

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

**REGULAR MEETING  
Tuesday, December 21, 2021  
Sutliff Room**

**CALL TO ORDER**

Rick Rubin called the meeting to order at 7:00 pm.

**ATTENDANCE:**

Rick Rubin, Sean Blake, Cheryl Bruce, Mary Baldwin, Mike Dunton, Robert Heydorn, Marcia Liikala, Sandra Zirke, Fiscal Officer Laura Searle and Library Director Valerie Kocin.

**EXCUSED:** Nikki Cebula

**ATTENDED VIA ZOOM:** Darien Genova and Deborah Ziccardi

**GUESTS:** Sue Harden

**ADOPTION OF AGENDA**

Mike Dunton moved to accept the amended agenda, including an item for 2022 budget approval under "Treasurer's Report". The motion was seconded by Marcia Liikala and passed unanimously.

**ADOPTION OF THE MINUTES**

A motion to approve the minutes of the *Regular Meeting* of November 16, 2021, was made by Mike Dunton and seconded by Cheryl Bruce. The motion passed unanimously.

**TREASURER'S REPORT**

Laura Searle presented the November 2021 bills in the amount of \$222,298.16. A motion to approve payment was made by Sandra Zirke, seconded by Sean Blake, and passed unanimously.

The various fund balances as of November 30, 2021 are as follows:

General Fund	\$3,170,167.40
Special Revenue Fund	\$8,831.50
Building Fund	\$11,657.15
Endowment Fund	\$54,720.43
Affleck Scholarship	\$51,978.27
<b>CLERK'S BALANCE</b>	<b>\$3,297,354.75</b>

The month-to-date Bank Report as follows:

Huntington Checking	\$4,522.25
Petty Cash & Change	\$110.00
Dollar Bank Checking	\$115,281.29
Star Ohio	\$3,177,441.21
<b>TOTAL</b>	<b>\$3,297,354.75</b>

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

The following donations were received in November:

1. \$999.63 from Friends of the Library
2. \$306.00 from the Ikebana Chapter
3. \$10.00 from Elizabeth Garster
4. \$6.15 from AmazonSmile

**RESOLUTION 2021-34: Sandra Zirke moved to accept November donations and increase the Adult Programming expense line (101.1.53720) by \$161.08 and the Children's Programming expense line (101.2.53720) by \$161.07. Mary Baldwin seconded, and the motion passed unanimously.**

Laura Searle reviewed the 2022 General Fund and Building Fund budgets.

**RESOLUTION 2021-35: Sandra Zirke moved that the Cuyahoga Falls Library Board of Trustees approve the 2022 General Fund Budget in the amount of \$2,868,653.00. Sean Blake seconded, and the motion passed unanimously.**

**RESOLUTION 2021-36: Sandra Zirke moved that the Cuyahoga Falls Library Board of Trustees approve the 2022 Building Fund Budget in the amount of \$700,000.00. Mike Dunton seconded, and the motion passed unanimously.**

#### **BOARD PRESIDENT REPORT**

Deborah Ziccardi thanked our generous donors who include: Friends of the Library, Ikebana Chapter, Elizabeth Carster, and all those who have selected the library as their charity of choice through AmazonSmiles. Our well wishes go out to Mary Baldwin for her service to the library board. Today is her last meeting with us. Mary has done a wonderful job as our art chairperson and leaves big shoes to fill. She also thanked our building and finance committee for their ongoing work and dedication this month.

## COMMITTEE REPORTS

### A. ART:

Mary Baldwin reviewed her final Art Committee Report and recommendations. Rick Rubin expressed his gratitude for all the hard work that went into completing the art inventory.

### B. BUILDING:

Robert Heydorn recommended accepting Ameriseal's quote to repair the building caulking. They are familiar with our building and have a long standing relationship with the library. The committee met with the Friends of the Library (FOL) to review the changes that need to be made to the storage room. Mike Dunton shared that the expensive quotes previously received were to convert the space to a different classification. The fire department will allow temporary use of the room for book sales as long as there is sufficient emergency lighting, all egress pathways are clear, and the shelving is lowered to make emergency exits visible from anywhere in the room. Mr. Dunton stated he will work with the Director to ensure there is sufficient emergency lighting in the room. There also needs to be a fire watch. This could be anyone from FOL with a cell phone that could call in case of an emergency and make sure people exit the building. Mr. Dunton stated the chute room is currently in disarray and needs to be organized. The shelving is FOL's responsibility and anything to do with the building is the library's responsibility. Sean Blake asked if there was an estimated timeframe. Mr. Dunton responded that it has not been established yet. The biggest hurdle will be getting people to do the work.

**RESOLUTION 2021-37: Robert Heydorn moved that the Cuyahoga Falls Library Board of Trustees approve Ameriseal's quote of \$19,185.00 to repair the caulking on the building. Marcia Liikala seconded, and the motion passed unanimously.**

**RESOLUTION 2021-38: Robert Heydorn moved, that to bring the room in the Library formerly used for their book storage and book sales into compliance with the Building Code, the Friends, at this point, must replace and reconfigure their existing shelving in the room in the manner decided at the Building Committee at its December 15, 2021, meeting. Mike Dunton seconded, and the motion passed unanimously.**

### C. GRAEFE MEMORIAL:

Mary Baldwin stated the memorial is all set for the winter.

### D. STRATEGIC PLANNING:

The Director stated the Retreat could be held onsite since most restaurants don't have the space to social distance and cannot guarantee they will have enough staff. The social piece could be separated from the strategic planning portion. Rick Rubin asked for

opinions from the Board as to whether to postpone or still meet for the planning portion. Most would either prefer to postpone or were indifferent. Rick Rubin concluded to postpone the Strategic Planning Retreat, but would like to re-convene the committee to keep the library moving forward.

### **DIRECTOR'S REPORT**

In addition to the Director's written report included in the Agenda, Director Kocin stated that relative to Covid, things have changed drastically, even in the last hour. She thanked the FOL for funding the staff break room update. She thanked the Board for their unique expertise and putting in the time and energy supporting Covid management and implementing the mask requirement. The state of the library is synonymous with the state of the staff, labor management relations are at an all-time high. Regarding the "Great Resignation," the library is still a very desirable place to work. While the library has experienced turnover, it currently is 99.9% fully staffed in contrast to area libraries which are not replacing all staff. We have a very ambitious and optimistic year ahead, including a wellness initiative, continuing education, and examining the library's role in recycling, sustainability and climate change. Rick Rubin asked that the library be considered a secure site in the event of a catastrophe. Mary Baldwin asked about the status of homebound services and if circulating kindles was an option due to increased interest in digital materials. The Director will consider this, as well as cost and durability.

Mike Dunton made the motion to approve the November personnel report. Mary Baldwin seconded, and the motion passed unanimously.

### **NEW BUSINESS**

Cheryl Bruce commented that the sign lights are out and there is no light by Third Street. The custodian has been on vacation, but this will be handled.

Robert Heydorn moved to enter into Executive Session for the purpose of discussing the compensation of a public employee at 8:18pm. Sandra Zirke seconded, and roll call vote was called:

Rick Rubin – yes  
Robert Heydorn – yes  
Mike Dunton – yes  
Cheryl Bruce – yes

Sean Blake – yes  
Mary Baldwin – yes  
Sandra Zirke – yes  
Marcia Liikala – yes

The Board entered into Public Session at 8:28pm.

**RESOLUTION 2021-39: Sandra Zirke moved that a one-time above and beyond Covid gratitude bonus be given as follows: \$500.00 for 17 full-time employees, \$250.00 for 15 part-time employees, and \$125.00 for 3 new hires, totaling \$12,625.00. Marcia Liikala seconded, and the motion passed unanimously.**

Rick Rubin asked the Director to check with legal counsel before disbursing bonuses. This bonus will exclude the Director and Fiscal Officer.

**ADJOURN**

The meeting adjourned at 8:30 pm.

Approved By,

Respectfully Submitted By,

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Deborah Ziccardi, Board President

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Sean M. Blake, Secretary/Is