

Minutes
Regular Meeting
February 21, 2017

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

Tuesday, February 21, 2017, 7:00 p.m.

CALL TO ORDER

Dick Smith called the meeting to order at 7:00 p.m.

ATTENDANCE:

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

Excused: Robert Heydorn

Guests: Mary Ann Kenny

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 Rick Rubin, seconded by William Maki, and passed unanimously.

ADOPTION OF THE MINUTES

A motion to approve the minutes of the *Annual and Regular Meetings* of January 24, 2017 was made by Rebecca Zurava, seconded by Cheryl Bruce, and passed unanimously.

CORRESPONDENCE: None

PUBLIC PARTICIPATION: None

TREASURER'S REPORT

Susan Finley presented the January and February, 2017 bills in the amount of \$234,158.49. A motion to approve payment was made by Deborah Ziccardi, seconded by William Maki, and passed unanimously.

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Susan Finley presented the various fund balances as of January 31, 2017 as follows:

General Fund	\$ 675,310.77
Building Fund	0.00
Endowment	43,385.66
Affleck Scholarship Fund	50,281.16

CLERK'S BALANCE \$ 768,977.59

The month-to-date Bank Report as follows:

Primary Checking	706,184.12
Petty Cash and change	80.00
Star Ohio	62,713.47

TOTAL \$ 768,977.59

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

COMMITTEE REPORTS

- A. AFFLECK SCHOLARSHIP: No report
- B. ART: No report
- C. BUILDING: No report
- D. AUDIT & FINANCE: No report
- E. FRIENDS OF THE LIBRARY: Spring book sale will be May 4, 5, & 6.
- F. GRAEFE COMMITTEE: No report
- G. RECORDS RETENTION: No report
- H. PERSONNEL REVIEW: No report

DIRECTOR'S REPORT: Please see written report.

OLD BUSINESS: None

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NEW BUSINESS: Motion moved by Rick Rubin and seconded by William Maki.

2017-05 MOTION: Move that the Cuyahoga Falls Library Board of Trustees approve the Cuyahoga Falls Library new organizational structure.

Motion passed unanimously.

Motion moved by Rebecca Zurava and seconded by Tammy Richardson.

2017-06 MOTION: Move that the Cuyahoga Falls Library Board of Trustees approve the Cuyahoga Falls Library hiring for two new positions as shown on the new organization chart. A full time Customer Experience Manager (37.5 hours) and a part time Human Resource Manager (20-24 hours).

Motion passed unanimously.

ACCEPTANCE OF GIFTS: Moved by William Maki and seconded by Deborah Ziccardi to accept all gifts with gratitude.

ADJOURN

The meeting adjourned at 7:55 p.m.

Respectfully Submitted By,

Rick Rubin, Secretary/sf

Approved By,

Dick Smith, Board President

DIRECTOR'S REPORT

February 21, 2017

January Stats:

Circulation of 61,691 items for January 2017 was 1.0% higher than January 2016 while gate count of 23,529 visitors was down 2.6% for the same period. We are holding a Staff Development event on Monday, February 20. One of the presenters will address the topic of merchandising the collection and best practices for increasing circulation.

The most popular Adult program in January was an historic overview of John Brown and Harper's Ferry which was enjoyed by 25 people. Thirty-five teens attended a free ACT Practice Exam. The newly installed fax machine had 41 users in January.

The Library's 42 public computers had 6,037 log-ins. Additionally 5,828 WiFi log-ins were registered by customers using their own devices. Our community meeting rooms were used by 369 people.

Media:

Cuyahoga Falls News Press ran an article about CFL's newly approved 2017 budget:

<http://www.fallsnewspress.com/news%20local/2017/02/02/cuyahoga-falls-library-board-approves-2017-budget>

Partnerships:

CFL is working toward cultivating a stronger relationship with area schools. The Library Director attended a Cuyahoga Falls Schools Business Advisory Council meeting. The Library is working with the Summit County Educational Service Center's Work-Study Program. The program engages local businesses and gives students exposure to a variety of career options. We have a student shadowing members of the Children's Dept. for 25 hours.