

Minutes
Annual & Regular Meeting
January 23, 2018

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

Tuesday, January 23, 2018, 7:00 PM

CALL TO ORDER

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

ATTENDANCE:

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

Excused: Dick Smith

Guests: Mary Baldwin, Dawn Fazzino, & 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 Mike Dunton, seconded by Rick Rubin, and passed unanimously.

ADOPTION OF THE MINUTES

A motion to approve the minutes of the *Regular Meeting* of December 19, 2017 was made by Rick Rubin, seconded by Mike Dunton, and passed unanimously.

Motion moved by Cheryl Bruce and seconded by Sandy Krueger.

2018-01 MOTION: Move that the Cuyahoga Falls Library Board of Trustees approve the 2018 slate of officers presented by the Nominating Committee:

Wes Johnston	President
Mike Dunton	Vice-President
Deborah Ziccardi	Treasurer
Rick Rubin	Secretary

Motion passed unanimously.

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Motion moved by Rick Rubin and seconded by Mike Dunton.

2018-02 MOTION: Move that the Cuyahoga Falls Library Board of Trustees approve the appointment of Susan Finley as Fiscal Officer for 2018.

Motion passed unanimously.

Motion moved by Cheryl Bruce and seconded by Mike Dunton.

2018-03 MOTION: Move that the Cuyahoga Falls Library Board of Trustees approve the appointment of Donna Edmunds as Deputy Fiscal Officer for 2018.

Motion passed unanimously.

PUBLIC PARTICIPATION: None – Wes Johnston thanked the public for coming.

TREASURER’S REPORT

Susan Finley presented the December, 2017 and January, 2018 bills in the amount of \$197,963.78. 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 December 31, 2017 as follows:

General Fund	\$ 932,602.61
Building Fund	0.00
Endowment	48,209.66
Affleck Scholarship Fund	50,818.12

CLERK’S BALANCE \$ 1,031,630.39

The month-to-date Bank Report as follows:

Primary Checking	954,788.62
Secondary Checking-Dollar Bank	13,418.40
Petty Cash and change	80.00
Star Ohio	63,343.37

TOTAL \$ 1,031,630.39

Deborah Ziccardi moved to approve the Treasurer’s Report, subject to audit; seconded by Mike Dunton. Motion passed unanimously.

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COMMITTEE REPORTS

- A. AFFLECK SCHOLARSHIP: No report
- B. ART: No report
- C. BUILDING: Bob Heydorn spoke about the flashing needed to be finished and the roof repair would be completed.
- D. AUDIT & FINANCE:

Motion moved by Debbie Ziccardi and seconded by Cheryl Bruce.

- 2018-04 MOTION: By direction of the Finance Committee, move that the Cuyahoga Falls Library Board of Trustees hereby adopt the 2018 appropriations and authorize the Fiscal Officer to certify such appropriations as necessary and required.**

Cheryl Bruce	Yes
Mike Dunton	Yes
Robert Heydorn	Yes
Wes Johnston	Yes
Sandra Krueger	Yes
Tammy Richardson	Yes
Rick Rubin	Yes
Don Tolliver	Yes
Deborah Ziccardi	Yes

Motion passed unanimously.

- E. FRIENDS OF THE LIBRARY: Wes Johnston thanked the Friends for the note cards passed out to the members of the Board. Bill Maki said the January volunteer luncheon was very nice and the next Friends meeting would take place on the evening of February 5, 2018.
- F. GRAEFE COMMITTEE: No report
- G. PERSONNEL REVIEW: Cheryl Bruce said they would review their calendars and set a date and time to have a discussion with Director, Valerie Kocin.
- H. STRATEGIC PLANNING: Valerie Kocin said NEO-RLS has the most up to date version. Ms. Kocin would send out to the Board of Trustees as soon as it is received.

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DIRECTOR'S REPORT: December is the slowest business month of the year giving staff an opportunity to reflect on experiences and outcomes from the past year and plan ahead for 2018. Library leadership convened to develop Action Items for the Strategic Plan. Music was a popular adult program theme in December drawing a total of 231 people. The Children's Department had three Gingerbread Day! programs attracting 123 graham cracker architects. A life-sized Candy Land game welcomed 700 visitors. Fifteen teens enjoyed an ELF Escape Room adventure. Two MakerSpace Sneak Peek events wowed 128 participants as they learned about 3D printers, VHS to DVD transfers, cricut, button makers, etc. The MakerSpace pods democratize access to new technologies, materials, and services.

2017 Review

Customer Service Excellence:

Technology Programming during Q4 reached 294 participants contributing to Cuyahoga Falls City prosperity, workforce development and networking.

Large scale (300+) author events: Terry Pluto, Regina Brett connected community.

LSTA Grant made an eight-week Byte Sized Coding for Kids program possible.

Library of Things, new collection received front page news coverage from Beacon Journal:

<https://www.ohio.com/akron/news/local/local-libraries-lend-much-more-than-books>

Makerspace!

First customer appreciation week & fine forgiveness thanked customers for their support.

Facilities improvements: roof repaired, drains cleared, windows sealed, brick work, landscaping & trimming grounds, meeting rooms painted.

CFL leveraged technology by creating online processes for meeting room & study room reservations, volunteer applications; fax machine; and offering wireless printing from mobile devices.

Fiscal Stewardship: 2017's budget did not increase over 2016. CFL stayed within the 2017 budget

while adding new technology, services, programs, and materials/Library of Things. Fortis College students and community volunteers contributed over 1,100 hours helping with a variety of duties from weeding to shifting books and materials.

Partnerships & Collaborations:

Cuyahoga Falls Schools – Business Advisory Council; Career Development Day; Reading Readiness

Cuyahoga Falls Neighborhood Ambassadors

Cuyahoga Falls Chamber of Commerce – Programming Committee & Presidents Club

Historical Society

Kent State University HACKSU

Small Business Administration, Service Corp. of Retired Executives

Summit Developmental Disabilities Board

Summit Education Initiative: Readiness Coalition

Project Learn

University of Akron: Women in Engineering

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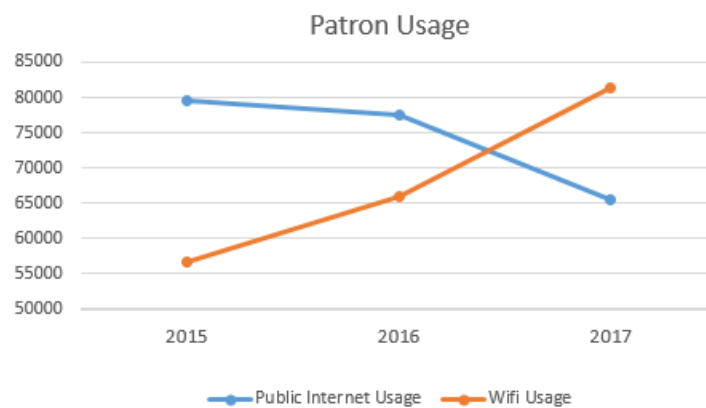
Organizational Development

CFL's unprecedented commitment to and investment in staff training will provide the tools and resources necessary to exceed the expectations of library customers. Staff participated in ALA, PLA, OLC, NEO-RLS, BVU, Overdrive, Hoopla, database training and networking opportunities along with a first, professionally outsourced Staff Development Day.

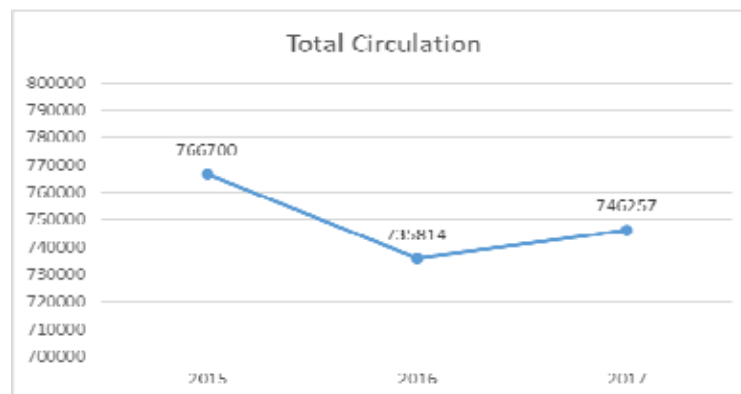
As a result of attrition, three new positions were created to support the needs of today's customer: Customer Experience Manager, Adult Services Manager & Human Resources Manager (pt).

Committees: staff had opportunities to participate in professional development and lend their expertise to a variety of ad hoc committees such as merchandising, makerspace, and marketing/social media.

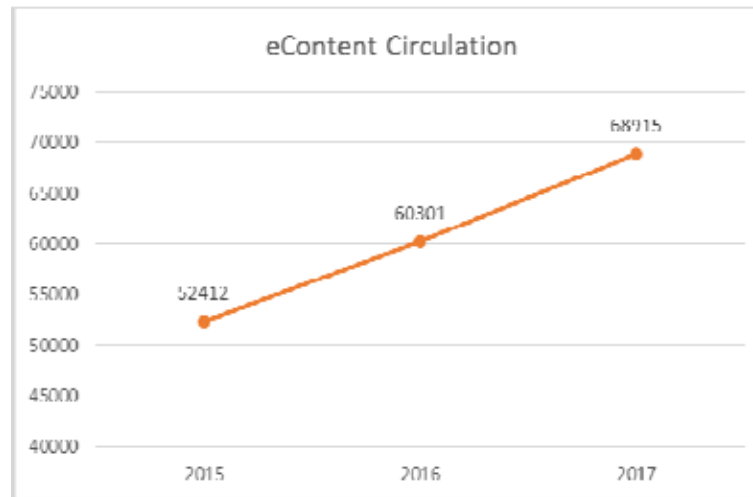
Computers: public internet usage in 2017 was less than half of what it was in 2011 while WiFi usage (customers using their own devices) continues to climb—up 23% from 2016 to 2017.



Collection: in response to customer usage trends, eContent and DVD spending increased while print materials decreased; a Library of Things (Roku, looms, ukuleles, games, etc.) was created.



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OLD BUSINESS: Rick Rubin met with Beverly Cain, State Librarian, spoke about LSTA grants under \$5,000.00 which were going unawarded due to a small pool of applicants.

NEW BUSINESS: Mike Dunton commented on how pleased he was the Library is moving in the right direction with creating a MakerSpace.

ACCEPTANCE OF GIFTS: \$50 from Ann and Tony Dean, \$50 from Carl and Lynn Roose, \$50 from Alan and Patricia Richardson, \$50 from Kathleen Farber, \$25 from Janet Haas, \$25 from Harry and Kathleen Tipping, \$50 from Carolyn and Craig Wagner, \$50 from Doug and Dixie Burge, all in memory of Rosemary Burge. \$1,500 from Associated Underwriters Inc.

Moved by Rick Rubin and seconded by Cheryl Bruce to accept all gifts with gratitude.

ADJOURN

The meeting adjourned at 7:50 p.m.

Approved By,

Respectfully Submitted By,

 Wes Johnston, Board President

 Rick Rubin, Secretary/sf