

Minutes
Regular Meeting
August 21, 2018

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

Tuesday, August 21, 2018, 7:00 PM

CALL TO ORDER

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

ATTENDANCE:

Wes Johnston, Dick Smith, Tammy Richardson, Deborah Ziccardi, Cheryl Bruce, Mike Dunton, Don Tolliver, Rick Rubin; Fiscal Officer, Susan Finley, and Library Director, Valerie Kocin.

Excused: Robert Heydorn, Sandra Krueger, and William Maki.

Guests: Carolyn Furcolow, 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 July 17, 2018 was made by Tammy Richardson, seconded by Don Tolliver, and passed unanimously.

TREASURER'S REPORT

Susan Finley presented the July and August 2018 bills in the amount of \$197,965.98. 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 July 31, 2018 as follows:

General Fund	\$1,136,429.85
Building Fund	0.00
Endowment	50,229.38
Affleck Scholarship Fund	51,368.11

CLERK'S BALANCE \$1,238,027.34

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The month-to-date Bank Report as follows:

Primary Checking	33,844.10
Secondary Checking-Dollar Bank	1,140,114.69
Petty Cash and change	80.00
Star Ohio	63,988.55

TOTAL **\$1,238,027.34**

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

Rick Rubin asked Valerie Kocin if money would have to be moved into the Building & Site Repair line item with almost 71% of the line item used so far this year. Ms. Kocin did not anticipate additional expenses.

COMMITTEE REPORTS

- A. **AUDIT & FINANCE:** No report at this time. Wes Johnston asked Susan Finley if we were planning a meeting soon. Ms. Finley responded we will meet in October.
- B. **BUILDING:**
 - Bids for LED retrofit were due to IAP Government Services group on Friday, 8/10. In turn, we should receive the bids soon.
 - Last week Suncrest replaced several plants that died (covered under warranty). HVAC fan belt on the roof was replaced to alleviate squealing noises reported by a Third Street resident.
 - AmeriSeal sealed the leaking skylight and caulked the crumbling base of the children-reading-statue in front of the building.
 - We are examining the collection in the lower level Historical Room. Last year 11 people used the room. 38 customers used the room in the last four years.
 - To provide greater access to the materials, we are:
 - #1-taking inventory,
 - #2-relocating the collection upstairs where reference staff are available to answer questions,
 - #3-Cuyahoga Falls Historical Society is interested in housing our duplicate materials.
- C. **FRIENDS OF THE LIBRARY:** Wes Johnston stated the Friends of CFL is still receiving large amounts of donated materials. There will be a lot of material for the November sale.
- D. **PERSONNEL REVIEW:** Cheryl Bruce said there was nothing to report.
- E. **STRATEGIC PLANNING:** Rick Rubin said there was nothing to report.
- F. **POLICY COMMITTEE:** Mike Dunton said the Bylaws Review met on August 15, 2018. Upon realizing this policy change might overlap with the charge of the Policy

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Committee, Don Tolliver, chairman of the Policy Committee, has been invited to join the meetings. Bob Heydorn was selected as the chairman of the Bylaws Committee. Mr. Dunton said this will be a long process. The committee members will review all changes and the final draft will be sent to an outside law firm.

G. BYLAWS REVIEW: Please refer to Policy Committee.

DIRECTOR'S REPORT: July, 2018

Life Long Learning

- 336 people participated in Adult & Teen programs ranging from Tech classes, to Makerspace activities, to concerts, to Escape Rooms.
- Children's Department participation for 2018 Summer Reading Program was consistent with the average of 1,547 kids over the past decade. Spy Camp was an especially successful program with 34 people in attendance. July program highlights included Coding Club, Bassoon at Noon, Craftapalooza, Lip Sync Battle and a University of Akron Women in Engineering Dept. collaboration had a total of 321 participants involved in summer learning as well as having lots of fun.
- July was a busy month for Orientations and MakerSpace programs. We had some of our biggest events yet with 118 attending the Rock Painting and Button Making program on July 27 (LSTA grant sponsored program), 38 attending a hands-on paracord craft and Cricut box creation program (LSTA grant sponsored program) and 39 attending our July MakerSpace Orientations.
- Eight people attended Galaxy Games, a coding program for adult beginners on July 23.

Embrace Customer Centered Service Excellence

- CFL's leadership team met on July 23 to continue working on operationalizing the Strategic Plan on a departmental and individual level.
- Jen Morton, teen librarian, represented Cuyahoga Falls Library at a multi-library Battle of the Books competition held at Twinsburg Public Library. Eleven teams of four teens going into grades six through nine competed, CFL placed second.
- Friends generously donated funds to purchase a sewing machine for the MakerSpace. Staff are learning how to operate this machine before it is going to be made available to the public.

Maximize Physical and Digital Accessibility

- On July 1, 2018 OPLIN/Ohio Public Library Information Network added 11 new databases to our digital resources, including Chilton's Library (automotive repair), Kids InfoBits, and Transparent Languages.

Promote Continuous Organizational Development

- Director Kocin attended a full-day Opioids in Communities: Libraries in Response program sponsored by NEO-RLS.

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- Adult Services staff attended the webinar “Everyday Disability: Welcoming Patrons with Disability” followed by rich discussion about our Library’s accessibility.

Personnel Report: There were no new hires added in the month of July. Mai-Ling Frances our student assistant ended her tenure at the Library as of July 27. Barb Holdren, Circulation Clerk III, retired as of July 31 after 35 years of service.

Alternate revenue streams:

CFL was one of nineteen recipients of LSTA Guiding Ohio Online Grant. The \$9,967.00 award will permit CFL to hire a part-time technology trainer starting October 1.

Upcoming events & community partnerships:

Institute for Museums & Libraries/IMLS site visit, August 30
 Cuyahoga Falls Schools Not Me Drug Free Campaign, September 2018 - June 2019
 Workforce Development: Ohio Means Jobs & Lynda.com launch, September
 Cuyahoga Falls Chamber of Commerce Pop-Up Coffee, October 9, 8-9 am
 Cuyahoga Falls Chamber of Commerce MakerSpace Ribbon Cutting, November 9, 12 noon

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC PARTICIPATION: Carolyn Furcolow complemented the Library for great online information. Ms. Furcolow also asked if the Library was doing anything about possible gun attacks in the Library. Mr. Dunton said the Library has discussed training for staff. He also suggested the best advice is to be aware of your surroundings.

ACCEPTANCE OF GIFTS: None

ADJOURN

The meeting adjourned at 8:03 p.m.

Respectfully Submitted By,

Rick Rubin, Secretary/sf

Approved By,

Wes Johnston, Board President