

Minutes
Regular Meeting
March 20, 2018

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

Tuesday, March 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, Robert Heydorn, William Maki, Don Tolliver, Mike Dunton, Rick Rubin; Fiscal Officer, Susan Finley, and Library Director, Valerie Kocin.

Excused: Sandra Krueger and Tammy Richardson

Guests: Dawn Fazzino and Mary Ann Kenney

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 Bill Maki, seconded by Don Tolliver, and passed unanimously.

ADOPTION OF THE MINUTES

A motion to approve the minutes of the *Regular Meeting* of February 20, 2018 was made by Don Tolliver, seconded by Debbie Ziccardi, and passed unanimously.

TREASURER'S REPORT

Susan Finley presented the February and March, 2018 bills in the amount of \$209,012.50. A motion to approve payment was made by Deborah Ziccardi seconded by Cheryl Bruce, and passed unanimously.

Cheryl Bruce inquired about two checks: Charles Harris & Assoc. & ProQuest.

Susan Finley presented the various fund balances as of February 28, 2018 as follows:

General Fund	\$ 786,863.25
Building Fund	0.00
Endowment	48,647.08
Affleck Scholarship Fund	50,945.05

CLERK'S BALANCE \$ 886,455.38

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The month-to-date Bank Report as follows:

Primary Checking	794,383.07
Secondary Checking-Dollar Bank	28,500.04
Petty Cash and change	80.00
Star Ohio	63,492.27

TOTAL **\$ 886,455.38**

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

Rick Rubin was concerned 24% of the OPERS budgeted amount for 2018 has been used. Susan Finley, Fiscal Officer, explained December 2017 was paid out of this year's budget.

COMMITTEE REPORTS

A. AUDIT & FINANCE: Nothing to report

B. BUILDING: Bob Heydorn asked Valerie Kocin, Director, to speak on behalf of the Building Committee. Ms. Kocin said RoofTEC would be out to assess the damage as soon as there is a break in the weather. Ms. Kocin stated there is a minimal amount of dripping. Ms. Kocin said the lobby and Teen Room had been painted. Friends of the Library agreed to pay \$10,400.00 to execute a landscaping proposal submitted by Suncrest Gardens. Bob Heydorn said the Building Committee would meet soon to talk about the landscaping project. Mike Dunton wanted to make sure all the particulars for the project would be spelled out. Ms. Kenney, Vice President of the CFL Friends, commented Dan, from Suncrest Gardens, said this was the time to plant. She was concerned precious time would be wasted, if the Board of Trustees waited until next month's Board meeting to vote. Suncrest is available to begin the project in two weeks. Ms. Kenney said the Friends had been saving \$1,000.00 per year for the past decade to fund the landscaping project.

C. FRIENDS OF THE LIBRARY: Bill Maki spoke about the meeting with Suncrest Gardens. Then he asked Mary Ann Kenney to speak about the upcoming book sale. Kenney said the book sale will take place the first weekend in May. Ms. Kenney asked for volunteers for the book sale. She said it is more difficult to get volunteers for the May sale due to people being busy with the outdoors. The November sale is much easier to recruit volunteers. Ms. Kenney also said the Friends of the CFL approved a budget for 2018/2019 in the amount of \$27,000.00 to pay for various items for the Library.

D. STRATEGIC PLANNING: Wes Johnston asked Rick Rubin to be the chair of this committee. Mr. Rubin accepted the position for one year. Mike Dunton asked if an evaluation would be done on the Strategic Plan. Mr. Rubin stated it would be included as part of Ms. Kocin's personnel review.

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E. PERSONNEL REVIEW: Cheryl Bruce said there was nothing to report.

F. AFFLECK SCHOLARSHIP: Cheryl Bruce stated there was \$945.00 to be awarded for the scholarship. Ms. Kocin said there was one candidate to date. Ms. Bruce said they would be reviewing and discussing the application(s).

DIRECTOR'S REPORT: February, 2018

Customer Appreciation Week ran February 18 through February 24. During the week CFL waived \$6,848.43 in overdue fines, replaced lost cards at no charge, and opened 55 new library card accounts.

The library was closed on Wednesday, February 21 for a Staff Development Day. Staff enjoyed rich programs on the topics of emerging technology, workplace civility, augmented reality and working with customers on the autism spectrum. Staff and several Board members enjoyed a light breakfast and catered lunch along with service award presentations.

CFL was awarded a LSTA grant to support our 2018 Summer Reading Program. The LSTA grant for \$1,406 will be matched with \$469 of library funds. The Summer Reading Program theme is Reading Rocks and will showcase music.

In support of life-long learning, each department offered innovative programs, for example: Fifteen teens worked on critical thinking skills while attending a Harry Potter-Prisoner of Azkaban Escape Room Program.

Adults had an opportunity to attend one of five 3D print classes offered in February. Twenty one people attended a Make Your Own Website program. A Pop-Up Museum of Collections attracted 18 people.

Children's storytimes are running strong with an average of 40 children attending the weekly 2-5's Tales Alive Storytimes and 15 younger children attending Rock a Bye Tales.

New Hire

Dana Setting - Assistant Circulation Coordinator 3/7

Resignation

Melissa Johnson – Assistant Circulation Coordinator 2/16

Retirements

Mary Baldwin – Circulation Clerk 3/5

Clare Coffey – Adult Services Coordinator 3/31

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OLD BUSINESS: Bob Heydorn inquired about the repurposing of the Teen Room. Ms. Kocin responded it is being repurposed into a Family MakerSpace Room with gaming, a Cricut machine and e-bowling for seniors. A teen area is not being eliminated, it will be moved onto the public floor. Four wireless security cameras will also be installed.

NEW BUSINESS: Motion moved by Don Tolliver and seconded by Dick Smith.

2018-05 **MOTION:** Move that the Cuyahoga Falls Library Board of Trustees authorize the director to work with Innovative Architectural Planners (IAP) Government Services Group on Cuyahoga Falls Library building projects (such as LED lighting) in accordance with *State Contract Number CSP905815*. The annual State of Ohio purchasing cooperative membership fee is \$100.00.

Motion passed unanimously.

Motion moved by Rick Rubin and seconded by Don Tolliver.

2018-06 **MOTION:** Move that the Cuyahoga Falls Library Board of Trustees adopt the Strategic Plan.

Motion passed unanimously.

Rick Rubin asked the Board of Trustees if Ms. Kocin could move ahead with the landscaping project. Mr. Heydorn said this would need Board approval because it is a significant amount of work. At this point Bob Heydorn made a motion:

Motion moved by Bob Heydorn and seconded by Rick Rubin.

2018-07 **Motion:** Move that the Cuyahoga Falls Board of Trustees approve the landscaping project plan submitted by Suncrest Gardens subject to review of the Building Committee.

Motion passed unanimously.

Monday, March 26, 2018 at 6:30 P.M. was selected for the Building Committee to meet to approve the landscaping plan.

PUBLIC PARTICIPATION: Wes Johnston thanked Mary Ann Kenney and Dawn Fazzino for coming to the meeting.

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ACCEPTANCE OF GIFTS: \$60.00 from Mary Lou McClarren, \$167.23 from C.F. Chapter of NSDAR, \$20.00 from Judithanne Cobb in memory of Joanne Daly, and \$289.50 from the Friends of the Library.

Moved by Bill Maki and seconded by Dick Smith to accept all gifts with gratitude.

ADJOURN

The meeting adjourned at 8:00 p.m.

Respectfully Submitted By,

Rick Rubin, Secretary/sf

Approved By,

Wes Johnston, Board President