

RESOLUTION INDEX

2020-10 **Approval to authorize the Fiscal Officer to request a certification from the County Fiscal Office of the total current tax valuation of the Cuyahoga Falls City School District and the amount of revenue a 1.9 mill renewal will generate during the first year of collection.**

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

Tuesday, February 18, 2020, 7:00 PM

CALL TO ORDER

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

ATTENDANCE:

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

Excused: Robert Heydorn, Sandra Zirke, Deborah Ziccardi

Guests: Aimee Phillips, Mary Ann Kenny, Sue Harden, Cathy Williams, 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 Dick Smith, seconded by Sean Blake, and passed unanimously.

ADOPTION OF THE MINUTES

A motion to approve the minutes of the *Annual and Regular Meeting* of January 28, 2020 was made by William Maki, seconded by Cheryl Bruce, and passed unanimously.

TREASURER'S REPORT

Laura Searle presented the January bills in the amount of \$167,572.90. A motion to approve payment was made by William Maki, seconded by Rick Rubin, and passed unanimously.

Laura Searle presented the various fund balances as of January 31, 2020 as follows:

| | |
|--------------------------|-----------------------|
| General Fund | \$1,620,292.88 |
| Building Fund | 0.00 |
| Endowment | 54,614.80 |
| Affleck Scholarship Fund | 53,137.90 |
| CLERK'S BALANCE | \$1,728,045.58 |

The month-to-date Bank Report as follows:

| | |
|-----------------------|-----------------------|
| Hunting Checking | 19,515.44 |
| Dollar Bank Checking | 108,344.78 |
| Petty Cash and change | 110.00 |
| Star Ohio | 1,600,075.36 |
| TOTAL | \$1,728,045.58 |

Rick Rubin moved to approve the Treasurer's Report, subject to audit; seconded by Dick Smith. Motion passed unanimously.

2020-10 MOTION: Wes Johnston moved that the Cuyahoga Falls Library Board of Trustees authorize the Fiscal Officer to request a certification from the County Fiscal Office of the total current tax valuation of the Cuyahoga Falls City School District and the amount of revenue a 1.9 mill renewal will generate during the first year of collection. Sean Blake seconded, and the motion passed unanimously.

COMMITTEE REPORTS

- A. **BUILDING:** Mike Dunton handed out copies of the architect's updated report to change the occupancy for the Friends of the Library storage room. The Board would like to tie the use of the space to a Memorandum of Understanding with the FOL. The Building Committee will meet on March 3 at 5pm to discuss further.
- B. **FRIENDS OF THE LIBRARY:** FOL has cancelled their May book sale.
- C. **BYLAWS/POLICIES REVIEW:** The Committee is collaborating with the Friends of the Library to produce a Memorandum of Understanding. The Committee will also meet on March 3 at 5pm.

DIRECTOR'S REPORT: January, 2020

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

- 22 people attended a bullet journaling class on January 8. Staff from Children's and Adult Services collaborated on presenting the program and we had a media opportunity to promote the program on WKYC's "Live on Lakeside" television program.
- 5 teens consistently attended each of the 4 sessions of the teen typing series on Tuesdays in January.
- 175 patrons attended 10 adult programs in January, 2020. 80 patrons attended 7 adult programs in January, 2019.
- 20 teens attended 4 teen programs in January, 2020. 49 teens attended 6 teen programs in January, 2019.
- 1,238 children and parents attended 52 Children's programs in January, 2020. In January, 2019 we had 874 people in attendance at 39 programs.

- We were especially excited to have 65 people in attendance at the Kids Create! Program in January which used materials donated by the Cuyahoga Valley Art Center.
- Lynda.com had 8 new users. 28 different people logged in a total of 60 times and viewed 367 videos 381 times, for 20 hours total. 12 people earned a total of 37 course completion certificates
- Use of our Capira mobile app was the highest so far (we started in June last year) with 2,400 sessions.
- Web site hits were up 4% from last year, which were up 5% from the previous year. Overall, 2019 web hits were almost the same as in 2018, a 0.17% increase.

Strategic Goal #2 – Embrace customer centered service excellence.

- Adult Services collaborated with Census Bureau representatives for the recruitment of Census jobs in the computer lab.
- Pediatrics of Akron has agreed to display CFL's Children's program flyers in its waiting rooms promoting the Library's early literacy programs.

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

- We started our first annual winter reading program to encourage and reward reading during the winter months via completion of lines on bingo cards. Entries on the cards relate to reading certain kinds of books or completing winter-related activities.
- **January Tech and MakerSpace programs included:**
 - Tech Tuesdays – 27
 - Bullet Journaling – 22
 - MakerSpace Monday – 15
 - Video Creation for Small Business – 21
 - Excel Basics – 10
 - Knitting and Crocheting 101 – 12

187 people used the MakerSpace in January 2020 contrasted to 199 people in January 2019.

Strategic Goal #4 – Promote continuous organizational development.

- Annual performance evaluations are underway with the primary purposes being goal setting and staff training for the upcoming year.

Personnel Report: Anne Trenholme, Technical Services Manager, joined CFL on January 2.

Rick Rubin moved to approve the new hire; seconded by William Maki. Motion passed unanimously.

The Director agreed that a meeting with the Board President regarding the November levy campaign would be scheduled with him.

NEW BUSINESS: William Maki and Wes Johnston will not be at the next meeting as they are serving at the polls. Mary Baldwin will be attending the OLC Library Trustee Workshop on March 7.

PUBLIC PARTICIPATION: Mary Ann Kenny asked that the Library post the cancellation of the FOL book sale on their website.

ADJOURN

The meeting adjourned at 7:38pm

Approved By,

Respectfully Submitted By,

Mike Dunton, Board President

Rick Rubin, Secretary/Is