

Minutes
Regular Meeting
June 19, 2018

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

Tuesday, June 19, 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, Sandra Krueger, Deborah Ziccardi, Rick Rubin; Fiscal Officer, Susan Finley, and Library Director, Valerie Kocin.

Excused: Chery Bruce, Mike Dunton, Don Tolliver, & Robert Heydorn

Guests: Donna Lillo, Barb Holdren, Mary Ann Kenny, Missy Littell, & Carolyn Furcolow

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 Dick Smith, and passed unanimously.

ADOPTION OF THE MINUTES

A motion to approve the minutes of the *Regular Meeting* of May 15, 2018 was made by Dick Smith, seconded by Tammy Richardson, and passed unanimously.

TREASURER'S REPORT

Susan Finley presented the May and June 2018 bills in the amount of \$100,952.49. A motion to approve payment was made by Deborah Ziccardi seconded by Rick Rubin, and passed unanimously.

Susan Finley presented the various fund balances as of May 31, 2018 as follows:

General Fund	\$1,118,193.53
Building Fund	0.00
Endowment	49,895.25
Affleck Scholarship Fund	51,185.11

CLERK'S BALANCE \$1,219,273.89

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The month-to-date Bank Report as follows:

Primary Checking	241,854.88
Secondary Checking-Dollar Bank	913,565.13
Petty Cash and change	80.00
Star Ohio	63,773.88

TOTAL **\$1,219,273.89**

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

COMMITTEE REPORTS

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

2018-07 MOTION: Move that the Cuyahoga Falls Library Board of Trustees approve the proposed Summa Care Premier Network Plan for 2018-2019, PPO 672040 C & Rx BTR, as outlined by AUI.

Motion passed unanimously.

Motion moved by Debbie Ziccardi and seconded by Sandy Krueger.

2018-08 MOTION: Move that the Cuyahoga Falls Library Board of Trustees approve the proposed Principal Plan for dental, vision insurance and Life/AD & D as outlined by AUI.

Motion passed unanimously.

2016/2017 Audit discussion: Susan Finley said the audit went well and will be on the AOS website shortly. Sandy Krueger asked what the dollar threshold is for filing an amended budget. Ms. Finley said she would contact the AOS and let the Board of Trustees know.

- B. **BUILDING:** Valerie Kocin, Director, shared several building updates: roof repairs are nearly complete, waiting for final touches from Warren Roofing; carpets were cleaned on both levels of the building; IAP (Ohio government services group) visited the library to review interior lighting and is planning to prepare a scope of work to install LED lights/fixtures; the City planted flowers in the triangle-shaped plot across from the library sign on 2nd Street & Suncrest landscaping is thriving.

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- C. FRIENDS OF THE LIBRARY: Mary Ann Kenny stated Friends are receiving a high volume of quality books. Friends have been receiving generous donations of over \$100.00.
- D. PERSONNEL REVIEW: Sandy Krueger said that she and Cheryl Bruce met with Valerie Kocin on May 30. They spoke about job descriptions and the Strategic Plan. The Board of Trustees are very happy with the work Ms. Kocin has done and hope to have her with us for a very long time.
- E. STRATEGIC PLANNING: Topic was discussed at Personnel Review meeting on May 30.
- F: POLICY COMMITTEE: No report at this time.
- G. BYLAWS REVIEW: No meeting.

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 Initiates 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

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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.

OLD BUSINESS: Wes Johnston asked how many Chromebooks the library owns. Ms. Kocin explained how much more powerful a PC is.

Debbie Ziccardi asked when will we hear about being awarded the Guiding Ohio Tech Grant. Ms. Kocin responded an announcement will be made after July 17.

NEW BUSINESS: AMHA handout. Debbie Ziccardi suggested we help this population get library cards.

PUBLIC PARTICIPATION: Donna Lillo, Scrabble Club Coordinator, thanked Ms. Kocin for allowing her to use a meeting room for her group. Ms. Lillo said Scrabble Club is now recognized as a National Recreational Club.

ACCEPTANCE OF GIFTS: \$50.00 from the Leaf and Blossom Garden Club.

Moved by Bill Maki and seconded by Tammy Richardson to accept all gifts with gratitude.

ADJOURN

The meeting adjourned at 7:40 p.m.

Respectfully Submitted By,

Rick Rubin, Secretary/sf

Approved By,

Wes Johnston, Board President

Director's Report: June, 2018

Cuyahoga Falls Library was named winner of "Best Library" by Northeast Ohio Parent Choice Awards. The award recognizes the staff, programs, innovative services and materials CFL offers to the children and caretakers of the Cuyahoga Falls Community. The Library received a certificate and window cling to proudly display the top honor.

Personnel Report: Mai-Ling Francis was hired as a Student Assistant on June 4, 2018.

Strategic Plan Progress Report

The Strategic Plan focuses on four initiatives:

Life Long Learning

-Participating in the Summer Reading Program helps students prevent summer slide. 1,812 children attended programs offered by the Children's Department in June including Lego Club, Circuits & Coding, Ooey Gooey Icky Sticky as well as traditional story times. 116 kids reveled in a Musical Instrument Petting Zoo. 625 people participated in Adult & Teen learning programs ranging from Tech classes, to Makerspace activities, to Tie Dye! Beginner's Ukulele Classes were offered to both adults and children.

Embrace Customer Centered Service Excellence

-To connect with community and the entrepreneurial spirit of Cuyahoga Falls, CFL is working to build bridges in the community and has created a "Business Success at Your Library" series of programs covering topics such as Financial Management, Marketing Techniques and QuickBooks. The business series will start in September.

-CFL is partnering with Ohio Means Jobs Summit County as well as Small Business Administration and Service Corps. of Retired Executives to enhance the quality and quantity of employment and training resources offered to potential job seekers through education and access to computer resources (databases, online training opportunities) as well as technology training, makerspace events, and workforce development skills seminars.

Maximize Physical and Digital Accessibility

-A monthly digital newsletter has been refreshed offering customers the ease of clicking/hyperlinking to the catalog to reserve newly released materials. The eBlast newsletter is sent to 4,030 people. We began the year with 3,578 subscribers.

-Overdrive (Libby app) added magazines to their digital collection; Overdrive has also created a community reading program offering unlimited access to Cowboy Pride by Lacy Williams. Starting July 9 readers can participate by posting to a discussion board.

Promote Continuous Organizational Development

-Through a goal setting and coaching process, the entire staff is engaged in creating both short and long-term goals supporting the Strategic Plan.

-In June the Library's leadership team attended thirteen training sessions conducted via webinar and/or in-person.

-Three members of leadership presented training to area libraries at two conferences. Missy Littell and Jennifer Reynard did an informal poster session presentation at the NEO-RLS 2018 Emerging Tech Symposium that focused on CFL's 3D printing classes. Missy Littell and

Elizabeth Wuest presented at Leading Libraries, OLC Conference in Columbus. The topic was “Get On Board with On-Boarding”. The reviews of the training were positive.
-One employee participated a webinar training on Civility and Respect.