

**Minutes**  
**Regular Meeting**  
**May 15, 2018**

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

**Tuesday, May 15, 2018, 7:00 PM**

**CALL TO ORDER**

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

**ATTENDANCE:**

Wes Johnston, Dick Smith, William Maki, Tammy Richardson, Chery Bruce, Sandra Krueger, Mike Dunton, Rick Rubin; Fiscal Officer, Susan Finley, and Library Director, Valerie Kocin.

Excused: Deborah Ziccardi, Don Tolliver, & Robert Heydorn.

Guests: Dawn Fazzino, Mary Ann Kenny, Carolyn Furcolow, Donna Lillo, & Cathy Williams.

**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 Bill Maki, seconded by Rick Rubin, and passed unanimously.

**ADOPTION OF THE MINUTES**

A motion to approve the minutes of the *Regular Meeting* of April 17, 2018 was made by Dick Smith, seconded by Tammy Richardson, and passed unanimously.

**TREASURER'S REPORT**

Susan Finley presented the April and May 2018 bills in the amount of \$108,580.44. A motion to approve payment was made by Sandy Krueger seconded by Dick Smith, and passed unanimously.

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

General Fund	\$1,126,130.81
Building Fund	0.00
Endowment	49,764.40
Affleck Scholarship Fund	51,098.94

**CLERK'S BALANCE      \$1,226,994.15**

**Minutes**  
**Regular Meeting**  
*May15, 2018*

The month-to-date Bank Report as follows:

Primary Checking	251,519.70
Secondary Checking-Dollar Bank	911,721.65
Petty Cash and change	80.00
Star Ohio	63,672.80

**TOTAL** **\$1,226,994.15**

Sandy Krueger moved to approve the Treasurer's Report, subject to audit; seconded by Rick Rubin. The motion passed unanimously.

**COMMITTEE REPORTS**

A. AFFLECK SCHOLARSHIP: Cateresa Boston, a Shelver, was awarded the scholarship in the amount of \$500.00. Ms. Boston will need to apply and enroll into an accredited program, provide an invoice, then CFL will send a check directly to the educational institution.

B. AUDIT & FINANCE: Susan Finley, Fiscal Officer, spoke about the AUP audit for 2016/2017. Jacqui Hall, Assistant Auditor, AOS was in the building for 2 ½ days. We are waiting for the final report. No recommendations had been made at this point.

C. BUILDING: Warren Roofing will be completing roof repairs; wireless cameras were installed in MakerSpace and Teen areas; thank you to Friends of CFL for paying for the additional landscape work done by Suncrest Gardens.

D. FRIENDS OF THE LIBRARY: Mary Ann Kenny, Vice President of the CFL Friends, said the book sale brought in over \$12,000.00. The annual meeting will be held on Monday, May 21; The Community Chorus is scheduled to perform; cake & punch will be served.

E. PERSONNEL REVIEW: Cheryl Bruce stated Valerie Kocin, Director, will be celebrating her second anniversary in June at the CFL. The Personnel Committee will meet at the end of May or early June.

F. STRATEGIC PLANNING: Valerie Kocin will review the details with the Personnel Committee.

G: POLICY COMMITTEE: Nothing to report at this time.

**Minutes**  
**Regular Meeting**  
**May 15, 2018**

H. BYLAWS REVIEW: Mike Dunton, Bob Heydorn, Sandy Krueger, & Tammy Richardson are on the committee to revise the current Bylaws. Each member was given a packet of ten similar Association Library Bylaws to review.

**DIRECTOR'S REPORT: April, 2018**

Two leadership team meetings were held in April to implement and establish organizational, departmental and individual goals in alignment with the newly created Strategic Plan. The Children's Dept. conducted a Spring Break Circuits and Coding program for 18 children. The All City Art Walk took place on April 19 attracting 850 people. A MakerSpace Open House was held on Saturday, April 21 and was well received by 107 people. Digital circulation increased 2% while circulation of print materials declined 9% from April 2017. Door count dipped 2% from the April 2017. The library's busiest season is summer. The Summer Reading Programs start May 24.

**OLD BUSINESS:** CFL applied for a Guiding Ohio Online Technology Grant. If awarded, the grant could potentially pay for a part time person (20 hours per week) to offer Tech classes (i.e., STEM, STEAM, or robotics) for the community as well as staff.

**NEW BUSINESS:** Cheryl Bruce mentioned Cuyahoga Falls School students would host a Lemonade stand at the Library.

**PUBLIC PARTICIPATION:** None

**ACCEPTANCE OF GIFTS:** \$25.00 from Cathleen Rosenberg and \$25.00 from Sandra Pruitt in memory of Rosaria Rogers.

Moved by Rick Rubin and seconded by Bill Maki to accept all gifts with gratitude.

**ADJOURN**

The meeting adjourned at 7:35 p.m.

Respectfully Submitted By,

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Rick Rubin, Secretary/sf

Approved By,

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Wes Johnston, Board President

### Director's Report, May 2018

The Summer Reading program started on May 24. T-shirts were ordered for all staff to wear each Wednesday to promote the Summer Reading Program. The Children's Summer Reading Kick Off event featured Outback Ray with 275 people in attendance. The Adult Summer Reading event featured Open Spaces Trio Band. The concert was held outdoors and nearly 100 adults and teens registered for the Summer Reading Program at the event.

Susan Berg Herman, Director of New Initiatives at the International Institute of Akron delivered a presentation for the Library's leadership team regarding immigrants and refugees and how the Library can serve and support new Americans.

Implementation of the Strategic Plan is underway. Department Heads are creating goals and project timelines for their department, their staff, and themselves to align with the initiatives outlined in the Strategic Plan.

Our community meeting rooms are heavily trafficked. Thirty five groups totaling 440 people used Library meeting room spaces in May—this is *in addition* to 445 people that attended Children's, Teen and Adult programs. Friends used the meeting rooms for their May Book Sale.

#### Personnel Report:

##### *May Hires*

Suzanne Silvey – Circulation, part time clerk

Grace Peterson – Adult Associate Manager

##### *May Resignations*

Allison Cadle- Adult Services, part time Clerk

Kaitlyn Cedoz- Circulation, part time clerk

##### *May Promotions*

Michelle Spencer was promoted from Shelver to Adult Services, part time Library Assistant II. Michelle held the Shelver position for two years. This is the fourth internal promotion within CFL in the past six months.

Teen Librarian, Jen Morton, achieved Public Librarian Certification from Ohio Library Council.