

## **RESOLUTION INDEX**

**RESOLUTION 2021-11:** Robert Heydorn moved that Cuyahoga Falls Library Board of Trustees, until further notice, designates Richard Rubin to be acting Treasurer of the Library for purposes of countersigning checks with the Fiscal Officer. Mike Dunton seconded, and the motion passed unanimously.

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

**REGULAR MEETING  
Tuesday, April 20, 2021**

**CALL TO ORDER**

Deborah Ziccardi called the virtual meeting to order at 7:01 pm via Zoom.

**ATTENDANCE:**

Deborah Ziccardi, Rick Rubin, Sean Blake, Mary Baldwin, Cheryl Bruce, Nikki Cebula, Mike Dunton, Darien Genova, and Robert Heydorn, Fiscal Officer Laura Searle, and Library Director Valerie Kocin.

Excused: Marcia Liikala and Sandra Zirke

Guests: Susan Harden & Mary Ann Kenney

**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 Sean Blake, and passed unanimously.

**ADOPTION OF THE MINUTES**

A motion to approve the minutes of the *Regular Meeting* of March 16, 2021 was made by Sean Blake. Mike Dunton seconded, and the motion passed unanimously.

**TREASURER'S REPORT**

Fiscal Officer Laura Searle presented the March 2021 bills in the amount of \$202,281.33. A motion to approve payment was made by Sean Blake, seconded by Nikki Cebula, and passed unanimously.

Laura Searle presented the various fund balances as of March 31, 2021 as follows:

General Fund	\$2,290,208.44
Special Revenue Fund	\$10,294.12
Building Fund	\$11,657.15
Endowment Fund	\$54,715.47
Affleck Scholarship	\$51,949.83
<b>CLERK'S BALANCE</b>	<b>\$2,418,825.01</b>

The month-to-date Bank Report as follows:

Huntington Checking	\$4,551.24
Petty Cash & Change	\$110.00
Dollar Bank Checking	\$163,197.56
Star Ohio	\$2,250,996.21
<b>TOTAL</b>	<b>\$2,418,825.01</b>

Sean Blake moved to approve the Treasurer's Report, subject to audit; seconded by Mary Baldwin. The motion passed unanimously.

Rick Rubin asked the Fiscal Officer why the Building & Site Repair expenses were so high. Laura Searle responded that she would research those expenditures and update the Board.

### **BOARD PRESIDENT REPORT**

Deborah Ziccardi strongly encouraged all board members to reach out to their elected officials and let them know how HB 110 would affect our community. She thanked Valerie Kocin for her prompt response to calls, emails, and suggestions. She thanked Laura Searle for ensuring our compliance with board policies and bylaws, as well as her kindness and thoughtfulness.

### **COMMITTEE REPORTS**

A. AFFLECK:

Applications have not been made available yet as not all staff have returned.

B. ART:

The committee is planning to display some art on the brick wall by the Children's Room once proper hardware is found to install it.

C. BUILDING:

The Director updated the Board that the roofing project is complete. BiS has made some adjustments to the HVAC system to improve airflow. The Building Committee will look into upcoming projects that include completing the second portion of the roof, addressing the condensation in the large windows, and possibly replacing HVAC units at the end of their lifespan. With the Director's permission, Mike Dunton would like to begin contacting glass companies to assess the windows.

D. POLICIES/BYLAWS:

Robert Heydorn proposed to assign an acting Treasurer until the bylaws can be updated.

**RESOLUTION 2021-11: Robert Heydorn moved that Cuyahoga Falls Library Board of Trustees, until further notice, designates Richard Rubin to be acting Treasurer of the Library Board for purposes of countersigning checks with the Fiscal Officer. Mike Dunton seconded, and the motion passed unanimously.**

The Policies/Bylaws Committee will reschedule the April 21 meeting until April 28 at 6:30pm and will also discuss the Collection Development policy.

**E. FRIENDS OF THE LIBRARY:**

Sean Blake met with the Friends of the Library on March 27 and was given a tour of the FOL space and an overview of how they operate the book sales. The FOL expressed frustration with waiting for a direction on the room alterations as well as the MOU. They would like to get the MOU resolved. Sean stated he would also like to put further thought and discussion into the sustainability of the FOL over time and how they can move forward.

**F. PERSONNEL:**

Cheryl Bruce will be sending out two attachments to Board members to review the performance of the Director and Fiscal Officer in May. The committee will meet afterwards to discuss, and then the committee will review the evaluations with the employees. The committee will inform the Board of the results in an Executive Session.

**G. STRATEGIC PLANNING:**

Rick Rubin will meet with group members to facilitate discussion regarding the Strategic Plan.

**DIRECTOR'S REPORT**

Valerie Kocin reported that the past week posed numerous challenges with patrons wearing masks. Demand is low, and there are often more employees in the building than patrons. Mary Baldwin asked if the library would be able to hire back the three remaining part-time employees on the recall list. The Director stated that would not be likely since library door count and circulation are low and there is not enough work. Open positions will be posted next week.

**PUBLIC COMMENTS**

Mary Ann Kenney stated that she looks forward to making progress on the decision regarding renovating the storage space and finalizing the Memorandum of Understanding.

Mary Baldwin asked if the Director planned to expand operating hours. The Director responded that she is hoping to expand hours as early as the middle of May. Mary Ann Kenney also mentioned to keep in mind that the windows on the north side of the building have won architectural awards when considering eliminating windows. Sue Harden asked how long it took to get the results from the COVID-19 test. The Director responded that results are available after fifteen minutes. Nikki Cebula asked if some outdoor activities were possible. The Director stated that last year's well-received outdoor pop-up library would be repeated this year.

**ADJOURN**

The meeting adjourned at 8:09 pm.

Approved By,

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Deborah Ziccardi, Board President

Respectfully Submitted By,

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Sean M. Blake, Secretary/ls