

RESOLUTION INDEX

RESOLUTION 2021-22: Sandra Zirke moved that the Board of Trustees approve August donations in the amount of \$1,250.00, increasing the Children's Programming expense account line (101.2.53720) by \$1,000.00, the Emerging Technology expense account line (101.1.53725) by \$200.00, and the Adult Fiction expense account line (101.1.54150) by \$50.00. Mike Dunton seconded, and the motion passed unanimously.

RESOLUTION 2021-23: Sandra Zirke moved that the Board of Trustees accept the 2021-22 Guiding Ohio Online LSTA Grant in the amount of \$8,426.00, increasing the Consultant Services expense account line (101.0.53710) by \$8,426.00. Mike Dunton seconded, and the motion passed unanimously.

RESOLUTION 2021-24: Sandra Zirke moved that the Board of Trustees approve transferring \$500.00 from the Contingency expense account line (101.0.58900) to the Postage and Freight Out expense account line (101.0.53240) and \$10,000.00 from the Contingency expense account line (101.0.58900) to the Utilities expense account line (101.0.53600). Mike Dunton seconded, and the motion passed unanimously.

RESOLUTION 2021-25: Cheryl Bruce moved that the Cuyahoga Falls Library Board of Trustees grant the Fiscal Officer 20 days of vacation per year beginning January 1, 2022. Sean Blake seconded, and the motion passed unanimously.

RESOLUTION 2021-26: Cheryl Bruce moved that the Cuyahoga Falls Library Board of Trustees grant the Director a one-time bonus of \$5,000.00 for extraordinary efforts during the COVID-19 pandemic. Nikki Cebula seconded, and the motion passed unanimously.

RESOLUTION 2021-27: Cheryl Bruce moved that the Cuyahoga Falls Library Board of Trustees grant the Fiscal Officer a one-time bonus of \$2,500.00 for extraordinary efforts during the COVID-19 pandemic. 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, September 21, 2021
Sutliff Room**

CALL TO ORDER

Deborah Ziccardi called the meeting to order at 7:00 pm.

ATTENDANCE:

Deborah Ziccardi, Rick Rubin, Sean Blake, Cheryl Bruce, Nikki Cebula, Mike Dunton, Darien Genova, Robert Heydorn, Marcia Liikala, and Sandra Zirke, HR Manager Elizabeth Wuest, Children's Services Coordinator Beth Sucharzewski, Fiscal Officer Laura Searle, and Library Director Valerie Kocin.

EXCUSED: Mary Baldwin

GUESTS: Susan Harden, Maryann Kenney

ADOPTION OF AGENDA

A motion to adopt the agenda as written was made by Rick Rubin, seconded by Mike Dunton. The motion passed unanimously.

ADOPTION OF THE MINUTES

A motion to approve the minutes of the *Regular Meeting* of August 17, 2021, was made by Sean Blake and seconded by Mike Dunton. The motion passed unanimously.

TREASURER'S REPORT

Fiscal Officer Laura Searle presented the August 2021 bills in the amount of \$167,079.67. A motion to approve payment was made by Sandra Zirke, seconded by Mike Dunton, and passed unanimously.

Laura Searle presented the various fund balances as of August 31, 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
CLERK'S BALANCE	\$2,971,795.26

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
TOTAL	\$2,971,795.26

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

The following donations were received in August:

\$50.00 from Aaron & Lois Shover in memory of Lois Harris
\$1,000.00 from Cuyahoga Valley Art Center
\$200.00 from Hooked on Books Book Club in memory of Ronnie F. Drope

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BOARD PRESIDENT REPORT

Deborah Ziccardi acknowledged the generous donations in memory of Lois Harris and Ronnie F. Drope. She thanked the Friends of the Library and the Cuyahoga Valley Art Center for their generous donations, as well as the committees for their efforts this month. She gave a huge shout out to our library staff. We are so grateful and appreciative for your continued innovation and collaboration with our community partners. We are very excited to have bilingual story time offerings, continued partnerships with our schools, offering services to the community at local parks and the continuing growth of our collections.

COMMITTEE REPORTS

A. BUILDING:

Robert Heydorn stated the committee met last week to discuss future building projects. There are several AC units that need replaced, as well as the remainder of the roofing repair project, windows, and exploring energy efficiency. On September 29, the committee will meet to review AECOM's assessment of the building.

B. POLICIES/BYLAWS:

Robert Heydorn stated the committee met with the Friends of the Library to finalize the Memorandum of Understanding. Mr. Heydorn presented the MOU for review to be approved at the next Board meeting.

C. STRATEGIC PLANNING:

Valerie Kocin stated there is a session scheduled on Monday, September 27, with the administrative staff and NEO-RLS. All initiatives from the previous Strategic Plan were 100% delivered.

DIRECTOR'S REPORT

The Director noted that usage has shifted to 78% of circulation being in-person. Covid self-tests are flying off the shelves and taking longer to replenish. Rick Rubin interjected that OLC has been very instrumental in securing funds to make self-tests available. Governor Dewine has expressed gratitude for public libraries and their testimony to what public libraries can provide in the midst of a crisis. Ms. Kocin also stated that publishers anticipate supply chain delays in the coming months. Cheryl Bruce gave kudos to the collaborations with the schools, and stated she has seen more kids using Sora at school. Deborah Ziccardi stated she saw many positive social media posts from the petting zoo.

NEW BUSINESS

Elizabeth Wuest, HR Manager, confirmed that the recent Covid regulation issued by President Biden does not apply to the library since we have less than 100 employees. The front-line staff have been doing an amazing job, particularly with patrons unhappy with the mask policy. There have only been a couple of elevated incidents, and Missy Littell did a great job of de-escalating those. The library experienced 22 separations this year, 12 of those resulting from employees not returning from recall. We've hired 20 new employees and 2 re-hires. We currently have 19 full-time staff and 16 part-time. The only remaining open position is for the Administrative Assistant/Deputy Fiscal Officer. Employee recognition and engagement has looked different this year, but has included in Jeans Day continuing as well as other small recognitions.

Beth Sucharzewski, Children's Services Coordinator, stated that a surprising 50% of local children go to school having had no preschool. The library will be focusing on preschool programming and kindergarten readiness. The Cuyahoga Falls Parks has been generous in sharing their parks for the Pre-K in the Park programs. They will also be focusing on outreach, including providing library card applications in doctors' offices, resale shops and downtown

events. The library will be having more self-directed learning like the drop-in creation station. Deborah Ziccardi recommended including programming for ESL students.

PUBLIC PARTICIPATION

Both Maryann Kenney and Sue Harden stated their gratitude to the Building Committee and Bylaws/Policies Committee for their work on the MOU so they can move forward.

EXECUTIVE SESSION

Mike Dunton moved to enter Executive Session to discuss personnel issues, specifically to discuss the compensation for the Director and Fiscal Officer. Sean Blake seconded, and roll call vote was called.

Sandra Zirke – 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 7:52pm, stating they anticipated action following the Executive Session.

The Board adjourned Executive Session and entered public session at 9:00pm.

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ADJOURN

The meeting adjourned at 9:03 pm.

Approved By,

Respectfully Submitted By,

Deborah Ziccardi, Board
President

Sean M. Blake, Secretary/Is