

**Minutes**  
**Regular Meeting**  
*May 19, 2015*

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

**Tuesday, May 19, 2015, 7:00 p.m.**

**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, Sandra Krueger, Robert Heydorn, Wes Johnston, William Maki; Fiscal Officer, Susan Finley, and Library Director, Kevin Rosswurm.

Excused: Rebecca Zurava and Rick Rubin

Guests: Natalie Symon and Scott Weaver of CBLH Design; Phil Keren, *Cuyahoga Falls News-Press*; Mary Ann Kenny and Sue Harden, Friends of the Library.

**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 Sandra Krueger, seconded by William Maki, and passed unanimously.

**ADOPTION OF THE MINUTES**

A motion to approve the minutes of the *Regular Meeting* of April 16, 2015 was made by Wes Johnston, seconded by Dick Smith, and passed unanimously.

**CORRESPONDENCE:** Thank you letters from students at Richardson Elementary School for allowing them to use the library as a sales site on Lemonade Day. Five miscellaneous emails from Lou Schott.

**PUBLIC PARTICIPATION:** None

**TREASURER'S REPORT**

Susan Finley presented the April and May, 2015 bills in the amount of \$203,188.53. A motion to approve payment was made by Susan Gatton, seconded by Helen McWilliams and passed unanimously.

**Minutes**  
**Regular Meeting**  
*May 19, 2015*

Susan Finley presented the various fund balances as of April 30, 2015 as follows:

General Fund	\$2,267,843.83
Building Fund	2,481.58
Endowment	29,166.17
Affleck Scholarship Fund	52,207.14
Underwood Memorial Fund	27,551.74

**CLERK'S BALANCE      \$2,379,250.46**

The month-to-date Bank Report as follows:

Primary Checking	2,285,984.01
Petty Cash and change	80.00
Star Ohio	93,186.45

**TOTAL                              \$2,379,250.46**

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

**COMMITTEE REPORTS**

A. BUILDING: The CBLH Design team gave a presentation on the proposed Phase III floor plan, finishes, and color schemes. Natalie Symon discussed the use of recycled and renewable materials where possible.

B. AUDIT & FINANCE:

**2015-12 Motion moved by Susan Gatton by direction of the Audit and Finance Committee:** Move that the entire Underwood Memorial Fund be moved to the Building Fund.

Motion passed unanimously.

**2015-13 Motion moved by Susan Gatton by direction of the Audit and Finance Committee:** Move that \$1,850,000 be moved from the General Fund to the Building Fund.

Motion passed unanimously.

**Minutes**  
**Regular Meeting**  
**May 19, 2015**

C. AFFLECK SCHOLARSHIP:

**2015-14 Motion moved by Wes Johnston by direction of the Affleck Scholarship Committee:** Move that the Cuyahoga Falls Library Board of Trustees award the 2015-16 Caroline Affleck Scholarship to Angela Williams in the amount of \$1,000.00.

Motion passed unanimously.

D. FRIENDS OF THE LIBRARY: The Friends of the Library earned just over \$11,700 from the May book sale.

**DIRECTOR'S REPORT:** The Board was notified that the library will participate in the Akron Art Museum's *Inside/Out* project this September and that there will be a copy of one of the Museum's pieces installed on the outside of the library. Please also see written report.

**OLD BUSINESS:** No report.

**NEW BUSINESS:** The President appointed an *ad hoc* committee to develop a Cat's Meow Keepsake of the library. The committee includes Board members Sandra Krueger, Susan Gatton, and Helen McWilliams, as well as staff members Tim Hite and Donna Edmunds.

**ACCEPTANCE OF GIFTS:** None.

**ADJOURN**

The meeting adjourned at 8:56 p.m.

Respectfully Submitted By,

---

Wes Johnston, Secretary/sf

Approved By,

---

Cheryl Bruce, Board President

## **DIRECTOR'S REPORT**

*May 19, 2015*

### **CUSTOMER SERVICE**

Library members borrowed over 60,000 items in April. The bright spot, for the second month in a row, was young adult circulation. Teen borrowing was 2% higher than last April. Adult circulation, however, was off 8% and children's lending was down 11%. The one area of continuing growth is digital material. Borrowing of downloadable audio books rose 59% and e-book circulation was up 28%. Digital lending, however, only accounted for 4,000 items, or 6.5% of April's circulation.

Staff is preparing to expand our digital book collection by the beginning of July through the 3M Cloud Library.

The library presented or hosted over 60 adult programs in April, including the tail end of the AARP tax preparation sessions. Children's Services offered 44 story hours and made six school visits. The two adult highlights were an *Essential Oils* program and Laura Loew's presentation on *Victorian Gardens*.

### **PERSONNEL**

Library staff is now back to full strength. We filled two vacant part-time clerk positions in Circulation Services. Anne Marie Waller, a veteran with extensive customer service experience, started May 13 and Jenny Coder, a retired city employee (records department CFPD), started May 14. Both women are welcome additions to our staff.

### **BUILDING AND GROUNDS**

Scott Weaver, CBLH's project manager, visited to make field measurements. Two mechanical engineers from Hinkel Engineering came to reexamine the lower level heating and cooling system. The electrical engineers will be here shortly. Pertinent staff members continue to meet with CBLH to discuss finishes and other design elements. Library Design Associates is actively working on shelving, end panels, and plans for moving the collection.

The final two landscape design firms will make presentations to the Building Committee in June.