

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

**Tuesday, June 16, 2020, 7:05 PM**

**CALL TO ORDER**

Mike Dunton called the virtual meeting to order at 7:05 pm via Zoom.

**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.

Guests: Dawn Fazzino, Sue Harden, Maryann Kenny, Karen Staudt, Bernadette Harris

**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 Cheryl Bruce, seconded by Rick Rubin, and passed unanimously.

**ADOPTION OF THE MINUTES**

A motion to approve the minutes of the *Regular Meeting* of May 19, 2020, given correcting the spelling of "Fiscal Officer" was made by Sandra Zirke, seconded by Wes Johnston, and passed unanimously.

**TREASURER'S REPORT**

Laura Searle presented the May 2020 bills in the amount of \$132,957.06. A motion to approve payment was made by Sandra Zirke, seconded by Sean Blake, and passed unanimously.

Laura Searle presented the various fund balances as of May 30, 2020 as follows:

General Fund	\$2,002,036.43
Building Fund	0.00
Endowment	54,662.25
Affleck Scholarship Fund	53,348.51
<b>CLERK'S BALANCE</b>	<b>\$2,110,047.19</b>

The month-to-date Bank Report as follows:

Huntington Checking	19,518.65
Dollar Bank Checking	183,872.15
Petty Cash and change	110.00
Star Ohio	1,906,546.39
<b>TOTAL</b>	<b>\$2,110,047.19</b>

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

Laura Searle stated the library received a generous donation of \$500.00 from Jane Minner, along with a card expressing her gratitude for the library.

**MOTION 2020-17: William Maki moved that the Cuyahoga Falls Library Board of Trustees accept the Dollar General grant of \$436.00, increasing the Children's Programming account budget (101.2.53750) by \$436.00. Wes Johnston seconded, and the motion passed unanimously.**

## COMMITTEE REPORTS

- A. AFFLECK SCHOLARSHIP:  
Cheryl Bruce stated the deadline for applications is July 15, 2020, but thus far we have not received any applications.
- B. ART:  
Mary Baldwin stated the committee will return to the building during Phase 4 of the Re-opening Plan to resume inventory.
- C. BUILDING:  
Robert Heydorn stated the specifications for the Roof Repair Project were corrected. The bid opening is scheduled for June 29 at the library with Rooftec supervising. Contractors will be coming in June 23 to do a walk through.  
  
Robert Heydorn moved that the Board of Trustees authorizes the Building Committee to accept the "lowest and best" or "lowest responsive and responsible" bid submitted on June 29, 2020 for the roof repair project. Contract is to be executed by the Director. Rick Rubin seconded, and the motion passed by unanimous voice vote.
- D. POLICIES/BYLAWS:  
Robert Heydorn stated the committee made considerable progress on the MOU with the Friends of the Library at the previous meeting. The next meeting is scheduled for July 1 at 5:30pm.
- E. FRIENDS OF THE LIBRARY:  
William Maki stated he is waiting for a copy of the MOU to review.
- F. PERSONNEL:  
Cheryl Bruce stated she would like to do a Google form for evaluations for the Director and Fiscal Officer. She will contact Elizabeth Wuest for the updated Fiscal Officer job description. Once the information is compiled, she will meet with Sandra Zirke, summarize it, and then present it to the Committee.
- G. STRATEGIC PLANNING:  
Rick Rubin stated the COVID pandemic should be added to the program. Valerie Kocin stated the library will need to update technology as part of the strategic plan. The retreat will be moved to late fall.

**Director's Report: May, 2020**

Valerie Kocin gave an update on the functions of the library during shutdown. Mary Baldwin asked at what phase the Director planned to recall staff. Valerie Kocin stated they would be phased back in as she evaluates the rate at which patrons return to the building. She stated the biggest challenge during the shutdown has been IT, and she plans to bring in an IT consultant to help streamline and bring us up to speed technologically.

**New Business:**

Valerie Kocin stated the attorney suggested trying the face mask requirement for a month to see how it goes. Summit County is loaning a staff member to the library for COVID-related purposes beginning Monday.

**RESOLUTION 2020-18: William Maki moved that the Cuyahoga Falls Library Board of Trustees adopt a temporary face covering policy for staff, customers and vendors. Cheryl Bruce seconded, and the motion passed unanimously.**

Sandra Zirke commented that the lifetime Board members have appointed Rick Rubin as lifetime Board member to replace Dick Smith. Mike Dunton asked Valerie Kocin to contact the mayor to request another appointee. Cheryl Bruce requested it be someone residing in the taxing district.

**RESOLUTION 2020-19: Robert Heydorn moved that the Cuyahoga Falls Library Board of Trustees approve "RESOLUTION 2020-19", a request to the Board of Education to place a 1.9 mill five-year renewal levy on the November 2020 ballot. Roll call vote was as follows:**

Rick Rubin: yes  
Mike Dunton: yes  
Sandra Zirke: yes  
Sean Blake: yes  
William Maki: yes

Wes Johnston: yes  
Cheryl Bruce: yes  
Robert Heydorn: yes  
Mary Baldwin: yes  
Deborah Ziccardi: yes

**Public Participation:**

Dawn Fazzino read a statement suggesting several library programs. She stated, "If the public can't go into the building, bring the building out".

Sue Harden clarified that auto renewal is still working. She gave an update of payment for programs sponsored by the Friends of the Library.

Bernadette Harris inquired where the drive thru window was. She asked if we ever do a community survey of what people want. Valerie Kocin stated one was done in compiling the Strategic Plan, but another one will be done soon. She also stated she wanted more technology programs for patrons, and Valerie Kocin said Tech Tuesdays would be a perfect fit.

**ADJOURN**

The meeting adjourned at 8:47 p.m.

Approved By,

Respectfully Submitted By,

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Mike Dunton, Board President

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Rick Rubin, Secretary/Is