

Minutes
Regular Meeting
September 15, 2015

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

Tuesday, September 15, 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 August 18, 2015 was made by Rebecca Zurava, seconded by Helen McWilliams, and passed unanimously.

A motion to approve the minutes of the *Special Meeting* of September 1, 2015 was made by Rebecca Zurava, seconded by Helen McWilliams, and passed unanimously.

CORRESPONDENCE: Lou Schott.

PUBLIC PARTICIPATION: None

TREASURER'S REPORT

Susan Finley presented the August and September, 2015 bills in the amount of \$190,214.86. 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 August 31, 2015 as follows:

General Fund	\$ 714,236.30
Building Fund	1,776,844.97
Endowment	30,351.78
Affleck Scholarship Fund	52,222.28
Underwood Memorial Fund	0.00

CLERK'S BALANCE \$2,573,655.33

The month-to-date Bank Report as follows:

Primary Checking	2,509,982.83
Petty Cash and change	80.00
Star Ohio	63,592.50

TOTAL \$2,573,655.33

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

COMMITTEE REPORTS

- A. **AUDIT & FINANCE:** The Summit County Library Trustees Council will meet October 8 to divide the County's 2016 Public Library Fund.
- B. **FRIENDS OF THE LIBRARY:** The Friends will not be able to hold their November Book Sale because of the Lower Level renovation.
- C. **BUILDING:** Phase I of the renovation is progressing as expected. The demolition work is essentially complete and the drywall is being instilled.
- D. **CAT'S MEOW:** The Committee will review the proof recently received.
- E. **RECORDS RETENTION:** The Committee will meet at 6:00 p.m. on October 20, 2015.

DIRECTOR'S REPORT: Please see written report.

OLD BUSINESS: None

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NEW BUSINESS: Motion moved by Sandra Krueger and seconded by Rick Rubin.

2015-21 **MOTION:** Move that the Cuyahoga Falls Library Board of Trustees approve *Resolution 2015-21* directing the Librarian to request that the Board of Education place a 1.9 mill, five-year renewal levy for current expenses on the March 15, 2016 ballot.

Motion passed unanimously.

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

ADJOURN

The meeting adjourned at 7:45 p.m.

Respectfully Submitted By,

Wes Johnston, Secretary/sf

Approved By,

Cheryl Bruce, Board President

DIRECTOR'S REPORT
September 15, 2015

CUSTOMER SERVICE

Library members borrowed over 66,500 items in August. E-book and downloadable audiobook borrowing still continues to grow, but also continues to be a relatively small portion of our total service. Adult blu-ray and children's magazines also rose in August. Adult circulation was only off 1.6%, while young adult borrowing dropped 11%, and children's circulation plummeted 17.6%.

Library programming tailed off in August. The Summer Reading Programs finished and the construction project started. Children's Services presented a Dr. Seuss contest related to *What Pet Should I Get?*, but otherwise spent the month packing for the big move. The adult programming highlight was the Red Cross blood mobile in the parking lot.

PERSONNEL

Alyssa Brown, currently one of our Circulation clerks, was selected to fill the vacant Library Assistant position in Adult Services. Alyssa started in Circulation last October. She will work in both departments until her position in Circulation can be filled. She also hopes to complete her graduate degree in library science at Kent State.

We now, however, have to fill two part-time clerk positions in Circulation Services. Jenny Coder, one of our newer hires, will work her last day on September 16.

BUILDING AND GROUNDS

If noise is any indication, the renovation is well under way. The construction wall is up and the interior walls are down. While demolition continues, some of the new rooms are already framed and some of the dry wall is hung.