

RESOLUTION INDEX

RESOLUTION 2021-16: Rick Rubin moved that the Cuyahoga Falls Library accept the donation from Kiwanis in the amount of \$50.00 and Brian Parsell for \$100.00, increasing the Children's Programming expense line (101.2.53720) by \$50.00 and the Children's Books expense line (101.2.54101) by \$100.00. Mary Baldwin seconded, and the motion passed unanimously.

RESOLUTION 2021-17: Rick Rubin moved that the Cuyahoga Falls Library accept the LSTA Summer Reading Program Grant in the amount of \$1,000.00, increasing the Special Funds Children's Programming expense line (201.2.53720) by \$1,000.00. Nikki Cebula seconded, and the motion passed unanimously.

RESOLUTION 2021-18: Rick Rubin moved that the Cuyahoga Falls Library increase the Adult Programming expense account line (101.1.53720) by \$2,300.00, Children's Programming (101.2.53720) by \$4,000.00, Furniture and Equipment (101.0.55500) by \$3,790.00, and Emerging Technology (101.0.53725) by \$310.00 to be reimbursed by the Friends of the Library. Marcia Liikala seconded, and the motion passed unanimously.

RESOLUTION 2021-19: Robert Heydorn moved to accept Section 8 of the Bylaws as presented. Sean Blake 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, June 15, 2021**

CALL TO ORDER

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

ATTENDANCE:

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

Excused: Cheryl Bruce

Guests: Susan Harden & Mary Ann Kenney

ADOPTION OF AGENDA

A motion to adopt the agenda as written 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 May 18, 2021, was made by Sean Blake. Mary Baldwin seconded, and the motion passed unanimously.

TREASURER'S REPORT

Fiscal Officer Laura Searle presented the May 2021 bills in the amount of \$137,700.11. A motion to approve payment was made by Sandra Zirke, seconded by Marcia Liikala, and passed unanimously.

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

General Fund	\$2,642,406.53
Special Revenue Fund	\$9,968.12
Building Fund	\$11,657.15
Endowment Fund	\$54,716.66
Affleck Scholarship	\$51,956.64
CLERK'S BALANCE	\$2,770,705.10

The month-to-date Bank Report as follows:

Huntington Checking	\$4,551.69
Petty Cash & Change	\$110.00
Dollar Bank Checking	\$114,764.24
Star Ohio	\$2,651,279.17
TOTAL	\$2,770,705.10

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

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BOARD PRESIDENT REPORT

Deborah Ziccardi stated that Dr. Rick Rubin is running for a three-year term as an OLC trustee's representative. The Falls Press ran several articles covering library activities. Thank you to the wonderful library staff who have worked hard to attain some of the best summer reading prizes we have ever seen. Cleveland Magazine printed an article of the 77 best places to live, and Cuyahoga Falls was featured. Ms. Ziccardi was interviewed and spoke about the library, but that part was not included in the article. She will send out the link to the article.

COMMITTEE REPORTS

A. BUILDING:

Robert Heydorn stated that the committee met, combined with the Bylaws/Policies Committee, to review the MOU with the Friends of the Library (FOL). A copy of the current draft was sent out to Board members and library administration for comments. FOL will present it to their Board for review as well. Mr. Heydorn thanked Sue Harden and Mary Ann Kenney for their collaborative effort on the document.

The Building Committee received an estimate for the HVAC repairs. Their next meeting will focus on where the Board goes from here, particularly regarding finishing the roof repairs.

B. POLICIES/BYLAWS:

Robert Heydorn stated that since Deborah Ziccardi had inquired whether the Board needed a month to review the change in Bylaws in order to comply with the Bylaws, he would like to vote again since the Board has had time to review the changes.

RESOLUTION 2021-19: Robert Heydorn moved to accept Section 8 of the Bylaws as presented. Sean Blake seconded, and the motion passed unanimously.

C. GRAEFE MEMORIAL:

Mary Baldwin put flowers on the site for Memorial Day. She explained that Carl Graefe was a WWII veteran. He and his wife Mary didn't have any children, so they asked the library to care for their site.

D. PERSONNEL:

The committee will meet at the end of the month to review evaluations.

E. STRATEGIC PLANNING:

Rick Rubin will finalize the ideas previously sent out and present them at the following Board meeting. The Director stated that NEO-RLS would be ready to collaborate on the Strategic Plan by the end of September.

DIRECTOR'S REPORT

May's activities included interviewing and onboarding new staff, increased public service hours and starting the Summer Reading Program (SRP). This year's SRP theme is Imagine Your Story. Staff did an exemplary job navigating the transition and continue to provide excellent customer service. The library's new and improved library website is up and running.

CFL will be expanding hours starting Tuesday, July 6. Also starting Tuesday, July 6 as a goodwill measure for customers to ease what's been a difficult year, ***fine forgiveness*** will run July 6 through July 16. Materials will no longer be quarantined after June 7.

The Strategic Plan focuses on four initiatives:

Lifelong Learning

- 180 adults and 65 teen registered for the Summer Reading Program in May.
- 47 adults & teens attended five programs offered by Adult and Teen Services. Favorites included Drinking Water and Your Health, Modern Resume Writing and How to Make a Crystal Geode.
- Four virtual story times had 104 people in attendance.
- Missy Littell and Carolanne Tkach presented five 3D print design classes at St. Joes.

Embrace Customer-Centered Service Excellence

- Customers continue to relish make-and-take programs. Meditative Monday: Zen Garden had 49 people participate.
- CFL's partnership with Cuyahoga Falls Art Center was featured in an article:
<https://www.mytownneo.com/story/lifestyle/2021/05/28/summer-reading-program-falls-library-partners-art-center/7431371002/>

Maximize Physical and Digital Accessibility

- Jennifer Reynard and Beth Sucharzewski met with librarians from Cuyahoga Falls School District to discuss future collaborations to engage students to use Cuyahoga Falls Library in-house and online resources.
- OverDrive donated 50 always available eBook and audiobook social and emotional learning titles to their community read collection for the months of May and June.
- Tech Tuesday participation enjoyed a big bump in attendance leaping from 3 people last year to 14 people in May, 2021.

Promote Continuous Organizational Development

- Staff Development week 2.0 will be held during the last full week in June focusing on a vision driven culture and teamwork.

Personnel Report:

Terminations:

FT Circulation Clerk, Hannah Christopher
Assistant Circulation Coordinator, Hannah Goodrick

Hires:

PT Circulation Clerks: Cynthia Spesert, Eric Glaze, Emily Kerr
PT Library Assistants: Kasey Brown, Amanda Browning, Cristina Sicard

Rick Rubin asked if at some point the library could host a series of events to bring patrons back into the building, similar to a celebration. The Director stated that the library needs time to differentiate ourselves and address the needs of the community. Robert Heydorn stated in regards to PR/Marketing Coordinator Alex Yurosko's resignation, a valuable trait will be someone not only willing to push their own great ideas, but also someone willing to accept others' great ideas and run with them. Both he and Bob Gray were amazed by her ability to do just that during the levy campaign.

PUBLIC COMMENTS

Mary Ann Kenney stated that Sue Harden was just as involved with wordsmithing the MOU document. She has heard back from several members of the Friends of the Library Board of Trustees, and the overarching response is that they are on the right track.

ADJOURN

The meeting adjourned at 7:55 pm.

Approved By,

Respectfully Submitted By,

Deborah Ziccardi, Board
President

Sean M. Blake, Secretary/Is