

**Minutes**  
**Regular Meeting**  
*August 18, 2015*

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

**Tuesday, August 18, 2015, 7:00 p.m.**

**CALL TO ORDER**

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

**ATTENDANCE:**

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

Guests: Mary Ann Kenny

**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 Dick Smith, and passed unanimously.

**ADOPTION OF THE MINUTES**

A motion to approve the minutes of the *Regular Meeting* of July 21, 2015 was made by Dick Smith, seconded by William Maki, and passed unanimously.

A motion to approve the minutes of the *Special Meeting* of August 11, 2015 was made by William Maki, seconded by Sandra Krueger, and passed unanimously.

**CORRESPONDENCE:** Lou Schott.

**PUBLIC PARTICIPATION:** None

**TREASURER'S REPORT**

Susan Finley presented the July and August, 2015 bills in the amount of \$235,814.77. A motion to approve payment was made by Susan Gatton, seconded by Sandra Krueger and passed unanimously.

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

General Fund	\$ 637,699.82
Building Fund	1,804,146.97
Endowment	30,258.72
Affleck Scholarship Fund	52,217.06
Underwood Memorial Fund	0.00

**CLERK'S BALANCE      \$2,524,322.57**

The month-to-date Bank Report as follows:

Primary Checking	2,460,656.19
Petty Cash and change	80.00
Star Ohio	63,586.38

**TOTAL                      \$2,524,322.57**

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

**COMMITTEE REPORTS**

- A. AUDIT & FINANCE: No report.
- B. FRIENDS OF THE LIBRARY: The Friends have moved and/or covered their belongings in preparation for the renovation. Wes Johnston thanked the Friends for their cooperation and support during this phase of the construction.
- C. BUILDING: A *Special Meeting* is scheduled for Tuesday, September 1, 2015 at 7:00 p.m. to award the sprinkler/fire suppression system contract.
- D. CAT'S MEOW: No report.

**DIRECTOR'S REPORT:** Please see written report.

**OLD BUSINESS:** None

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**NEW BUSINESS:** The appointments to the Records Retention Committee were announced: Sandra Krueger, Chair, Deborah Ziccardi, and Rebecca Zurava.

**ACCEPTANCE OF GIFTS:** None

**ADJOURN**

The meeting adjourned at 7:40 p.m.

Respectfully Submitted By,

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Wes Johnston, Secretary/sf

Approved By,

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Cheryl Bruce, Board President

# **DIRECTOR'S REPORT**

*August 18, 2015*

## **CUSTOMER SERVICE**

Library members borrowed just over 40,000 paper books and 3,450 e-books in July. They also checked out 1,800 books on disc and downloaded 1,000 audio-books. Twenty-two thousand videos were loaned and 150 movies were streamed. Almost 3,000 music CDs were borrowed and 70 were downloaded. Approximately 2,000 magazines were charged out, including the 135 that were downloaded through our web site.

Overall adult circulation was off 5%, young adult borrowing up 1%, and children's circulation was down 11%. There were some highlights, however. Young adult book and adult paperback circulation rose, as did interest in adult blu-rays, e-books, and downloaded audios.

Program attendance fluctuated quite a bit from last July. Young adult attendance rose from 210 to 230, adult attendance dropped from 620 to 320, and children's attendance fell from 3,200 to 2,100. The children's programming highlight was juggler Matt Jergens. The most popular adult program, enjoyed by many families, was the open air concert by the Akron Pops Orchestra. The Summer Reading Programs were popular, but down a bit from last summer, except for the adult version. Over 1,400 children participated this summer, more than 130 teens, and, showing significant growth, over 650 adults registered to read this summer.

## **PERSONNEL**

We have received approximately 20 applications for the vacant part-time Library Assistant position in Adult Services. We will review the applications and start interviewing candidates as soon as possible.

## **BUILDING AND GROUNDS**

Bids for Phase III of the renovation were received, reviewed, and approved. The contractors will start work on Monday, August 17. Because we received no bids for the fire suppression system, that portion of the project was rebid. The bidding deadline is August 28 at 2:00 p.m.

Jeff Tyler, our custodian, the Children's Services staff, Donna Edmunds, and the IT staff have been working diligently to move and remove furniture and equipment from the lower level in preparation for the renovation. We sold \$1,635 worth of tables, chairs, and various other items, including an old photocopier. What we couldn't sell was given to the International Institute for use by their refugee and immigrant clients.