

**Minutes**  
**Regular Meeting**  
*July 17, 2018*

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

**Tuesday, July 17, 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, Mike Dunton, Don Tolliver, Robert Heydorn, Rick Rubin; Fiscal Officer, Susan Finley, and Library Director, Valerie Kocin.

Excused: Cheryl Bruce.

Guests: Dawn Fazzino, Barb Holdren, Mary Ann Kenny, 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 Rick Rubin, seconded by Don Tolliver, and passed unanimously.

**ADOPTION OF THE MINUTES**

A motion to approve the minutes of the *Regular Meeting* of June 19, 2018 was made by Bill Maki, seconded by Dick Smith, and passed unanimously.

**TREASURER'S REPORT**

Susan Finley presented the June and July 2018 bills in the amount of \$102,296.29. 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 June 30, 2018 as follows:

General Fund	\$1,051,624.52
Building Fund	0.00
Endowment	50,102.39
Affleck Scholarship Fund	51,273.58

**CLERK'S BALANCE      \$1,153,000.49**

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The month-to-date Bank Report as follows:

Primary Checking	139,975.04
Secondary Checking-Dollar Bank	949,067.79
Petty Cash and change	80.00
Star Ohio	63,877.66

**TOTAL** **\$1,153,000.49**

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

**COMMITTEE REPORTS**

- A. **AUDIT & FINANCE:** Susan Finley reported as of July 17, 2018 we have received 61% of the PLF and 58% of the Levy monies that was budgeted for 2018.
- B. **BUILDING:** Valerie Kocin reported LED Company was coming in on Monday, July 23 at 10:00 a.m. to do a walkthrough of the building. RoofTec has completed the roof repairs.
- C. **FRIENDS OF THE LIBRARY:** Mary Ann Kenny reported the Friends of the Library were receiving great donations.
- D. **PERSONNEL REVIEW:** Wes Johnston said the committee will schedule a meeting sometime after Thursday, July 18, 2018.
- E. **STRATEGIC PLANNING:** Rick Rubin thanked Ms. Kocin for addressing the Strategic Plan in her Director's Report.
- F. **POLICY COMMITTEE:** Ms. Kocin said there are a number of things in the works. Emergency Preparedness Policy and training are some of the items along with looking into LSTA funding. Sandy Krueger suggested calling the Emergency Preparedness a plan rather than a policy because such are exempt from Public Records requests. A person wishing to do harm would not have easy access to Emergency Preparedness plan.
- G. **BYLAWS REVIEW:** Bob Heydorn will plan a meeting for the committee and at that meeting a chairperson will be selected.

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### **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 Goey Icky Sticky as well as traditional story times. 116 kids revelled 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

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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 in a webinar training on Civility and Respect.

**OLD BUSINESS:** None

**NEW BUSINESS:** None

**PUBLIC PARTICIPATION:** Donna Lillo passed out flyers for the Scrabble Club to each Board member.

**ACCEPTANCE OF GIFTS:** \$60.00 donation from the Moms Club of Cuyahoga Falls.

Moved by Don Tolliver and seconded by Bill Maki to accept all gifts with gratitude.

**ADJOURN**

The meeting adjourned at 7:40 p.m.

Respectfully Submitted By,

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Rick Rubin, Secretary/sf

Approved By,

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Wes Johnston, Board President