seven out of the last eight month's turning around a five-year downward trend. IT replaced twenty outdated staff computer monitors. Our first tech classes were well-received, with fourteen participants attending Facebook for Business and ten participants attending Chromebooks 101. Two hundred people attend the Eclipse program. The Strategic Planning survey questionnaire was posted online, distributed via email to a stakeholders, and shared in-person with customers on August 28 and will run through September 30. A Community Focus Group is being held on September 14. A new part-time custodian, Mark Stewart, joined staff on August 14.

OLD BUSINESS None

NEW BUSINESS Board of Trustees Nominating Committee will be made up of Bill Maki, Cheryl Bruce, & Tammy Richardson.

Volunteer Luncheon will be held on October 3 at Noon.

Wes Johnston talked about the McWilliams family placing flowers at the Graeffe Family grave every season. Mr. Johnston suggested a thank you note should be sent to the McWilliams family for doing this kind deed.

ACCEPTANCE OF GIFTS None

ADJOURN

The meeting adjourned at 7:30 p.m.

Respectfully Submitted By,

Rick Rubin, Secretary/sf

Approved By,

Wes Johnston, Board Vice-President

Director's Report: September 2017 circulation and door count were nearly identical to the same time period in 2016. New and innovative programs in September included:

Technology: *LinkedIn: Communicating Your Professional Brand*, standing-room-only program proved valuable to community and Chamber of Commerce members.

3D Print Design-Tinkercad, due to popular demand two back-to-back classes were held for 25 adults demonstrating the community's interest in 3D printing concepts.

Business: SCORE (Service Corp. of Retired Executives) kicked off CFL's business series of programs with *Pitfalls of Acquiring Commercial Real Estate*, nine people enjoyed the niche program.

Adult: *Concert: Moonlight Serenaders* was wildly popular with 154 in attendance.

Teen: Five teens enthusiastically participated on the *Teen Advisory Board*.

Children's: *Tales Alive for 2-5's* is the most popular story time averaging 30 children.

Personnel report:

Resignations

Tim Hite	Customer Relations Coordinator	10/04/2017
Alyssa Brown	Library Assistant Adult Services	10/06/2017

Selections

Ben Green	Circulation Clerk	09/26 /2017
Jennifer Reynard	Adult Services Manager	09/29/2017

Retirements

Joyce Bigam	Children's Dept. Coordinator	11/30/2017
Mary Smith	Library Assistant Adult Services	10/31/2017