

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

**REGULAR MEETING
Tuesday, June 21, 2022
Sutliff Room**

Call To Order

Deborah Ziccardi called meeting to order at 6:59 pm

Attendance

Deborah Ziccardi, Rick Rubin, Sean Blake, Sandra Zirke, Mike Dunton, Darien Genova, Marcia Liikala, Robin Worthington, and Library Director Valerie Kocin.

Excused: Nikki Cebula and Cheryl Bruce

Guests: Jennifer Reynard

Adoption of Agenda

Sean Blake moved to accept the agenda. The motion was seconded by Rick Rubin and passed unanimously.

Adoption of Minutes

A motion to approve the minutes of the special meeting of June 1, 2022 was made by Sean Blake. Mike Dunton seconded and passed unanimously.

A motion to approve the minutes of the special meeting June 9, 2022 motion made by Sandy Zirke. Marcia Liikala seconded and passed unanimously.

A motion to approve the minutes of Regular Board Meeting of May 17, 2022 motion made by Mike Dunton. Darien Genova seconded and passed unanimously.

Treasurer's Report

Motion made to pay May 2022 bills in the amount of \$207, 609.39 made by Sandy Zirke, seconded by Marcia Liikala, and passed unanimously.

The various fund balances as of May 31, 2022 are as follows:

| | |
|----------------------|----------------|
| General Fund | \$2,680,376.80 |
| Special Revenue Fund | \$7,166.50 |
| Building Fund | \$683,772.15 |
| Endowment Fund | \$54,728.56 |

Meeting Minutes

June 21, 2022

| | |
|------------------------|-----------------------|
| Affleck Scholarship | \$52,025.00 |
| CLERK'S BALANCE | \$3,478,069.01 |

The month-to-date Bank Report as follows:

| | |
|----------------------|-----------------------|
| Huntington Checking | \$4,522.25 |
| Petty Cash & Change | \$110.00 |
| Dollar Bank Checking | \$43,335.05 |
| Star Ohio | \$3,340,071.71 |
| TOTAL | \$3,478,069.01 |

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

It was reported that PLF funding is coming in higher than anticipated. Nothing of particular to note. It appears the CFL is collecting funds at about what was anticipated.

The library received \$202,371.64 in PLF revenue in May, which is approximately \$62,000 more than received in May 2021. Year-to-date we have received \$109,047.94 more than we had received through May 2021. We also received \$79,492.93 in Homesteads and Rollbacks.

Misc. income included \$11.17 from River Valley Paper, \$13.85 from AmazonSmile, and \$300.00 from the sale of an unclaimed ring that was found in 2011.

The library was awarded the Guiding Ohio Online Grant that will provide \$12,761.00 in federal money to compensate our Technology Trainer.

RESOLUTION 2022-19 made to accept donation of \$100 from Sean Blake in memory of Robert Heydorn by Sandy Zirke. 2nd by Darien Genova. Motion passed unanimously.

RESOLUTION 2022-20 Motion made to accept donation of \$50 from Sandra Bowers in memory of John Hagy made by Sandy Zirke. 2nd by Darien Genova. Motion passed unanimously.

RESOLUTION 2022-21: Move that the Cuyahoga Falls Library Board of Trustees accept the LSTA Guiding Ohio Online Grant in the amount of \$12,761.00 in federal funds, increasing the Consultant Services expense account line (101.0.53710) by \$12,761.00. Motion to approve made by Sandy Zirke. 2nd by Darien Genova. Motion passed unanimously.

RESOLUTION 2022-22: Move that the Cuyahoga Falls Library Board of Trustees approve the transfer of \$500.00 from the Contingency expense account line (101.0.58900) to Return of Lost Items expense line (101.0.57500). Motion to approve made by Sandy Zirke. 2nd by Darien Genova. Motion passed unanimously.

RESOLUTION 2022-23 Move that the Cuyahoga Falls Library Board of Trustees approve the transfer of \$400.00 from the Contingency expense account line (101.0.58900) to Delivery expense line (101.0.57500). Motion to approve made by Sandy Zirke. 2nd by Darien Genova. Motion passed unanimously.

Board President Report:

1. Thank you to Sean Blake for his generous donation in memory of Robert Heydorn and to Sandra Bowers for her donation in memory of John Hagy.
2. Thank you to Orry for going above and beyond to ensure the safety of our building during an unfortunate plumbing situation.
3. Our staff is doing great things! We could not be more excited by the positive press and the community outreach and partnering highlighted in the Directors Report.
4. The library survey was a huge success offering us some great insight as to how patrons use and hear about library services. Kudos to Danielle as the survey also generated 85 more patrons opting in to receive our newsletter.
5. Thank you to Valerie for presenting at the state conference to a standing room only crowd! Valerie it has been a pleasure and honor working with you over the last 6 years. Your service and dedication to our library and community has not gone unnoticed. You have led the library during a very challenging time and you have initiated a plethora of new avenues to serve our patrons and staff. Your service and dedication are greatly admired and appreciated.

Committee Reports:

1. **Affleck Scholarship:** No report.
2. **Art:** No report.
3. **Audit/Finance:** The audit is in process.
4. **Building:**
 - A. The library had a pipe back up. Jeff the Plumber came out and had difficulty finding the block however over the course of several days, was able to rectify the problem. Apparently, it is a galvanized pipe that had sagged over time and needed repair. Board

discussion around looking at permanent future replacement of this pipe and various options.

- B. A/C went out on lower level. Problem resolved. Needs repairs.
- C. Windows leaking along the adult side.

5. Policies/Bylaws Review:

Board president requested Board member volunteer(s) to chair Policies and Bylaws Review Committee and for additional members.

6. Friends of the Library:

Deb, Val, and Sean all received various emails from Mary Ann Kenny that the Friends of the Library are planning to disband and provided 120 day notice. Apparently the Friends plan to donate their funds to several other non-profit organizations, not the CFL. Discussion around the MOU, most particularly sections 8 and 10 regarding what the Friends can and cannot do with their funds. Attorney claims they cannot do this.

Recommendation that a cease and desist letter be sent and that a meeting be scheduled between the Friends and the CFL.

7. Graefe Memorial: No report.

8. Strategic Planning: No report.

9. Personnel: No report

10. Records Retention: No report.

Director's Report

How exhilarating to see the building bustling with customers once again. May 2022's door count was double May 2021. The Summer Reading program started on Friday, May 27. As of June 15, 2022, we have 1,500 registrants for SRP.

Director Kocin attended the Mayor's State of the City on May 25. The City of Cuyahoga Falls is also rebounding after nearly three years of Covid disruptions to schools, businesses and social services.

National library week survey results:

- Overview: Available April 4 - 11, 2022 for National Library Week. 332 patrons answered a 5-question survey about their library usage; 51 returned paper surveys and 281 took the survey via a website pop-up. 85 people opted-in to receive library emails.

- Results: The survey found most patrons (30%) visit once a week while the least popular response (14%) was "it's been over a year" since visiting in person. Most hear about library news, services and events through the email newsletter (21%), social media (17%), and the newspaper (13%). There's still work to do reaching patrons about new library services; when asked which they were aware of, the second highest response was "None of the above" (21%). Services with lowest awareness are the newest

to the library. Patrons overwhelmingly said they use the library for Adult Books (23%); Next highest were DVDs (14%). Responses for all other categories were <10.

New Business

The Board of the Cuyahoga Falls Library moved for the adoption of the following resolution:

RESOLUTION 2022-24: WHEREAS, the Stark County Schools Council of Governments (hereinafter "COG") have formed a regional council of governments for the purposes of promoting cooperative arrangements and agreements among its members and between its members and government agencies or private persons or entities, performing functions and duties which its members can perform and addressing problems of mutual concern; and WHEREAS, the Board desires to become a member of the COG and participate in its health benefits program as well as other programs that are or may become available; NOW, THEREFORE, BE IT RESOLVED by the Cuyahoga Falls Library Board of Trustees, Summit County, Ohio, that:

1. The Agreement Establishing the Stark County Schools Council ("Agreement"), Bylaws, and Program Agreements is hereby approved and the Fiscal Officer is hereby authorized and directed to execute any documents necessary to effectuate participation in the COG on behalf of this Board.
2. The effective date of the Board's participation shall be July 1, 2022.

Motion made by Rick Rubin.

Sandy Zirke seconded the motion.

Roll call Vote: All Board members present voted in the affirmative by roll call vote.

RESOLUTION 2022-25: Move that the Cuyahoga Falls Library Board of Trustees approve vacation carryover of 89.94 hours for the Director. Motion made by Sandy Zirke 2nd by Sean Blake. Motion passed unanimously.

RESOLUTION 2022-26: Move that the Cuyahoga Falls Library Board of Trustees appoint Jennifer Reynard as Interim Director effective June 22, 2022. Motion made by Rick Rubin. 2nd by Mike Dunton. Motion passed unanimously.

Public Participation:

No members of the public were in attendance.

Adjournment:

Meeting adjourned at 7:57 PM.

Approved By,

Respectfully Submitted By,

Deborah Ziccardi, Board President

Sean M. Blake, Secretary/Is