

## RESOLUTION INDEX

- 2020-01**      **Approval of the 2020 slate of officers presented by the Nominating Committee:**  
Mike Dunton              President  
Deborah Ziccardi        Vice-President  
Sandra Zirke              Treasurer  
Rick Rubin                Secretary
- 2020-02**      **Approval of the appointment of Laura Searle as Fiscal Officer for 2020.**
- 2020-03**      **Approval of the appointment of Donna Edmunds as Deputy Fiscal Officer for 2020.**
- 2020-04**      **Move that the Cuyahoga Falls Library Board of Trustees accept the Evangeline Spahr Lee Endowment in the amount of \$2,880.67**
- 2020-05**      **Move that the Cuyahoga Falls Library Board of Trustees approve to increase the Contributions, Gifts, Memorials Revenue Line (101.0.46500) by \$2,880.67, the Adult Non-Fiction Expense Line (101.1.54101) by \$1,440.34 and the Children's Books Expense Line (101.2.54101) by \$1,440.33.**
- 2020-06**      **Move that the Cuyahoga Falls Library Board of Trustees increase the Return of Lost Items account line (101.0.57500) by \$500.00.**
- 2020-07**      **Move that the Cuyahoga Falls Library Board of Trustees approve the final 2019 General Fund Revenue Budget as presented.**
- 2020-08**      **Moved that the Cuyahoga Falls Library Board of Trustees approve the fee of the Roof Replacement Consulting Services not to exceed \$16,665.00 and the proposal by RoofTEC in its substantial form.**
- 2020-09**      **Move that the Cuyahoga Falls Library Board of Trustees approve the Active Shooter/Workplace Violence Policy.**

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

**Tuesday, January 28, 2020, 7:00 PM**

**CALL TO ORDER**

Mike Dunton called the meeting to order at 7:00 p.m.

**ATTENDANCE:**

Mary Baldwin, Sean Blake, Cheryl Bruce, Mike Dunton, Robert Heydorn, Wes Johnston, William Maki, Rick Rubin, Dick Smith, Deborah Ziccardi, Sandra Zirke; Fiscal Officer, Laura Searle, and Library Director, Valerie Kocin.

Excused:

Guests: Scott Snyder, Rooftec; Mary Ann Kenny; Sue Harden

**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 Dick Smith, seconded by Rick Rubin, and passed unanimously.

**ADOPTION OF THE MINUTES**

A motion to approve the minutes of the *Regular Meeting* of December 17, 2019 was made by William Maki, seconded by Deborah Ziccardi, and passed unanimously.

Motion moved by William Maki and seconded by Deborah Ziccardi.

**2020-01      MOTION: William Maki moved that the Cuyahoga Falls Library Board of Trustees approve the 2020 slate of officers presented by the Nominating Committee:**

Mike Dunton	President
Deborah Ziccardi	Vice-President
Sandra Zirke	Treasurer
Rick Rubin	Secretary

**Deborah Ziccardi seconded, and the motion passed unanimously.**

**2020-02      MOTION: William Maki moved that the Cuyahoga Falls Library Board of Trustees approve the appointment of Laura Searle as Fiscal Officer for 2020. Rick Rubin seconded, and the motion passed unanimously.**

Motion passed unanimously.

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**2020-03**      **MOTION: Dick Smith moved that the Cuyahoga Falls Library Board of Trustees approve the appointment of Donna Edmunds as Deputy Fiscal Officer for 2020. Mary Baldwin seconded, and the motion passed unanimously.**

**TREASURER’S REPORT**

Laura Searle presented the December, 2019 bills in the amount of \$283,841.35. A motion to approve payment was made by Sandra Zirke seconded by William Maki and passed unanimously.

Laura Searle presented the various fund balances as of December 31, 2019 as follows:

General Fund	\$1,659,323.90
Building Fund	0.00
Endowment	54,585.31
Affleck Scholarship Fund	53,050.13
<b>CLERK’S BALANCE</b>	<b>\$1,766,959.34</b>

The month-to-date Bank Report as follows:

Huntington Checking	19,514.62
Dollar Bank Checking	149,752.87
Petty Cash and change	110.00
Star Ohio	1,597,581.85
<b>TOTAL</b>	<b>\$1,766,959.34</b>

Sandra Zirke moved to approve the Treasurer’s Report, subject to audit; seconded by Rick Rubin. Motion passed unanimously.

**ACCEPTANCE OF GIFTS:** \$15.00 from Sarah Ragon

A motion to approve the donation was made by Sandra Zirke, seconded by William Maki and passed unanimously.

**2020-04**      **MOTION: Sandra Zirke move that the Cuyahoga Falls Library Board of Trustees accept the Evangeline Spahr Lee Endowment in the amount of \$2,880.67. Mary Baldwin seconded, and the motion passed unanimously.**

**2020-05**      **MOTION: Deborah Ziccardi moved that the Cuyahoga Falls Library Board of Trustees approve to increase the Contributions, Gifts, Memorials Revenue Line (101.0.46500) by \$2,880.67, the Adult Non-Fiction Expense Line (101.1.54101) by \$1,440.34 and the Children’s Books Expense Line (101.2.54101) by \$1,440.33. Wes Johnston seconded, and the motion passed unanimously.**

**2020-06**      **MOTION: Sandra Zirke moved that the Cuyahoga Falls Library Board of Trustees increase the Return of Lost Items account line (101.0.57500) by \$500.00. Cheryl Bruce seconded, and the motion passed unanimously.**

**2020-07**      **MOTION: Sandra Zirke moved that the Cuyahoga Falls Library Board of Trustees approve the final 2019 General Fund Revenue Budget as presented. William Maki seconded, and the motion passed unanimously.**

## **COMMITTEE REPORTS**

Mike Dunton discussed the Committee assignments and stated that the Policy Committee and the Bylaws Committee were not listed in the Bylaws. There was a Board consensus that combining the committees was appropriate.

- A. ART: Mary Baldwin continues to find more art in the building and hopes to present options in the near future of what to do with the art.
- B. BUILDING: Bob Heydorn stated the Committee met on January 14. They have decided to ask FMD Architects to do a scaled down recommendation to simply bring the storage room up to fire code. The Committee also discussed the proposal from Rooftec. A discussion ensued with Scott Snyder from Rooftec. The roof was recently leaking again over the weekend and Rooftec repaired the areas.

**2020-08**      **MOTION: Bob Heydorn moved that the Cuyahoga Falls Library Board of Trustees approve the fee of the Roof Replacement Consulting Services not to exceed \$16,665.00 and the proposal by RoofTEC in its substantial form. Dick Smith seconded, and the motion passed unanimously.**

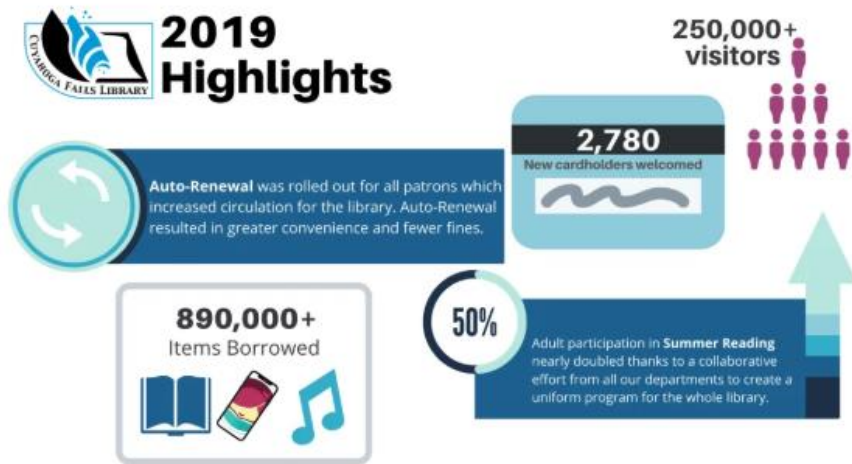
### C. POLICY COMMITTEE:

**2020-09**      **MOTION: Sandra Zirke moved that the Cuyahoga Falls Library Board of Trustees approve the Active Shooter/Workplace Violence Policy. William Maki seconded, and the motion passed unanimously.**

D. FRIENDS OF THE LIBRARY: There is a meeting coming up, but they are awaiting the Board's decision regarding storage room renovations.

Bob Heydorn announced that the Building Committee and Policies/Bylaws Committee will meet February 12, 2020 at 5:00 p.m.

**DIRECTOR'S REPORT: December 2019**



**Strategic Goal #1 – Expand avenues of lifelong learning for all ages.**

On December 9, 111 people enjoyed the Cuyahoga Falls Community Chorus concert.

Eleven teens especially enjoyed Santa’s Workshop for Furry Friends making toys for local shelter cats and dogs.

172 children and parents attended the Noon Year’s Eve program on December 31, 2019.

317 People attended 5 children’s programs in 2019. We were especially grateful for the Cuyahoga Valley Art Center grant making it possible for the Children’s Dept. to add two art story times.

**Strategic Goal #2 – Embrace customer centered service excellence.**

81 people attended the Make It Merry MakerSpace event on December 7. Participants had an opportunity to enjoy a Harry Potter Coding game while others went low-tech and transformed holidays designed into magnets.

18 children attended an outreach story time at Childtime Day Care on December 16, 2019.

**Strategic Goal #3 – Maximize physical and digital accessibility and services.**

Fifteen people attended the Census Bureau Job Opportunities event on December 2. Partnering with the U.S. Census Bureau to help attract workers and bring jobs to our own patrons. Using the computer lab, library staff assisted job seekers in applying for Census jobs.

80 children’s books were purchased to be handed out at January’s My Very Own Book Club using the American Endowment Foundation Grant funds.

27 STEM kits were added to the collection to replace the aging Discovery packs.

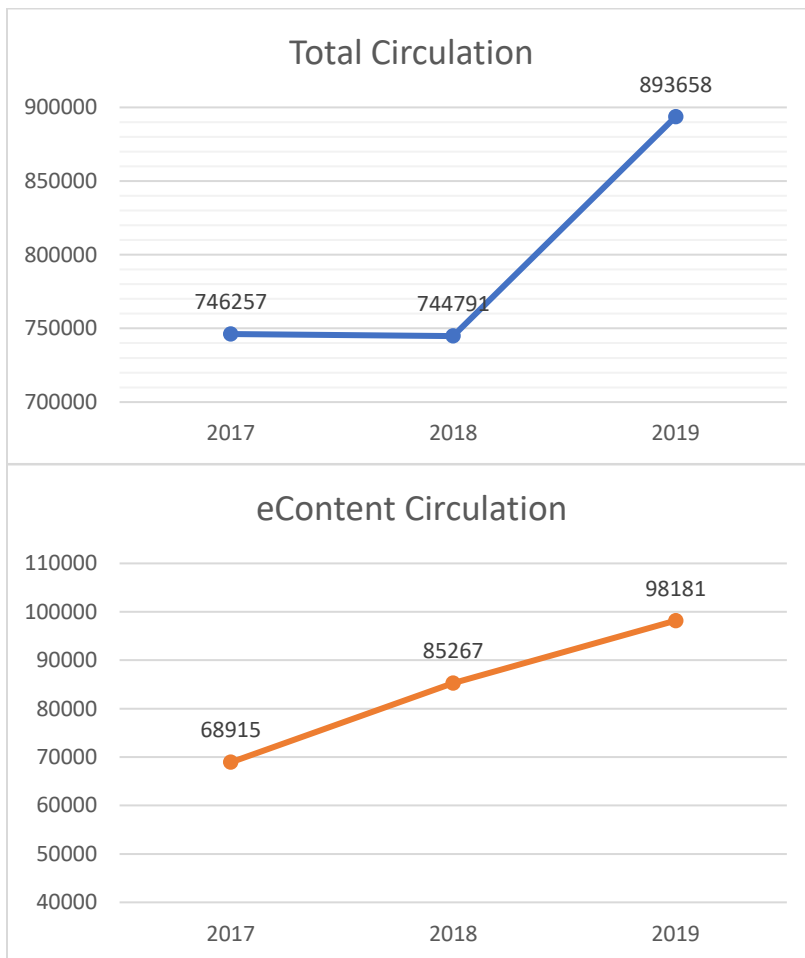
**Strategic Goal #4 – Promote continuous organizational development.**

Eight Adult Department staff received training from mouse.org, a resource with pre-planned lessons on technology subjects.

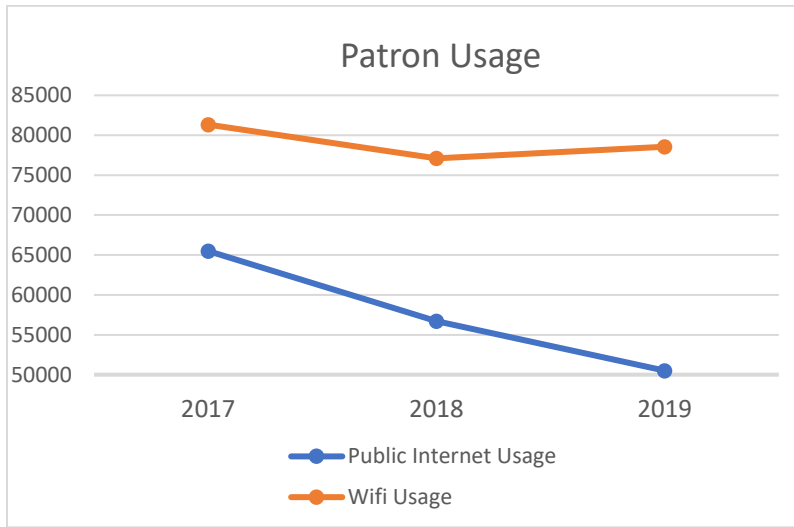
Our teen librarian, Jen Morton, participated in an online NEO webinar on teen programming.

**Technology Updates**

Keeping pace with technology is a challenge for all non-profit organizations. Offering tech programs requires selecting and installing special software in the computer lab as well as the MakerSpace. Staff must also be able to learn, navigate and teach tech programs to customers of all ages. CFL provided classes using Arduino/open-source electronics platform, Audacity/cross-platform audio software, Comic Life 3 app, and Photoshop. CFL now has a Digital Media Computer with Adobe Creative Cloud. Our new public scanning station offers features like translation, text to speech (save as a MP3 file) and restoring old documents. We introduced Capira, a new library app. The capability to communicate to customers via text messages was enhanced. Customers can now also enjoy wireless printing. The valued-added feature that received the most positive feedback in 2019 was auto-renewals of materials (not on hold).



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**On the Horizon: Innovation is the Engine**

Technology enhancements for 2020 include refreshing the library's cyber-security setup, setting up a server for the new CMI fiscal software, and replacing computers in the public computer lab.

The Circulation Department has made a 2020 pledge to deliver the best customer service that the library has ever seen.

Organizational development will include harassment and civility training for all staff. Marketing & Public Relations created a webpage link featuring up-to-the minute press releases highlighting CFL's community impact: <https://cuyahogafallslibrary.org/updates/>

Kim Bell/Children's and Missy Littell/Customer Experience appeared on WKYC's Live on Lakeside in a segment on bullet journaling. View the segment at: <https://www.wkyc.com/article/entertainment/television/liveonlakeside/kim-bell-missy-littell-bullet-journaling-is-your-new-obsession/95-7d35b527-7ec5-4f30-ac7e-d520eeb6a87c>



**Live on Lakeside WKYC-TV**

Kim Bell, Missy Littell, Hollie Strano, Alexa Lee

The Adult, Teen and Children's Departments plan to continually refine programs, services, and collections in response to community input to support lifelong learning.



**IMPROVE YOUR BUSINESS IN 2020**

Take advantage of FREE Business Success & Adobe Creative Suite Classes at your library

Classes Include:

- Marketing
- Video Creation for Small Business
- Basics for Starting a Business
- How to Write a Business Plan
- Minority & Women-Owned Businesses
- Book Discussions
- BBB 101
- LinkedIn Branding
- Avoiding Scams
- Creating Website or Blogs
- Advertising
- Adobe Creative Suite

Visit our website or more information  
[www.cuyahogafallslibrary.org/calendar](http://www.cuyahogafallslibrary.org/calendar)  
or call 330.928.2117 x2000



**Personnel Report**

Katie Bear, Catalog Clerk resigned. Her last day worked was December 9, 2019.  
Kristen Fernandez, PT Circulation Clerk I was promoted to fill the FT Catalog Clerk vacancy.

**PUBLIC PARTICIPATION:** Sue Harden thanked the Library for acknowledging their donations in 2019.



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William Maki reminded everyone that the Census is coming up in March, and Valerie Kocin stated the Library has a kick-off event planned for April 1 to inform the community about the importance of “being counted” by providing Census data. Staff will be prepared to assist customers with submitting their Census information.

Deborah Ziccardi stated that Sarah Kline of the Parks & Recreation appreciates the collaboration with the Library.

**ADJOURN:** The meeting adjourned at 8:27 p.m.

Approved By,

Respectfully Submitted By,

\_\_\_\_\_  
Mike Dunton, Board President

\_\_\_\_\_  
Rick Rubin, Secretary/Is