

RESOLUTION INDEX

- 2020-11 MOTION: Sandra Zirke moved that the Cuyahoga Falls Library Board of Trustees accept the donation from Western Reserve Hospital to sponsor "Authors in the Falls" programs, increasing the revenue line "Contributions, Gifts, Memorial" (101.0.46500) by \$500.00 and the Adult Programming expense line (101.1.53720) by \$500.00. Mary Baldwin seconded, and the motion passed unanimously.
- 2020-12 MOTION: Sandra Zirke moved that the Cuyahoga Falls Library Board of Trustees accept the ALA Digital Skills Grant in the amount of \$700.00, increasing the revenue line "Misc. Grants" (101.0.42205) by \$700.00 and the Adult Programming expense line (101.1.53720) by \$700.00. Bob Heydorn seconded, and the motion passed unanimously.
- 2020-13 MOTION: Sandra Zirke moved that the Cuyahoga Falls Library Board of Trustees accept the LSTA "Celebrating Ohio Book Awards & Authors" Grant in the amount of \$1,497.00, increasing the revenue line "Misc. Grants" (101.0.42205) by \$1,497.00 and the Teen Books expense line (101.3.54101) by \$1,497.00. William Maki seconded, and the motion passed unanimously.
- 2020-14 MOTION: Bob Heydorn moved that the Cuyahoga Falls Library Board of Trustees approve paying all Library staff as scheduled during the emergency closure and accrue applicable benefits until further action by the Board. Rick Rubin seconded, and the motion passed by unanimous voice vote.

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

Tuesday, March 17, 2020, 7:01 PM

CALL TO ORDER

Mike Dunton called the meeting to order at 7:01 p.m.

ATTENDANCE:

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

Excused: Dick Smith

Guests: Emily Smayda Kelly from Kel-Lume Group

ADOPTION OF AGENDA

A motion to adopt the agenda provided changing "Executive Session" to "Open Discussion", was made by Cheryl Bruce, seconded by Rick Rubin, and passed unanimously.

OPEN DISCUSSION

A discussion ensued regarding closing the library due to the COVID-19 pandemic, including sanitizing materials as they return, payment of employees during the closing, and how to conduct public meetings via teleconference.

ADOPTION OF THE MINUTES

A motion to approve the minutes of the *Regular Meeting* of February 18, 2020 was made by William Maki, seconded by Sean Blake, and passed unanimously.

TREASURER'S REPORT

Laura Searle presented the February 2020 bills in the amount of \$212,248.21. A motion to approve payment was made by Sandra Zirke, seconded by Cheryl Bruce and passed unanimously.

Laura Searle presented the various fund balances as of February 29, 2020 as follows:

General Fund	\$1,683,980.26
Building Fund	0.00
Endowment	54,627.68
Affleck Scholarship Fund	53,212.22
CLERK'S BALANCE	\$1,791,820.16

The month-to-date Bank Report as follows:

Hunting Checking	19,516.26
Dollar Bank Checking	69,875.24
Petty Cash and change	110.00
Star Ohio	1,702,318.66
TOTAL	\$1,719,820.16

Sandra Zirke moved to approve the Treasurer's Report, subject to audit; seconded by William Maki. Motion passed unanimously.

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COMMITTEE REPORTS

A. AFFLECK SCHOLARSHIP: Two \$1,000 scholarships will be offered

Director's Report: February, 2020

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

- 155 people attended 8 Adult programs in February 2020.
- Fifty-six women learned essential self-defense skills in February 2020. In 2019, 40 people attended the self-defense for women program.
- Twenty-eight people thoroughly enjoyed the Live Well: Naturopathic Medicine in February 2020. In addition, patrons checked out 11 of the 14 books on display during the program (one of the highest ratios to-date).
- Eight people learned vital skills to help in emergency situations at our first Stop the Bleed training provided by Western Reserve Hospital in February 2020.
- The Children's Dept. held two beginning sewing programs. 17 kids learned several new sewing skills at the Sew Cool! Programs held on February 1 and 29.

- This month's Kids Create! Program on February 22nd had 77 kids in attendance. We did a program that used food to create art projects such as green pepper painting and chocolate Play-doh.

Strategic Goal #2 – Embrace customer centered service excellence.

- 30 kids from Lincoln visited the children's department. We had several stations set up including a story time area, a play area, and a sensory art area. The kids who visited were a mix of kids with special needs and kids who speak English as a second language. The teacher was very happy with the visit exclaiming that it was "their best field trip ever."
- The Circulation team prepared for voter registration and absentee ballot processes in anticipation of an even greater influx preceding the presidential race this fall.
- We continually receive regular kudos from customers that appreciate our technology capabilities to scan, fax, print, use the mobile app and receive text notices about their accounts.

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

- Fourteen new computers were installed in the Computer Lab. Adobe Photoshop was added to one of the computers.
- Anne Trenholme, Beth Sucharzewski, and Jennifer Reynard met with Karen and Tina, Cuyahoga Falls School district school media specialists, to further the school and public library partnership through Sora (OverDrive school app). The school went live with Sora in February 2020.
- The CFL February digital newsletter was published and increased accessibility during the month when the open rate went from 19.1% to 27.1%.

Strategic Goal #4 – Promote continuous organizational development.

In the month of February staff attended 17 training sessions. Notably, our recent hires have been taking advantage of our focus on continuous development and learning. Hannah Goodrick, Circ Project Coordinator, attended a webinar focused on volunteer programs and how to run them efficiently. Our grant funded tech trainer, attended a Ohio Education Tech Conference in Columbus. Several managers attended a webinar focused on onboarding essentials. Children's Dept. team members, Leah, Alivia and Angela attended an in-house Photoshop training preparing for a Photoshop for kids program in March.

Personnel Report

Three new hires started this month. We are currently fully staffed in all departments.

Hannah Goodrick – Circulation Project Coordinator

Jennifer Petriella – Circulation Clerk (PT)

Kristen Shaw – Adult Library Assistant (PT)

Grants

CFL received notice about being awarded two grants:

A special grant of \$1,497 from the Library Services and Technology Act (LSTA) has been approved for the Cuyahoga Falls Library for the period of March 1, 2020 – April 30, 2020. This grant is to help support costs associated with the "Celebrating Ohio Book Awards & Authors" initiative.

\$700 from American Library Association to conduct applied digital skills programming in partnership with Google for Edu®.

COVID-19

Two communications dated March 4 and 11 were shared with staff regarding COVID-19. We are continually monitoring the guidance of the Centers for Disease Control and Prevention (CDC), Summit County Board of Health and Ohio Department of Health. We have also added disinfectant wiping of all high-touch surfaces including stair rails, door handles, self-check stations, computer keyboards, and toys, etc.

With the goal of developing best practices for libraries, the State Library is asking all Ohio libraries to track and share the efforts taken in response to COVID-19.

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ADJOURN

The meeting adjourned at 8:10 p.m.

Approved By,

Respectfully Submitted By,

Mike Dunton, Board President

Rick Rubin, Secretary/ls