

**Minutes**  
**Regular Meeting**  
*April 17, 2018*

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

**Tuesday, April 17, 2018, 7:00 PM**

**CALL TO ORDER**

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

**ATTENDANCE:**

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

Excused: Cheryl Bruce, William Maki, Tammy Richardson, and Deborah Ziccardi.

Guests: Carolyn Furcolow, Mary Ann Kenny, & Dawn Fazzino.

**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 Don Tolliver, and passed unanimously.

**ADOPTION OF THE MINUTES**

A motion to approve the minutes of the *Regular Meeting* of March 20, 2018 was made by Don Tolliver, seconded by Dick Smith, and passed unanimously.

**TREASURER'S REPORT**

Susan Finley presented the March and April 2018 bills in the amount of \$161,142.00. A motion to approve payment was made by Sandy Krueger seconded by Mike Dunton and passed unanimously.

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

General Fund	\$ 777,860.28
Building Fund	0.00
Endowment	49,647.03
Affleck Scholarship Fund	51,019.10

**CLERK'S BALANCE      \$ 878,526.41**

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The month-to-date Bank Report as follows:

Primary Checking	343,907.61
Secondary Checking-Dollar Bank	470,959.66
Petty Cash and change	80.00
Star Ohio	63,579.14

**TOTAL** **\$ 878,526.41**

Sandy Krueger moved to approve the Treasurer's Report, subject to audit; seconded by Mike Dunton. The motion passed unanimously.

**COMMITTEE REPORTS**

- A. AFFLECK SCHOLARSHIP: Valerie Kocin, Director, will forward applications to Wes Johnston & Cheryl Bruce.
- B. AUDIT & FINANCE: Nothing to report.
- C. BUILDING: Bob Heydorn spoke on behalf of the committee. The committee looked over the contract and voted to go ahead with the project with an executed addendum. Ms. Kocin commented: Suncrest Gardens went beyond the scope of work and were very professional. RoofTEC said Warren Roofing will be out to repair the leak since it was so close to the repair they had just completed. LED lights have been installed in the employee parking lot. MakerSpace completed and Teen area relocated to public floor.
- D. FRIENDS OF THE LIBRARY: Mary Ann Kenney spoke on behalf of the Friends group. Ms Kenney commented Suncrest Gardens was a good choice for the landscaping project. The Book Sale will be the first weekend in May and Friends could use additional volunteers for Friday and Saturday.
- E. PERSONNEL REVIEW: Will meet closer to review time.
- F. STRATEGIC PLANNING: No report at this time.

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- G. **POLICY COMMITTEE:** Don Tolliver, Chairman of the Policy Committee, spoke about an Active Shooter Policy. Mr. Tolliver asked Susan Finley, Fiscal Officer, to tell the Board of Trustees how this came about. Ms. Finley said she attended a NEO-RLS Fiscal Officers workshop. Joey Jones, Head of the Northeast Region State Auditor's office, said the auditors would be looking for this policy after the Las Vegas shooting had taken place. The auditor's office was concerned about their employees being in library buildings and having a plan in place in case an active shooting took place. Ms. Kocin said she will collaborate with the City of Cuyahoga Falls and see what the City will recommend.

**DIRECTOR'S REPORT: March, 2018**

The Children's Department attracted 276 people for Superhero Saturday on March 24.

Activities in March centered around "preparation" for activities later in the year:

- Theme for 2018 Summer Reading Program is Libraries Rock, all age levels are encouraged to participate
- All City Art Walk will take place April 19 from 5 - 8 pm
- MakerSpace Festival will take place April 21 from 12 noon - 4 pm
- The new Teen Space will offer an area for teens to collaborate

Tech Programs will offer opportunities for workforce and business development skills ranging from Computer Basics to How to Write a Business Plan to Navigating Excel Spreadsheets.

**OLD BUSINESS:** None

**NEW BUSINESS:** 1. Author visits were discussed along with the pros and cons. 2. Board of Trustees Bylaws Revision: Rick Rubin spoke about putting together a committee made up of seasoned Board members and some new members. Bob Heydorn suggested taking a look at other association library bylaws.

**PUBLIC PARTICIPATION:** None

**ACCEPTANCE OF GIFTS:** None

**ADJOURN**

The meeting adjourned at 7:40 p.m.

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Respectfully Submitted By,

\_\_\_\_\_  
Rick Rubin, Secretary/sf

Approved By,

\_\_\_\_\_  
Wes Johnston, Board President

**Director's Report: April, 2018**

Two leadership team meetings were held in April to implement and establish organizational, departmental and individual goals in alignment with the newly created Strategic Plan. The Children's Dept. conducted a Spring Break Circuits and Coding program for 18 children. The All City Art Walk took place on April 19 attracting 850 people. A MakerSpace Open House was held on Saturday, April 21 and was well received by 107 people. Digital circulation increased 2% while circulation of print materials declined 9% from April 2017. Door count dipped 2% from the April 2017. The library's busiest season is summer. The Summer Reading Programs start May 24.