

Minutes
Regular Meeting
September 18, 2018

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

Tuesday, September 18, 2018, 7:00 PM

CALL TO ORDER

Mike Dunton called the meeting to order at 7:00 p.m.

ATTENDANCE:

Dick Smith, Tammy Richardson, Deborah Ziccardi, Cheryl Bruce, Mike Dunton, Don Tolliver, Robert Heydorn, Sandra Krueger, William Maki, Rick Rubin; and Library Director, Valerie Kocin.

Excused: Wes Johnston and Fiscal Officer, Susan Finley
 Guests: Dawn Fazzino

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 Rick Rubin, seconded by Bob Heydorn, and passed unanimously.

ADOPTION OF THE MINUTES

A motion to approve the minutes of the *Regular Meeting* of August 21, 2018 was made by Cheryl Bruce, seconded by Don Tolliver, and passed unanimously.

TREASURER'S REPORT

Valerie Kocin presented the August and September 2018 bills in the amount of \$192,176.37. A motion to approve payment was made by Deborah Ziccardi seconded by Sandy Krueger, and passed unanimously.

Valerie Kocin presented the various fund balances as of August 31, 2018 as follows:

General Fund	\$1,170,139.63
Building Fund	0.00
Endowment	50,246.12
Affleck Scholarship Fund	51,464.80

CLERK'S BALANCE \$1,271,850.55

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The month-to-date Bank Report as follows:

Primary Checking	27,277.50
Secondary Checking-Dollar Bank	1,180,391.07
Petty Cash and change	80.00
Star Ohio	64,101.98

TOTAL **\$1,271,850.55**

Deborah Ziccardi moved to approve the Treasurer's Report, subject to audit; seconded by Tammy Richardson. The motion passed unanimously.

COMMITTEE REPORTS

A. AUDIT & FINANCE: N/A

B. BUILDING: Waiting for all cost estimates to arrive.

C. FRIENDS OF THE LIBRARY: Book Sale: November 1, 2, & 3. Friends of CFL donated \$1,000.00 to the Library Levy Campaign Fund on May 30, 2018. A question arose concerning who is responsible for this account: the Friends or the Library. It was agreed that Sue Finley could answer these questions.

Friends have folding tables for sale; using newer lightweight ones.

Bill Maki noted that the School Board is establishing a business council per state law. This council would look at methods to graduate job-ready students. He wondered what type of impact would this have on Library facilities: more student use? different software programs?

D. PERSONNEL REVIEW: N/A

E. STRATEGIC PLANNING: N/A

F. POLICY COMMITTEE: N/A

G. BYLAWS REVIEW: Committee will meet on Monday, September 24 at 5:30 p.m. in the Board Room.

DIRECTOR'S REPORT: August 2018

The Institute of Museum and Library Services (IMLS) is the primary source of federal support for the nation's libraries and museums. IMLS Senior Program Officer, Madison Boles, along with Cindy Boyden and Missy Lodge from the State Library of Ohio, conducted a site visit.

CFL received three LSTA grants in the past 15 months that were made possible through IMLS and the State Library of Ohio.

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University of Akron recognized CFL's volunteer, Gerald Lewis, and the Cuyahoga Falls Library in the credits of their documentary, *Lost Voices of the Great War*. Gerald provided assistance in locating historical materials used in the documentary.

Life Long Learning

-On August 22 teachers from Richardson Elementary visited the library to learn about resources for teachers and classrooms. The teachers visited the MakerSpace, learning about various technologies that are available to enrich their students' learning.

-On August 10, Children's Department Manager, Beth Sucharzewski, presented a 45-minute book talk for local school librarians at NEONET in Cuyahoga Falls.

Embrace Customer Centered Service Excellence

-Business MakerSpace Orientation took place on August 8. Mayor Walters and Board Members from the Cuyahoga Falls Chamber enjoyed an informative afternoon of learning about business and workforce development resources such as Value Line, Lynda.com, materials, programming; and MakerSpace services.

Maximize Physical and Digital Accessibility

-Adult Services promoted the new OPLIN database Lynda.com. It is a company acquired by LinkedIn, now part of LinkedIn Learning, which helps anyone learn business, technology and creative skills to achieve personal and professional goals. The service has more than 12,000 courses, ranging from computer programming to project management, including instruction on various computer software, programming languages, and business topics. The video courses are taught by industry experts and are designed for any skill level. Desktop wallpaper and icons on public computers were used to promote the training resource and increase accessibility to customers.

Promote Continuous Organizational Development

-All Circulation Department staff members viewed a training video on voter registration.

-The Adult Department participated in webinar training for using and promoting Lynda.com.

-All Children's Department staff have completed instruction on Every Child Ready to Read--a parent education initiative of the Public Library Association.

Personnel Report: Katie Bear, PT Clerk I, was promoted to FT Clerk III in Cataloging. Her new responsibilities started on August 20.

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC PARTICIPATION:

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ACCEPTANCE OF GIFTS: None

ADJOURN: The meeting adjourned at 7:55 p.m.

Respectfully Submitted By,

Rick Rubin, Secretary/vk

Approved By,

Mike Dunton, Board Vice-President