

Minutes
Regular Meeting
February 20, 2018

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

Tuesday, February 20, 2018, 7:00 PM

CALL TO ORDER

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

ATTENDANCE:

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

Excused: Robert Heydorn, William Maki, Don Tolliver

Guests: Mary Ann Kenney, Becky Parker, Dawn Fazzino, & Violet Pennino

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 Dick Smith, seconded by Mike Dunton, and passed unanimously.

ADOPTION OF THE MINUTES

A motion to approve the minutes of the *Regular and Annual Meetings* of January 23, 2018 was made by Rick Rubin, seconded by Sandy Krueger, and passed unanimously.

PUBLIC PARTICIPATION: Violet Pennino addressed her concerns in regards to the meeting room not being setup for her Book Club. Valerie Kocin, Director of CFL, told Ms. Pennino the Library would work with her group.

TREASURER'S REPORT

Susan Finley presented the January and February, 2018 bills in the amount of \$282,983.05. A motion to approve payment was made by Deborah Ziccardi seconded by Cheryl Bruce and passed unanimously.

Susan Finley presented the various fund balances as of January 31, 2018 as follows:

General Fund	\$ 773,406.67
Building Fund	0.00
Endowment	48,484.49
Affleck Scholarship Fund	50,883.56

CLERK'S BALANCE **\$ 872,774.72**

Minutes
Regular Meeting
February 20, 2018

The month-to-date Bank Report as follows:

Primary Checking	787,454.73
Secondary Checking-Dollar Bank	21,819.85
Petty Cash and change	80.00
Star Ohio	63,420.14

TOTAL **\$ 872,774.72**

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

COMMITTEE REPORTS

A. **AUDIT & FINANCE:** Susan Finley distributed a projected 5 Year Plan of Expenses to the Board of Trustees. Mike Dunton commented the insurance benefits should reflect a higher percentage increase than the 2% or 3% Ms. Finley initially calculated. Rick Rubin asked Ms. Finley if she was following legislation on undeveloped property being taxed at a lower rate than developed property.

B. **BUILDING:** Ms. Kocin spoke about the new leaks in the roof. RoofTec will be out to assess the area/areas. Mike Dunton addressed the roof issues with having a flat roof and the expansion and contraction during warm and cold weather. Ms. Kocin talked about repurposing the Teen Room into a Family MakerSpace Room. Shelving will be relocated and four of five computers will be repurposed. The room will be painted with brighter colors. To host gaming for all ages, a large screen TV will be included in the Family MakerSpace Room. Four wireless cameras will be installed to discourage vandalism and theft.

C. **FRIENDS OF THE LIBRARY:** Mary Ann Kenney, Vice President of the Friends, asked the Board of Trustees if they knew of another place they could donate the used books because Easter Seals would no longer be accepting discards. Ms. Kenny also mentioned Joann Daly, former member of the Friends, passed away and the family requested donations be made to the Friends of the Cuyahoga Falls Library. Friends group will also be meeting with Ms. Kocin in March to review departmental requests for next year's Friends budget.

D. **RECORDS RETENTION:** Ms. Finley stated this will be removed because Records Retention is not a committee.

E. **STRATEGIC PLANNING:** Ms. Kocin passed out the Strategic Plan. Cheryl Bruce said the Board would adopt the Strategic Plan at the March meeting.

F. **PERSONNEL REVIEW:** Cheryl Bruce said there would be a formal review in July.

Minutes
Regular Meeting
February 20, 2018

G. AFFLECK SCHOLARSHIP: Will be posted on March 1 for all staff.

DIRECTOR'S REPORT: Director's Report, January, 2018

January focused on all things related to staff: promotions, hiring, onboarding, training and planning February's Staff Development Day.

The strategic planning survey identified two service priorities for the community: innovation and tech training. To meet and satisfy customer demand, we are exploring repurposing underutilized spaces. For example, we are examining repurposing the Teen Room into a Family Makerspace Lab (or similar name).

Promotions

Elizabeth Sucharzewski- promoted to Children's Services Manager 2/5/2018
 Ben Green - promoted from part time to full time Circulation Clerk 2/19/18

New Hires

Kara Overfield - Circulation 2/5/2018
 Aimee Phillips - Circulation 2/5/2018
 Katherine Peterson - Circulation 2/5/2018

Resignations

Krista Kachovec - Circulation clerk 1/5/2018
 Mark Stewart - Part time Custodian 1/9/2018

Retirement

Joni Kennedy – Circulation – retired 02/02/2018

OLD BUSINESS: Valerie Kocin said we applied for an LSTA Summer Reading grant and were waiting to hear the results.

NEW BUSINESS: None

Executive Session:

A motion was made by Wes Johnston and seconded by Rick Rubin that the Cuyahoga Falls Library Board of Trustees go into Executive Session at 7:38 p.m. to discuss a pending legal matter involving personnel. Motion passed unanimously.

The Board came out of Executive Session at 8:03 p.m.

ACCEPTANCE OF GIFTS: None

ADJOURN

The meeting adjourned at 8:10 p.m.

Minutes
Regular Meeting
February 20, 2018

Respectfully Submitted By,

Rick Rubin, Secretary/sf

Approved By,

Wes Johnston, Board President