

Minutes
Regular Meeting
October 16, 2018

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

Tuesday, October 16, 2018, 7:00 PM

CALL TO ORDER

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

ATTENDANCE:

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

Excused:

Guests: Don Finley, Donna Lillo, Carolyn Furcolow, Dot Peachock, Joyce Bigam, 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 Dick Smith, seconded by Don Tolliver, and passed unanimously.

ADOPTION OF THE MINUTES

A motion to approve the minutes of the *Regular Meeting* of September 18, 2018 was made by Mike Dunton, seconded by Bill Maki, and passed unanimously.

TREASURER'S REPORT

Susan Finley presented the September and October 2018 bills in the amount of \$161,392.89. A motion to approve payment was made by Deborah Ziccardi seconded by Tammy Richardson, and passed unanimously.

Susan Finley presented the various fund balances as of September 30, 2018 as follows:

General Fund	\$1,477,656.41
Building Fund	0.00
Endowment	50,312.64
Affleck Scholarship Fund	51,560.73

CLERK'S BALANCE \$1,579,529.78

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The month-to-date Bank Report as follows:

Primary Checking	27,278.93
Secondary Checking-Dollar Bank	1,487,956.34
Petty Cash and change	80.00
Star Ohio	64,214.51

TOTAL **\$1,579,529.78**

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

COMMITTEE REPORTS

- A. **AUDIT & FINANCE:** Motion moved by Deborah Ziccardi and seconded by Rick Rubin.

2018-09 MOTION: Move that the Cuyahoga Falls Library Board of Trustees approve the 2018 Summit County Trustees Council formula for distribution of the Public Library Fund, awarding the Cuyahoga Falls Library 7.60441% of the available funds.

Motion passed unanimously.

Motion moved by Deborah Ziccardi and seconded by Cheryl Bruce.

2018-10 MOTION: Move that the Cuyahoga Falls Library Board of Trustees resolve to accept the amounts and rates as determined by the Budget Commission and authorize the necessary property tax levies and certify them to the Summit County Fiscal Officer.

Motion passed unanimously.

Motion moved by Deborah Ziccardi and seconded by Bill Maki.

2018-11 MOTION: BE IT RESOLVED by the Cuyahoga Falls Library Board of Trustees:

WHEREAS, the Cuyahoga Falls Library is eligible to request an advance of tax monies from the Summit County Fiscal Office pursuant to the Ohio Revised Code, Section 321.34; and

WHEREAS, that the Summit County Fiscal Officer is hereby requested to issue an order to the Treasurer of Summit County to pay the

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Treasurer of this Library funds as may be available for distribution by said County Treasurer from tax year 2018, payable in 2019;

THAT the Treasurer of the Library is hereby authorized and directed to certify and send a copy of this resolution to the County Fiscal Officer as may be necessary to make this resolution effective.

Motion passed unanimously.

B. BUILDING: Bob Heydorn said the committee met before the Board meeting. Mr. Heydorn stated it would be better for the Library to replace all of the ballast fixtures to LED lighting. Mike Dunton remarked the Library is an all-electric facility that uses a tremendous amount of electricity. The Library would be able to re-coup the costs in approximately 3 ¾ to 4 ½ years' time. Basically, the first four years pays for the cost of the project. Mr. Dunton stated it would be a big savings for the Library, better lighting, and far more energy efficient. Dick Smith asked if the money was available. Mike Dunton responded the Library would apply for a Cuyahoga Falls City funded grant in the amount of \$50,000.00. Mr. Dunton expressed the Library has a really good chance of receiving the grant because the Library services everybody in the community. Bob Heydorn said Speelman Electric was the best quote. Mr. Heydorn stated the lighting project would be changed to an RFP. Speelman Electric will be asked for a quote to do the whole Library with LED lighting.

C. FRIENDS OF THE LIBRARY: Bill Maki spoke of the upcoming book sale and the many book donations they have received. Mr. Maki said he would be bringing in a new box to place at circulation to collect the donated books. This box would be able to hold more donated items. Mary Anne Kenney, vice president of the CF Friends, asked for volunteers to work at the book sale.

D. PERSONNEL REVIEW: N/A

E. STRATEGIC PLANNING: N/A

F. POLICY COMMITTEE: Don Tolliver said the Policy Committee will be meeting with the Bylaws Committee.

G. BYLAWS REVIEW: Bob Heydorn said both the Policy Committee and the Bylaws Committee would merge for a while. The committees will meet on October 22 at 5:00 p.m.

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DIRECTOR'S REPORT: September 2018

We are now offering TECH TUESDAY's from 3 – 7 pm. Customers can register in advance for two 30 minute sessions to get one-on-one assistance for their tech device questions.

On September 6, four staff members from PBS's ideastream® visited CFL to explore partnership opportunities.

Life Long Learning

- During the month of September, 119 people participated in MakerSpace programs.
- The Adult Services department held two book clubs, two technology programs (Computer Basics, and Green Screen Movie Magic); two teen programs (Teen Advisory Board and ACT Practice Test), Medicare 101, Women's Self Defense, Business Success: Fundamentals of Financial Management, and the first of three showings of the MANHATTAN SHORT film festival. The ten programs had a total of 161 patrons in attendance.
- Twelve teens took the Princeton ACT Practice Test. Providing the test free of charge was a valuable to parents (these tests can cost hundreds of dollars which can be a hardship) and enabled students to get one more step closer to enrolling to attend college.
- The Lynda.com database had 141 log-ins during September with access to 1,814 educational video sessions and issued 40 certificates of completion.
- Children's Manager, Beth Sucharzewski, participated in Preston Elementary School's Fall Into Reading literacy night.

Embrace Customer Centered Service Excellence

- Storytimes are off to a great start. 610 people attended the 2-5's storytime representing an increase from September, 2017 which had 575 people.
- Children's Coding Club has continued for the fall session with 12 kids in attendance. Lego Club has also continued with 25 in attendance.
- Play and Stay has also been popular with 84 people in attendance. Parents enjoy the opportunity to meet other parents while their children play with educational toys.

Maximize Physical and Digital Accessibility

- MakerSpace hours will be expanded in October with the creation of a Tech Trainer position made possible through LSTA grant funding.
- Phil Shirley, Technology Manager, set up a new Apple TV in the MakerSpace to allow staff to easily share the large screen from an iPad or MacBook.
- CFL's first ever Adapted Storytime began with 7 people attending the first two sessions.

Promote Continuous Organizational Development

- Missy Littell, Customer Experience Manager, and Jennifer Reynard, Adult Services Manager, spoke at the Ohio Library Council Expo on the topic of onboarding.
- Jennifer Reynard met with Akron-Summit County Public Library's Special Collections manager to discuss preserving and digitizing materials from CFL's History Room collection.

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Personnel Report:

New hire: On September 5, Alex Yurosko joined CFL as Marketing and Public Relations Manager.

Resignation: Dana Setting, Assistant Circulation Coordinator, resigned on September 12.

PUBLIC PARTICIPATION: Dawn Fazzino expressed concern about the number of employees who have left the Cuyahoga Falls Library.

OLD BUSINESS: None

NEW BUSINESS: None

Executive Session:

A motion was made by Wes Johnston and seconded by Bob Heydorn that the Cuyahoga Falls Library Board of Trustees go into Executive Session at 7:40 p.m. to discuss appointment of an employee. Motion passed unanimously.

A motion was made by Rick Rubin and seconded by William Maki that the Cuyahoga Falls Library Board of Trustees come out of Executive Session at 9:45 p.m. Motion passed unanimously. No action was taken.

ACCEPTANCE OF GIFTS: \$25.00 from Marilyn Maddox in memory of Sue Marocchino. Moved by Tammy Richardson and seconded by Bill Maki to accept all gifts with gratitude.

ADJOURN: The meeting adjourned at 9:51 p.m.

Respectfully Submitted By,

Rick Rubin, Secretary/sf

Approved By,

Wes Johnston, Board President