

Minutes
Regular Meeting
December 19, 2017

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

Tuesday, December 19, 2017, 7:00 p.m.

CALL TO ORDER

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

ATTENDANCE

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

Excused: Robert Heydorn and Tammy Richardson

Guests: Barb Holdren, Mary Ann Kenny, Krista Kachovec, and 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 Rick Rubin seconded by Mike Dunton, and passed unanimously.

ADOPTION OF THE MINUTES

A motion to approve the minutes of the *Regular Meeting* of October 17, 2017 was made by Bill Maki, seconded by Mike Dunton, and passed unanimously.

A motion to approve the minutes of the *Special Meeting* of October 24, 2017 was made by Don Tolliver, seconded by Mike Dunton, and passed unanimously.

PUBLIC PARTICIPATION

TREASURER'S REPORT

Susan Finley presented the October, November and December, 2017 bills in the amount of \$595,479.06. A motion to approve payment was made by Deborah Ziccardi, seconded by Mike Dunton, and passed unanimously.

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

General Fund	\$1,135,938.41
Building Fund	0.00
Endowment	45,296.95
Affleck Scholarship Fund	50,702.52
CLERK'S BALANCE	\$1,231,937.88

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The month-to-date Bank Report as follows:

Primary Checking	\$ 1,168,650.11
Petty Cash and change	80.00
Star Ohio	63,207.77
TOTAL	\$1,231,937.88

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

Susan Finley presented the various fund balances as of November 30, 2017 as follows:

General Fund	\$1,033,249.96
Building Fund	0.00
Endowment	45,306.49
Affleck Scholarship Fund	50,757.66
CLERK'S BALANCE	\$1,129,314.11

The month-to-date Bank Report as follows:

Primary Checking	\$ 1,059,781.12
Secondary Checking Account	6,180.54
Petty Cash and change	80.00
Star Ohio	63,272.45
TOTAL	\$1,129,314.11

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

COMMITTEE REPORTS

- A. **AUDIT & FINANCE:** Motion moved by Debbie Ziccardi and seconded by Sandy Krueger.
2017-18 MOTION: Move that the Cuyahoga Falls Library Board of Trustees award all exempt staff a 2% wage increase and \$150.00 one-time lump sum for those eligible for 2018.

Motion passed unanimously.

Discussion: Sandy Krueger said the lump sum would be a onetime payout.

- B. **BUILDING:** nothing to report at this time.

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- C. FRIENDS OF THE LIBRARY: Bill Maki said the November Friends book sale was very successful, generating approximately \$12,000.00. Valerie Kocin asked Mary Ann Kenny, Vice President of the CFL Friends group, about the funds available in the Friends of the CFL account and Ms. Kenny responded around \$70,000.00. The next meeting of the CFL Friends will be held in February.
- D. PERSONNEL REVIEW: Cheryl Bruce and Rick Rubin confirmed that the Personnel Committee would meet in February for a six month discussion.
- E. STRATEGIC PLANNING: Ms. Kocin spoke about the Leadership Retreat held in December with all of the managers and coordinators. NEO-RLS would be collecting all the data and devising with plan.
- F. POLICY COMMITTEE: Motion moved by Don Tolliver and seconded by Mike Dunton.
2017-19 MOTION: By direction of the Policy Committee move that the Cuyahoga Falls Library Board of Trustees approve the proposed amendments to the Public Meeting Room Policy.

Motion passed unanimously.

Discussion: Wes Johnston asked how long the policy had allowed non-profit groups to use meeting rooms. Basically the meeting room policy has remained the same, when rooms are not being used for Library purposes, rooms can be reserved by non-profit groups, free of charge, once a month. Valerie Kocin said a computer will be designated in the Adult Services area as a convenient online meeting room reservation station. Ms. Kocin stated asking for a library card number was an opportunity to create a relationship. Ms. Krueger commented it was also a means of identification to help protect the building from damage since the person signing the application form was ultimately responsible.

- G. NOMINATING COMMITTEE: Speaking for the Committee, Cheryl Bruce presented the following slate of officers for 2018: Wes Johnston, President; Mike Dunton, Vice-President; Deborah Ziccardi, Treasurer; and Rick Rubin, Secretary. Additional nominations for all offices may be made from the floor at the Annual Meeting.

DIRECTOR'S REPORT

October & November Stats:

Historically, circulation and door count steadily decline in October, November and bottom out in December. For example, November circ was 23% less than July circ and November customer visits were 68% less than July.

The lull in customer activity is an opportunity for staff to create new programs, order non-traditional materials for the Library of Things, learn how to use various MakerSpace components, and participate in tech training.

October's most popular adult program was a Vampire Talk with Mark Dawidziak, 30 people attended. Sixty two children enjoyed October's Spooky Kooky Halloween Show.

In November twenty seven adults enjoyed The Assassination of Abraham Lincoln program. Nine children learned about computer science and how to create games, animations, and stories during a November SCRATCH program.

CFL offered 58 tech classes in October and November. Feedback from the community regarding the new series of Technology Classes has been overwhelmingly positive.

November's Strategic Planning Board Retreat was held on November 21. The entire Board was in attendance. NEO-RLS facilitated the Board event and will work with library staff in December to continue developing CFL's Strategic Plan.

OLD BUSINESS: In a conversation between Ms. Kocin and Donna Lillo, Scrabble Club President, the group sent a public service announcement to the newspaper resulting in twelve people in attendance at their November event.

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

2017-20 MOTION: Move that the Cuyahoga Falls Library Board of Trustees approve the 2018 holiday schedule.

Motion passed unanimously.

Motion moved by Rick Rubin and seconded by Mike Dunton.

2017-21 MOTION: Move that the Cuyahoga Falls Library Board of Trustees approve closing the Library on Wednesday, February 21, 2018 for the purpose of holding a Staff Development Day.

Motion passed unanimously.

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Sandy Krueger asked how the closing would be publicized to the public. Ms. Kocin responded it would be on the CFL web page, social media, and in the Falls News Press. The Staff Development Day would also tie into to Customer Appreciation Week similar to last year.

Next meeting would be held on the fourth Tuesday of January instead of the usual third Tuesday of the month.

ACCEPTANCE OF GIFTS: None

ADJOURN

The meeting adjourned at 7:40 p.m.

Respectfully Submitted By,

Rick Rubin, Secretary/sf

Approved By,

Wes Johnston, Board Vice-President