

**Minutes**  
**Regular Meeting**  
*October 17, 2017*

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

**Tuesday, October 17, 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, Don Tolliver, Robert Heydorn, William Maki, Dick Smith, Sandra Krueger; Fiscal Officer, Susan Finley, and Library Director, Valerie Kocin

Excused: Tammy Richardson

Guests: Donna Lillo, Krista Kachovec, Donna Brigg, Rose Ann Murphy, Mary Ann Kenney, Janet L. Stuver, Barb Holdren, Dawn Fazzino, Amy Walker, 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 Bill Maki seconded by Don Tolliver, and passed unanimously.

**ADOPTION OF THE MINUTES**

A motion to approve the minutes of the *Regular Meeting* of September 19, 2017 was made by Rick Rubin, seconded by Sandy Krueger, and passed unanimously.

**TREASURER'S REPORT**

Susan Finley presented the September and October, 2017 bills in the amount of \$156,926.66. A motion to approve payment was made by Deborah Ziccardi, seconded by Rick Rubin, and passed unanimously.

Susan Finley presented the various fund balances as of September 30, 2017 as follows:

General Fund	\$1,227,057.07
Building Fund	0.00
Endowment	45,237.34
Affleck Scholarship Fund	50,646.85

**CLERK'S BALANCE**      **\$1,322,941.26**

**Minutes**  
**Regular Meeting**  
**October 17, 2017**

The month-to-date Bank Report as follows:

Primary Checking	1,259,718.80
Petty Cash and change	80.00
Star Ohio	63,142.46

**TOTAL** **\$1,322,941.26**

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

**COMMITTEE REPORTS**

**A. AUDIT & FINANCE:**

**2017-11 MOTION: Move that the Cuyahoga Falls Library Board of Trustees authorize RoofTEC to perform roof replacement and repair.**

**2017-11 Amended Motion: Move that the Cuyahoga Falls Board of Trustees authorize Warren Roofing on the advice of RoofTEC to perform roof replacement and repair for a sum not to exceed \$36,000.00.**

Motion passed unanimously.

Motion moved by Bob Heydorn and seconded by Mike Dunton.

**2017-12 MOTION: Move that the Cuyahoga Falls Library Board Trustees adjust the General Fund budget by moving \$28,000.00 from Supplies/Cataloging (\$6,000.00), Property/ Maintenance Supplies (\$7,000.00), Professional Services (\$5,000.00), Books Adult/Juvenile (\$3,000.00), and Audio Visual (\$7,000.00) and placing the \$28,000.00 into the Utilities line item.**

Motion passed unanimously.

Motion moved by Debbie Ziccardi and seconded by Mike Dunton.

**2017-13 MOTION: Move that the Cuyahoga Falls Library Board of Trustees adjust the General Fund budget by moving \$35,000.00 from Furniture/Equipment and \$1,800.00 from Contingency and place it in the Building and Site Repair.**

Motion passed unanimously.

Motion moved by Mike Dunton and seconded by Bob Heydorn

- B. BUILDING:** Bob Heydorn felt confident with RoofTEC's recommendation going with Warren Roofing being they were the lowest bidder. Mike Dunton talked about RoofTEC monitoring the roof. Heydorn added the merits of getting additional life out of the existing roof with doing these repairs to buy some time to put monies aside for a total roof replacement.

**Minutes**  
**Regular Meeting**  
*October 17, 2017*

- C. FRIENDS OF THE LIBRARY: Wes Johnston presented a resolution to the Friends of the Cuyahoga Falls Library in recognition of National Friends of the Library week. Bill Maki stated they were getting ready for the book sale. Maki said he was preparing to paint the walls in the Friends area before the book sale. Johnston asked if Mr. Maki was doing the painting or was the Library. Mr. Maki said he was doing it.
- D. PERSONNEL REVIEW: Cheryl Bruce said there was nothing to report at this time.
- E. STRATEGIC PLANNING: Board of Trustees will have a retreat with NEO-RLS consultants on November 21. They will meet at The Market District to discuss Values, Vision, Mission, & Goals. This retreat will be in lieu of the November Board meeting. There are two other meetings planned for December. The first one is an All-Staff Planning Session and the second one is for the Library Leadership Team.
- F. POLICY COMMITTEE: Don Tolliver stated the meeting room policy is being revised and will be discussed with the Policy Committee this coming Tuesday. Mr. Tolliver said there would be revisions to the current policy. The revisions will be talked about at the December Board meeting.
- G. Nominating Committee: Cheryl Bruce stated they would meet in early November.

**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.

**Minutes**  
**Regular Meeting**  
**October 17, 2017**

Personnel report:

Resignations

Tim Hite	Customer Relations Coordinator	10/06/2017
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

A pot-luck luncheon will take place on Tuesday, October 24 in honor of Mary Smith's retirement.

**OLD BUSINESS:** Thank you card was passed around for the Board of Trustees to sign for the McWilliams Family decorating the Graeffe Family graves for the holidays.

**NEW BUSINESS:**

**2017-14 MOTION** Move that the Cuyahoga Falls Library Board of Trustees show their appreciation in a resolution to retiring staff members Mary Smith and Joyce Bigam.

Motion passed unanimously

Motion moved by Bill Maki and seconded by Don Tolliver

**PUBLIC PARTICIPATION:** Donna Lillo, Director of the Scrabble Club, asked if the Board has made a decision as far as advertising for the Scrabble Club. Don Tolliver said would no action would be taken at this time. Ms. Lillo asked if we would have an answer at the December meeting and Mr. Tolliver response was yes. Mary Ann Kenny, member of the Cuyahoga Falls Library Friends group, asked for Board members to sign up for volunteering at the upcoming book sale. Janet Stuver, secretary of the Friends group, had three copies made of the front page of Sunday's Cuyahoga Falls News Press made because the picture included Valerie Kocin, Debbie Ziccardi, Tom Sullivan, and Kenny King. Ms. Stuver thought it was so nice to have all four in one picture featured on the cover of the newspaper.

**ACCEPTANCE OF GIFTS** None

**Minutes**  
**Regular Meeting**  
*October 17, 2017*

**ADJOURN**

The meeting adjourned at 7:35 p.m.

Respectfully Submitted By,

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Rick Rubin, Secretary/sf

Approved By,

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Wes Johnston, Board Vice-President