

Minutes
Regular Meeting
April 21, 2015

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

Tuesday, April 21, 2015, 7:00 PM

CALL TO ORDER

Cheryl Bruce called the meeting to order at 7:00 p.m.

ATTENDANCE:

Susan Gatton, Cheryl Bruce, Deborah Ziccardi, Dick Smith, Helen McWilliams, Rebecca Zurava, Sandra Krueger, Robert Heydorn, Wes Johnston, William Maki, Rick Rubin; Fiscal Officer, Susan Finley, and Library Director, Kevin Rosswurm.

Excused: None

Guests: Rose Ann Murphy, Mary Ann Kenny, and Jim Lettofsky.

ADOPTION OF AGENDA

A motion to adopt the agenda as written, with any necessary changes or additions as determined by the President during the meeting, was made by Rick Rubin, seconded by William Maki, and passed unanimously.

ADOPTION OF THE MINUTES

A motion to approve the minutes of the *Regular Meeting* of March 17, 2015 was made by Rebecca Zurava, seconded by Dick Smith, and passed unanimously.

CORRESPONDENCE: Email from Lou Schott.

PUBLIC PARTICIPATION: Mr. Lettofsky spoke about the circulation notification process and putting holds on DVD sets.

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TREASURER'S REPORT

Susan Finley presented the March and April, 2015 bills in the amount of \$51,622.50. A motion to approve payment was made by Susan Gatton, seconded by Dick Smith and passed unanimously.

Susan Finley presented the various fund balances as of March 31, 2015 as follows:

General Fund	\$2,241,724.29
Building Fund	2,481.53
Endowment	29,098.41
Affleck Scholarship Fund	52,204.47
Underwood Memorial Fund	27,550.35

CLERK'S BALANCE \$2,353,059.05

The month-to-date Bank Report as follows:

Primary Checking	2,259,797.17
Petty Cash and change	80.00
Star Ohio	93,181.88

TOTAL \$2,353,059.05

Susan Gatton moved to approve the Treasurer's Report, subject to audit; seconded by Dick Smith. Motion passed unanimously.

COMMITTEE REPORTS

A. BUILDING: Motion moved by Robert Heydorn and seconded by Deborah Ziccardi.

2015-11 MOTION: Move that the Cuyahoga Falls Library Board of Trustees contract with the Ruhlin Company to provide construction management services for Phase III of the Library's renovation.
 Motion passed unanimously.

B. AUDIT & FINANCE: No report.

C. AFFLECK SCHOLARSHIP: One application was received for this year's scholarship.

D. FRIENDS OF THE LIBRARY: The spring sale will be May 7, 8, and 9. The Friends need volunteers to help with the sale.

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DIRECTOR'S REPORT: Please see written report.

OLD BUSINESS: There was a brief discussion on who should speak publically for the Board, and under what circumstances.

NEW BUSINESS: The 2015 OLC Trustee Dinner will be held Thursday, April 30 at the KSU Student Center. Rick Rubin will look into options for holding a Trustee Retreat.

ACCEPTANCE OF GIFTS: Moved by Susan Gatton and seconded by Helen McWilliams to accept all gifts with gratitude.

ADJOURN

The meeting adjourned at 8:35 p.m.

Respectfully Submitted By,

Wes Johnston, Secretary/sf

Approved By,

Cheryl Bruce, Board President

DIRECTOR'S REPORT

April 21, 2015

CUSTOMER SERVICE

Library members borrowed almost 68,000 items in March. The bright spot was young adult circulation, which was essentially the same as March, 2014. Other positive areas of the collection were blu-rays, hoopla (downloadable media), and e-books. Total circulation, however, was off again.

The library provided 64 adult or young adult programs in March, as well as managing and scheduling 9 tax preparation sessions. We also presented 43 children's programs and 8 school visits. The programming highlight in Children's Services was the *Kids Carnival* and the most popular adult event was a violin concert by Mary Ann Roth. As usual, the AARP tax preparation service we hosted was schedule to capacity from start to finish.

The library will be honored with the *Community Literacy Leadership Award* by Project Learn of Summit County. The award is for helping Project Learn "expand services and make a greater impact on our community" by providing space for GED test preparation classes.

Statistics of interest from our 2014 State Report: 71% of our total paper circulation was from Adult Services and 29% was from Children's Services; 84% of our digitally downloaded circulation was adult, while only 16% was children's. Overall 72% of our total circulation was from Adult Services and 28% was Children's. We have just over 150,000 print books in our collection and more than 190,000 downloadable books. Our audio disc collection totals 14,500, while our downloadable audio collection exceeds 41,500. Our video disc collection on the other hand is about 20,500, but our downloadable video collection numbers only 2,600.

PERSONNEL

Three staff members attended the Ohio Library Council Chapter Conference at Kent State. Joyce Bigam, Children's Services Coordinator, presented a program on "1,000 Books Before Kindergarten: It Can Happen at Your Library."

Karen Spenser, a new part-time circulation clerk, resigned suddenly. We are currently searching for her replacement.

I've been summoned for jury duty on May 11.