

RESOLUTION INDEX

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RESOLUTION 2021-29: Sandra Zirke moved that the Cuyahoga Falls Library Board of Trustees approve the September donations in the amount of \$55.00, increasing the Adult Fiction expense account line (101.0.54150) by \$55.00. Robert Heydorn seconded, and the motion passed unanimously.

RESOLUTION 2021-30: Sandra Zirke moved that the Cuyahoga Falls Library Board of Trustees approve the Library's Certification of Tax Levy for collection year 2022. Robert Heydorn seconded, and the motion passed unanimously.

RESOLUTION 2021-31: Sandra Zirke moved that the Cuyahoga Falls Library Board of Trustees approve the Library's portion of the Summit County's 2022 PLF of 7.52223%. Mary Baldwin seconded, and the motion passed unanimously.

RESOLUTION 2021-32: Robert Heydorn moved that the Cuyahoga Falls Library Board of Trustees approve the proposal with AECOM in the amount of \$13,530.00 for energy services, and that the Director be authorized to execute the agreement. Mike Dunton seconded, and the motion passed unanimously.

RESOLUTION 2021-33: Robert Heydorn resolved that the attached Memorandum of Understanding with the Friends of the Cuyahoga Falls Library be, and it hereby is, approved and adopted by the Board of Trustees of The William A. and Margaretta Taylor Memorial Association, dba the Cuyahoga Falls Library. Darien Genova 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, October 26, 2021
Rescheduled due to power outage on October 19, 2021
Sutliff Room**

CALL TO ORDER

Deborah Ziccardi called the meeting to order at 7:15 pm.

ATTENDANCE:

Deborah Ziccardi, Mary Baldwin, Nikki Cebula, Mike Dunton, Darien Genova, Robert Heydorn, and Sandra Zirke, HR Manager Elizabeth Wuest, PR/Marketing Coordinator Danielle Welling, Fiscal Officer Laura Searle, and Library Director Valerie Kocin.

EXCUSED: Rick Rubin, Sean Blake, Cheryl Bruce, Marcia Liikala

GUESTS: Susan Harden, Maryann Kenney

ADOPTION OF AGENDA

A motion to adopt the agenda as written was made by Nikki Cebula, seconded by Darien Genova. Three changes were made: a motion to appoint Amanda House as Deputy Fiscal Officer was added, a motion to approve the AECOM proposal was added, and the word “move” was changed to “resolve” in the motion regarding the Friends of the Library Memorandum of Understanding. Mary Baldwin moved to accept the amended agenda, seconded by Darien Genova. The motion passed unanimously.

ADOPTION OF THE MINUTES

A motion to approve the minutes of the *Regular Meeting* of September 21, 2021, was made by Robert Heydorn and seconded by Darien Genova. The motion passed unanimously.

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TREASURER’S REPORT

Fiscal Officer Laura Searle presented the September 2021 bills in the amount of \$143,087.16. A motion to approve payment was made by Sandra Zirke, seconded by Mary Baldwin, and passed unanimously.

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

General Fund	\$3,289,636.87
Special Revenue Fund	\$8,808.30
Building Fund	\$11,657.15
Endowment Fund	\$54,719.12
Affleck Scholarship	\$51,970.74
CLERK'S BALANCE	\$3,416,792.18

The month-to-date Bank Report as follows:

Huntington Checking	\$4,542.06
Petty Cash & Change	\$110.00
Dollar Bank Checking	\$110,128.42
Star Ohio	\$3,302,011.51
TOTAL	\$3,416,792.18

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

The following donations were received in August:

\$50.00 from Edward & Lois Weir in memory of Lois Harris
\$5.00 anonymous donation

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BOARD PRESIDENT REPORT

Deborah Ziccardi thanked the Board for their flexibility in rescheduling the meeting due to the power outage. She also thanked the library staff for ensuring our patrons were safe during the outage. She thanked Edward and Lois Weir for the generous donation in memory of Lois Harris, and she also thanked Mike Dunton and the Building Committee for their efforts to secure an

energy assessment. She gave a shout out to the library staff for partnering with Cuyahoga Falls Parks and Recreation to offer Pre-K in the park along with the other creative and innovative programming.

COMMITTEE REPORTS

A. BUILDING:

Mike Dunton mentioned the library might want to consider natural gas as a heating option given the age of the HVAC equipment.

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The Director updated the Board that there is a leak in the magazine room that is caused by the HVAC system, not the roof.

B. POLICIES/BYLAWS:

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C. GRAEFE MEMORIAL: Mary Baldwin has placed fall flowers on the memorial.

D. NOMINATING COMMITTEE: The committee will meet soon regarding new openings.

E. STRATEGIC PLANNING:

Rick Rubin will be calling a meeting prior to the December meeting to further discuss the Strategic Plan. Robert Heydorn asked if the Building Committee will be responsible for the Facilities Master Plan, stating it needs to integrate with the Technology Plan for how the building will be used in the future. All plans will be discussed to make sure they are cohesive.

DIRECTOR'S REPORT

Valerie Kocin distributed a handout with updated information regarding Covid. Summit County is still testing high. The Navica app tracks the Covid tests by zip code to be able to track the results. New test will be distributed that will not be proctored. Nikki Cebula stated that the Ohio Department of Education guidance for schools is that as long as masks are worn for fourteen days after possible exposure, no quarantine is necessary.

NEW BUSINESS

Danielle Welling, PR & Marketing Coordinator, presented the Board with a handout illustrating recent social media posts and their responses. The Barnyard Petting Zoo post was shared 127 times and reached over 16,000 people organically. The September Library Card Sign-Up Campaign goal was exceeded by 18%. We increased our Facebook post reach by 206% and reached 499% more Instagram users than August. Industry trends include content marketing, personalization of email marketing, and “Micro Storytelling”.

Mary Baldwin shared that the Urban Agriculture class at Cuyahoga Falls High School that started the garden at the high school will take on planting in the troughs along Broad Blvd. The class has given over 2,000 pounds of food to Good Neighbors and other organizations.

PUBLIC PARTICIPATION

Sue Harden stated she has a hard time finding the calendar on the website.

ADJOURN

The meeting adjourned at 8:11 pm.

Approved By,

Respectfully Submitted By,

Deborah Ziccardi, Board President

Laura J. Searle, Fiscal Officer