

**Minutes**  
**Regular Meeting**  
*October 20, 2015*

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

**Tuesday, October 20, 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 Dick Smith, seconded by Rick Rubin, and passed unanimously.

**ADOPTION OF THE MINUTES**

A motion to approve the minutes of the *Regular Meeting* of September 15, 2015 was made by Susan Gatton, seconded by Rick Rubin, and passed unanimously.

**CORRESPONDENCE:** None

**PUBLIC PARTICIPATION:** None

**TREASURER'S REPORT**

Susan Finley presented the September and October, 2015 bills in the amount of \$247,176.88. A motion to approve payment was made by Susan Gatton, seconded by Rick Rubin and passed unanimously.

**Minutes**  
**Regular Meeting**  
*October 20, 2015*

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

General Fund	\$ 759,207.56
Building Fund	1,712,359.43
Endowment	30,397.32
Affleck Scholarship Fund	52,228.26
Underwood Memorial Fund	0.00

**CLERK'S BALANCE        \$2,554,192.57**

The month-to-date Bank Report as follows:

Primary Checking	2,490,513.05
Petty Cash and change	80.00
Star Ohio	63,599.52

**TOTAL                        \$2,554,192.57**

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

Frank Kohstall, State Treasurer's Office, demonstrated the Ohio Checkbook for the Board.

**COMMITTEE REPORTS**

- A. **AUDIT & FINANCE:** Motion moved by Susan Gatton and seconded by Rick Rubin.

**2015-22    MOTION: Move that the Cuyahoga Falls Library Board of Trustees approve the 2015 Summit County Trustees Council formula for distribution of the Public Library Fund, awarding the Cuyahoga Falls Library 7.79210% of the available funds.**

Motion passed unanimously.

Motion moved by Susan Gatton and seconded by Rick Rubin.

**2015-23    MOTION: Move that the Cuyahoga Falls Library Board of Trustees resolve to accept the amounts and rates as determined by the Budget Commission and authorize the necessary property tax levies and certify them to the Summit County Fiscal Officer.**

Motion passed unanimously.

**Minutes**  
**Regular Meeting**  
*October 20, 2015*

Motion moved by Susan Gatton and seconded by William Maki.

**2015-24 MOTION: BE IT RESOLVED by the Cuyahoga Falls Library Board of Trustees:**

WHEREAS, the Cuyahoga Falls Library is eligible to request an advance of tax monies from the Summit County Fiscal Office pursuant to the Ohio Revised Code, Section 321.34; and

WHEREAS, that the Summit County Fiscal Officer is hereby requested to issue an order to the Treasurer of Summit County to pay the Treasurer of this Library funds as may be available for distribution by said County Treasurer from tax year 2015, payable in 2016;

THAT the Treasurer of the Library is hereby authorized and directed to certify and send a copy of this resolution to the County Fiscal Officer as may be necessary to make this resolution effective.

Motion passed unanimously.

- B. BUILDING: Natalie Symon, CBLH Design, gave a presentation on the new furniture for Children's Services and the meeting rooms. Scott Weaver, also of CBLH, updated the Board on the renovation and discussed recent change orders.

Motion moved by Susan Gatton and seconded by Rick Rubin.

**2015-25 MOTION: Move that the Cuyahoga Falls Library Board of Trustees authorize the Library Director to approve construction Change Orders of \$5,000 or less. More expensive Change Orders will require the Board's approval.**

Motion passed unanimously.

**Minutes**  
**Regular Meeting**  
*October 20, 2015*

Motion moved by Susan Gatton and seconded by Rick Rubin.

**2015-26 MOTION: Move that the Cuyahoga Falls Library Board of Trustees approve Change Order #3 for door hardware (push bars, closers, etc.) in the amount of \$7,659.50 for R. L. Hill Management.**

Motion passed unanimously.

- C. FRIENDS OF THE LIBRARY: There will not be a November book sale because of construction in the Lower Level.
- D. RECORDS RETENTION: The Committee met for the first time just before the October board meeting and will meet again at 6:00 p.m. before the regular November meeting.
- E. CAT'S MEOW: We received our first shipment of 60 Cat's Meows. The replicas of the library will be offered to the public for a \$20 donation.

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

**OLD BUSINESS:** None

**NEW BUSINESS:** The president appointed William Maki, Chairperson, Wes Johnston and Sandra Krueger to the Nominating Committee.

**ACCEPTANCE OF GIFTS:** None

**ADJOURN**

The meeting adjourned at 8:58 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**

*October 20, 2015*

### **CUSTOMER SERVICE**

Library members borrowed more than 60,500 items in September. Of that total almost 28,000 were books, approximately 19,600 were videos, over 5,000 were downloaded products of various types, more than 2,800 were CDs, and close to 1,700 were magazines, followed by an equal number of audio books. More popular this September than a year ago were adult paperbacks, children's magazines, adult blu-rays, e-books, and downloaded magazines and audiobooks. Adult borrowing was off only slightly (1%), while children's circulation plunged (25%) because of the renovation project and having most of our story times off site.

Even with the meeting rooms under construction, we were able to offer some space to community groups, hold computer training sessions, present two teen events, continue story hours, and make pre-school visits.

### **PERSONNEL**

We have a new part-time circulation clerk. Rob Frase is a recent graduate of the University of Akron. He will start work on October 26.

Union negotiations will begin November 2.

### **BUILDING AND GROUNDS**

The skeleton of the new space is quite visible. The walls and dividers are in place; the plumbing and electrical fixtures are just beginning to show themselves.

### **PUBLIC LIBRARY FUND**

The Trustees Council meeting was much the same as last year. The only factor that changed, as it also did in 2014, was Units of Service. Adjustments in the three-year circulation averages resulted in a decrease of 0.06369% for the library. Akron/Summit County, once again, suffered the largest loss and Hudson, for the second year in a row, garnered a significant increase. All the libraries, however, should receive an increase in their PLF if the current trend continues through next year.