

## **RESOLUTION INDEX**

**RESOLUTION 2021-20: Sandra Zirke moved that the Board of Trustees approve July donations in the amount of \$160.00, increasing the Adult Fiction account line (101.1.54150) by \$160.00. Sean Blake seconded, and the motion passed unanimously.**

**RESOLUTION 2021-21: Rick Rubin moved to adopt the updated mask policy as follows:**

**Effective immediately, all library staff and customers ages 2 and older are required to properly wear masks covering their nose, mouth and chin during the duration of their visit at the Library. If a visitor does not have a mask, the Library can provide one.**

**Cheryl Bruce 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, August 17, 2021**  
**Sutliff Room**

**CALL TO ORDER**

Deborah Ziccardi called the meeting to order at 7:06 pm.

**ATTENDANCE:**

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

**ADOPTION OF AGENDA**

A motion to adopt the agenda as written was made by Rick Rubin, seconded by Nikki Cebula. Robert Heydorn made the motion to amend the agenda for Executive Session to state for the purpose of discussion of personnel, specifically the evaluation of the Director and Fiscal Officer, and also to discuss a resolution regarding mask policy to be worn by visitors and staff under the Policies/Bylaws item. Sandy Zirke seconded the motion to amend; motion passed. Sean Blake moved to accept the agenda as amended. Mary Baldwin seconded, and the motion passed unanimously.

**ADOPTION OF THE MINUTES**

A motion to approve the minutes of the *Regular Meeting* of July 20, 2021, was made by Sean Blake and seconded by Cheryl Bruce. Amendments included removing "via Zoom" under Call to Order and correcting "Infectious Disease Manager" under the Director's Report. Sean Blake moved to approve the minutes as amended. Robert Heydorn seconded, and the motion passed unanimously.

**TREASURER'S REPORT**

Fiscal Officer Laura Searle presented the July 2021 bills in the amount of \$179,746.55. 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	\$2,844,488.27
Special Revenue Fund	\$8,968.12
Building Fund	\$11,657.15
Endowment Fund	\$54,717.91
Affleck Scholarship	\$51,963.81
<b>CLERK'S BALANCE</b>	<b>\$2,971,795.26</b>

The month-to-date Bank Report as follows:

Huntington Checking	\$4,552.06
Petty Cash & Change	\$110.00
Dollar Bank Checking	\$165,503.25
Star Ohio	\$2,801,629.95
<b>TOTAL</b>	<b>\$2,971,795.26</b>

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

The following donations were received in July:

- \$25.00 from Frances Hamilton in memory of Lois Harris
- \$50.00 from Leo & Linda Klotzbach in memory of Lois Harris
- \$50.00 from Roger & Jane Leatherman in memory of Lois Harris
- \$35.00 from Phyllis Case in memory of Nancy Mulhauser

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#### **BOARD PRESIDENT REPORT**

Deborah Ziccardi thanked the loved ones of Lois Harris and Nancy Mulhauser, stating it was an honor for the library to receive gifts in their memory. She congratulated Dr. Rick Rubin on his election to serve on the Ohio Library Council Board of Directors. She thanked the Personnel, Building and Policies/Bylaws Committee for their work this month. She also thanked Cheryl Bruce and the Director for collaborating to improve the Summer Reading Program webpage.

#### **COMMITTEE REPORTS**

##### **A. BUILDING:**

Robert Heydorn stated the committee met together with the Policies/Bylaws Committee stating they have only a few small issues to settle with the Friends of the Library MOU. There was additional discussion around book donations from both the public and the Friends and it was noted that the Director would draft a book donation

policy which will be submitted to the Friends for their consideration. The committee intends to meet to discuss pending building issues, such as the HVAC repairs and the remainder of the roof repair. The Director stated there is a leak in Area B of the roof, and Rooftec will be performing a leak test on it.

B. POLICIES/BYLAWS:

**RESOLUTION 2021-21: Rick Rubin moved to adopt the updated mask policy as follows:**

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**Cheryl Bruce seconded, and the motion passed unanimously.**

C. STRATEGIC PLANNING:

Valerie Kocin stated there is a tentative date of January 25, 2022 from 4pm until 8pm for the Board Retreat. The venue is unknown at this time.

**DIRECTOR'S REPORT**

The Director thanked the Board for the support on the mask issue. There has been a slightly higher demand for Covid tests. September is library card sign-up month. The Cuyahoga Falls Chamber of Commerce just met via zoom and displayed the library as one of the community partners. Adult Services Assistant Manager Elizabeth Morrison attended the OLC Innovations conference and will share takeaways at a later Board meeting.

**NEW BUSINESS**

Phil Shirley, IT Coordinator, shared that the consulting with Peak Technologies is going well. They have been helping fix computers and have installed several helpful software. He said the focus is responding to three major trends: moving to cloud-based solutions, increased use of multimedia, and more web-based activities.

Rick Rubin asked how the public uses our technology and what impact we have on the community. Phil Shirley stated he runs statistics every month showing usage, but he is willing to look at more statistics.

**EXECUTIVE SESSION**

Robert Heydorn moved to enter Executive Session to discuss personnel issues, specifically to review the evaluations for the Director and Fiscal Officer. Cheryl Bruce seconded, and roll call vote was called.

Sandra Zirke – yes  
Mary Baldwin – yes  
Cheryl Bruce – yes  
Robert Heydorn – yes  
Deborah Ziccardi – yes  
Mike Dunton – yes

Rick Rubin – yes  
Marcia Liikala – yes  
Sean Blake – yes  
Nikki Cebula – yes  
Darien Genova – yes

The Board entered Executive session at 8:02pm and entered into public session at 8:37pm.

**ADJOURN**

The meeting adjourned at 8:37 pm.

Approved By,

Respectfully Submitted By,

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Deborah Ziccardi, Board  
President

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Sean M. Blake, Secretary/Is