

RESOLUTION INDEX

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RESOLUTION 2021-13: Robert Heydorn moved to accept Section 8 of the Bylaws as presented. Sean Blake seconded, and the motion passed unanimously.

RESOLUTION 2021-14: Robert Heydorn moved that Rick Rubin is no longer necessary as acting Treasurer but shall remain as a designee to sign financial instruments. Mary Baldwin seconded, and the motion passed unanimously.

RESOLUTION 2021-15: Robert Heydorn moved to approve and adopt the Library Materials Selection and Collection Policy as distributed. 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, May 18, 2021**

CALL TO ORDER

Deborah Ziccardi called the virtual meeting to order at 7:05 pm via Zoom.

ATTENDANCE:

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

Excused: Marcia Liikala and Rick Rubin

Guests: Susan Harden & Mary Ann Kenney

ADOPTION OF AGENDA

A motion to adopt the agenda as written by Sean Blake and seconded by Mary Baldwin. Review of the Collection Material Policy was added under Old Business. The amended agenda, with any necessary changes or additions as determined by the President during the meeting, was made by Mike Dunton, seconded by Sean Blake, and passed unanimously.

ADOPTION OF THE MINUTES

A motion to approve the minutes of the *Regular Meeting* of April 20, 2021, given changing the typo in the final paragraph, was made by Sean Blake. Cheryl Bruce seconded, and the motion passed unanimously.

TREASURER'S REPORT

Fiscal Officer Laura Searle presented the April 2021 bills in the amount of \$228,717.44. A motion to approve payment was made by Sean Blake, seconded by Mike Dunton, and passed unanimously.

Laura Searle presented the various fund balances as of April 30, 2021 as follows:

General Fund	\$2,558,805.01
Special Revenue Fund	\$10,012.08
Building Fund	\$11,657.15
Endowment Fund	\$54,716.04
Affleck Scholarship	\$51,953.08
CLERK'S BALANCE	\$2,687,143.36

The month-to-date Bank Report as follows:

Huntington Checking	\$4,551.51
Petty Cash & Change	\$110.00
Dollar Bank Checking	\$131,369.30
Star Ohio	\$2,251,112.55
TOTAL	\$2,687,143.36

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

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BOARD PRESIDENT REPORT

Thank you to the Friends of the Library for providing financial support, for library programming and services. Thank you to Missy Littell Customer Experience Manager for again applying for the Guiding Ohio Online Grant (GOO Grant). We have been the recipient of this grant for the past 3 years. Thank you to our hard working board committee members for their dedication and ideas. Committee members do a great job checking emails regularly and adjusting their schedules to meet the needs of the library. Thank you to our Library Director for keeping us up to date on current trends and new regulations. Thank you to our Fiscal Officer for continuously looking for ways to save our library monies and for distributing information related to the Certificate of Transition by an outgoing fiscal officer which is required by 177.171 of the Ohio Revised Code.

COMMITTEE REPORTS

A. **AFFLECK:**

The scholarship will not be offered this year. The previous recipient resigned and will reimburse the library for the scholarship amount.

B. **ART:**

If anyone from the committee would like to meet, notify Mary Baldwin.

C. **BUILDING:**

Robert Heydorn stated that the committee will meet next month to discuss future planning. The Director shared that there are HVAC units that need replaced and the library would see a better Return on Investment on repairing the HVAC before proceeding with the roof.

D. POLICIES/BYLAWS:

RESOLUTION 2021-13: Robert Heydorn moved to accept Section 8 of the Bylaws as presented. Sean Blake seconded, and the motion passed unanimously.

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E. FRIENDS OF THE LIBRARY:

The Friends of the Library passed their budget, approving \$10,400.00 for library needs. They will meet later to discuss donating to the levy committee.

F. GRAEFE MEMORIAL:

Mary Baldwin will put something on the memorial for Memorial Day.

G. PERSONNEL:

Cheryl Bruce sent out a Google form for Board members to fill out to evaluate the Director and Fiscal Officer. The committee will review the Board's responses early next week and set up a date to review with Valerie and Laura hopefully before June 9.

H. STRATEGIC PLANNING:

Rick Rubin sent out some ideas for the Board to review to stimulate discussion at a future meeting.

DIRECTOR'S REPORT

Valerie Kocin stated the new website will have a soft launch on Monday. Cheryl Bruce asked about expanding hours. Ms. Kocin stated the library would be expanding hours in the near future, but usage is still down about 80%. Mike Dunton asked what percentage of employees were vaccinated. Ms. Kocin responded that all employees have been vaccinated. Robert Heydorn asked how much digital material circulation has increased. Ms. Kocin responded that the national average is about 33%, whereas CFL has seen about a 23% increase. Mr. Heydorn inquired about what percentage of circulation is digital. Valerie Kocin replied approximately 20% and will provide a more specific percentage in the future.

The Director introduced Karen Nist from AUI, the library's insurance broker. Ms. Nist stated there would be no change in dental, vision, or life premiums. The initial renewal for medical premiums came back at a 13% increase, and several carriers declined to quote. A self-funded plan came back lower, and SummaCare agreed to match it at 10.92%. Karen recommended we renew our current plan and keep the HRA amounts the same. When asked if what our employees pay is normal among similar entities, Ms. Nist said that she finds our plan, as well as the portion paid by employees, on track with industry standards.

OLD BUSINESS:

RESOLUTION 2021-15: Robert Heydorn moved to approve and adopt the Library Materials Selection and Collection Policy as distributed. Mike Dunton seconded, and the motion passed unanimously.

NEW BUSINESS:

Mary Baldwin had a patron relay to her that they felt the library entrance is not welcoming, having the security guard stationed at the entrance and the empty bookshelves being the first thing people see. Mary asked if the security guard could be moved upstairs. Robert Heydorn stated that could be discussed at a Building Committee meeting. The Director responded that the current setup is temporary and intended to get people moving along through the building.

PUBLIC COMMENTS

Sue Harden stated she couldn't make the Building & Bylaws/Policies meeting prior to the Board meeting because of such short notice. She also stated that the fire marshal report is now two years old and asked if the library could request a new inspection from the fire marshal. She feels the Friends of the Library did their part, but she would like to see progress on the status of the FOL room. Robert Heydorn responded that the MOU with the Friends is nearing completion. After that, the committee will move on to discussing the room.

ADJOURN

The meeting adjourned at 8:11 pm.

Approved By,

Respectfully Submitted By,

Deborah Ziccardi, Board
President

Sean M. Blake, Secretary/Is