

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

REGULAR MEETING
Tuesday, July 20, 2021
Sutliff Room

CALL TO ORDER

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

ATTENDANCE:

Deborah Ziccardi, Rick Rubin, Sean Blake, Mary Baldwin, Cheryl Bruce, Nikki Cebula (via Zoom), Darien Genova, Marcia Liikala, and Sandra Zirke, Adult Services Coordinator Jennifer Reynard, Fiscal Officer Laura Searle, and Library Director Valerie Kocin.

Excused: Mike Dunton, Robert Heydorn

ADOPTION OF AGENDA

A motion to adopt the agenda as written was made by Rick Rubin, seconded by Cheryl Bruce, and passed unanimously.

ADOPTION OF THE MINUTES

A motion to approve the minutes of the *Regular Meeting* of June 15, 2021, was made by Sean Blake. Sandra Zirke seconded, and the motion passed unanimously.

TREASURER'S REPORT

Fiscal Officer Laura Searle presented the June 2021 bills in the amount of \$169,330.65. 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 June 30, 2021 as follows:

General Fund	\$2,655,317.50
Special Revenue Fund	\$8,968.12
Building Fund	\$11,657.15
Endowment Fund	\$54,717.29
Affleck Scholarship	\$51,960.27
CLERK'S BALANCE	\$2,782,620.33

The month-to-date Bank Report as follows:

Huntington Checking	\$4,551.88
Petty Cash & Change	\$110.00
Dollar Bank Checking	\$26,503.38
Star Ohio	\$2,751,455.07
TOTAL	\$2,782,620.33

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

Sandra Zirke moved to accept the donation of \$15.00 from Corinne Donley; seconded by Mary Baldwin. The motion passed unanimously.

BOARD PRESIDENT REPORT

Deborah Ziccardi thanked the staff for expanding hours and recognized the challenges they faced this year. Library employee Cynthia Spesert was recently recognized by a patron's son on social media. She thanked Cynthia for providing exceptional service to our patrons and library management staff for recognizing her and sharing this information. She thanked the director for keeping our elected officials informed on our expanded hours and fine forgiveness initiative.

COMMITTEE REPORTS

A. BUILDING:

Valerie Kocin updated that there were bubbles on the roof that have been sealed, and the sidewalk stain from the roofers has been cleaned as best as possible.

B. POLICIES/BYLAWS:

The committee thanks everyone for their feedback regarding the Friends of the Library MOU. They hope to finalize it next month.

C. PERSONNEL:

The committee has reviewed the evaluations for the Director and Fiscal Officer and will meet with both of them next week.

D. STRATEGIC PLANNING:

Rick Rubin reviewed the suggestions mentioned on the agenda and asked for feedback. Sean Blake commented that he is very interested to hear from members of the leadership team so the Board can better understand what goes on at the library. Please feel free to give any suggestions to Rick. Valerie Kocin reported that we have delivered on the strategic plan and can review, revise, fine tune, and alter initiatives as needed. She suggested scheduling a Board Retreat.

DIRECTOR'S REPORT

Starting on July 6, library hours expanded and a Fine Forgiveness initiative started:

<https://www.beaconjournal.com/story/news/local/communities/falls-news/2021/07/10/cuyahoga-falls-library-programs/7872277002/>

Expand Avenues of Lifelong Learning

Erin Onder, Western Reserve Hospital's infection Disease Manager presented a *Live Well at Your Library* program talking about Covid with six people in attendance. In June, 2021 the Adult and Teen Services departments offered 8 virtual programs with 40 patrons attending compared to 13 programs with 62 participants in June 2020.

The Summer Reading Program continues to be popular with adults and teens. As of June 30, 371 adults and 176 teens registered for summer reading--this is double the number of participants in 2020.

Embrace Customer-Centered Service Excellence

The magazine & newspaper room officially reopened on June 1. Both the computer room and magazine room have air purifiers running as a health and safety precaution.

To engage the community, the Children's Dept. started scavenger hunts for kids and parents with more than 100 people enjoying the fun in June.

The *Mix-it-Up* with Lindsay Ward program was super fun! Lindsay is the author of *This Book Is for Coloring*. The kids followed along with the book in an interactive program learning about the color wheel, mixing colors, hues, tints and shades. Paints, paint brushes and crayons were donated by the Cuyahoga Valley Art Center.

Messy Monday was held offsite at Highbridge Glens on Front Street on two occasions with 39 children in attendance performing nature art.

627 kids signed up for the summer reading program—the number for SRP is lower than pre-Covid years but much higher than last year.

Maximize Physical and Digital Accessibility and Services

MakerSpace hours expanded to Monday & Wednesday 3-8 pm and Friday 1-5 pm. A total of 156 people participated in MakerSpace programs from Tech Tuesdays/17 people to Meditative Monday Cord Weaving/32 people.

Peak Technology staff met with each CFL staff member to familiarize themselves with CFL's IT challenges, hardware and software and to develop IT goals, priorities and strategies to best serve staff and customers.

The use of the Capira app increased dramatically from 3,180 sessions in June up from 1,619 in May—the increase can be attributed to webpage enhancements alerting more customers to the app.

Promote Continuous Organizational Development

Jennifer Reynard, Adult Services Manager, and Beth Sucharzewski, Children's Services Manager, attended the virtual American Library Association Conference. Plans are underway to share the information gleaned with the remainder of the organization.

Personnel

Separation: Eric Glaze, part-time Circulation Clerk

Hires: Summer Cramer- Summer Seasonal Assistant; Brianna McCarron and Belinda Parker - part-time Circulation Clerks; and Elizabeth Morrison - Associate Manager Adult Services Promotions: Cynthia Spesert, promoted from part-time Circulation Clerk to full-time Circulation Clerk, Meghan Palik, promoted from part-time Children’s Librarian to full-time Children’s Librarian. Jennifer Schlueter promoted from full-time Circulation Clerk to Circulation Assistant Coordinator.

NEW BUSINESS

Jennifer Reynard, Adult Services Coordinator, shared that there have been several innovations as a result of COVID and that staff have adapted really well to the new safety precautions and procedures. They’ve implemented the Sustainable Shelves Program with Baker & Taylor that will recycle weeded books for a credit. They also plan to continue virtual and hybrid programming.

Nikki Cebula abstained from all voting.

ADJOURN

The meeting adjourned at 8:01 pm.

Approved By,

Respectfully Submitted By,

Deborah Ziccardi, Board
President

Sean M. Blake, Secretary/Is