

Minutes
Regular Meetings
June 15, 2004

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

Tuesday, June 15, 2004 at 7:30 PM
Library Board Room

CALL TO ORDER

Jack Hayes called the meeting to order at 7:30 p.m.

ATTENDANCE:

Joanne Green, Audrey Sandor, Susan Gatton, Jon Strubbe, and Library Director, Kevin Rosswurm

Excused: Betsy Booth, Mary Lou Gault, Sandra Krueger, Russell Smith, David Reide
Guests: Lou Schott, Mary Ann Kenny, and Rhonda Hendrock

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 Robert Ferguson, seconded by Joanne Green and passed unanimously.

ADOPTION OF THE MINUTES

A motion to approve the minutes of the Regular Meeting of May 18, 2004 was made by Joanne Green, seconded by Jon Strubbe and passed unanimously.

CORRESPONDENCE

None

COMMENTS FROM THE PUBLIC

Mr. Schott expressed concerns about the Cuyahoga Falls Library's *Mission Statement* and its lack of a *Purpose Statement*. Mr. Schott gave each Board member a copy of the Library's current *Mission Statement*. Mr. Schott asked for permission to meet with Board of Trustee members individually. The request will be taken under advisement.

Mr. Schott was advised that his communications should be through the Board President or the Library Director.

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TREASURER'S REPORT

Susan Gatton presented and moved the payment of the May and June 2004 bills in the amounts of \$157,563.38. The motion was seconded by Robert Ferguson and passed unanimously.

Mrs. Gatton presented the various fund balances as of May 31, 2004 as follows:

General Fund	\$ 723,560.47
Building Fund	2,454,430.80
Endowment	17,214.54
Caroline Affleck Memorial Scholarship Fund	57,851.87
Carl & Mary Graefe Fund	105,589.45
Paul & Mildred Underwood Memorial Fund	23,561.12
Children's Literary Fund	20,063.32
CLERK'S BALANCE	\$3,402,271.57

The month-to-date Bank Report as follows:

Primary Checking	\$729,949.49
Petty Cash and change	140.00
Star Ohio	2,672,182.08

TOTAL **\$3,402,271.57**

Mrs. Gatton moved to approve the Treasurer's Report, subject to audit, seconded by Audrey Sandor. The motion passed unanimously.

COMMITTEE REPORTS

- A. GRAEFE MEMORIAL: No report
- B. AFFLECK SCHOLARSHIP: To be presented to Jamie Iceman at the Staff Luncheon on June 17, 2004 by Joanne Green

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C. SCULPTURE/DONATED ART:

Upon a motion by Joanne Green and seconded by Sue Gatton

2004-15 MOTION: Moved that the Cuyahoga Falls Library Board of Trustees approve the new Library logo, 5-B-4, by Hendrock Design, Inc.

Motion passed four votes to two

D. FRIENDS OF THE LIBRARY: No report

E. BUILDING: The Library's attorney is reviewing the architectural contract. Requests for Proposals for the site survey and the geotechnical survey have been sent to a number of engineering firms in the area. Submissions will be reviewed by the architect.

F. FINANCE: No report.

OLD BUSINESS: None

NEW BUSINESS: None

ACCEPTANCE OF GIFTS

A motion was moved by Susan Gatton and seconded by Robert Ferguson to accept all gifts with gratitude. Motion passed unanimously.

ADJOURN

The meeting adjourned at 8:13.

Respectfully Submitted By,

Mary Lou Gault, Secretary/de

Approved By,

Jack Hayes, Board President

Director's Report

June 15, 2004

CUSTOMER SERVICE

Monthly circulation decreased for the first time in more than two years. While we were still well ahead of 2002's circulation, we were 7% lower than May 2003. Our total this month was almost 4,000 items less than last year. Adult materials were down just over 1,400 items, or 4%. Children's materials were down almost 2,800 items, or 16%. Only three areas of the collection rose—all of them digital media. Music compact discs were up 7%; DVDs increased 27%; books on CD rose 64%. All other areas of the collection decreased in circulation. One of the reasons for this decrease is the reduction in our materials budget. We are simply adding fewer new items to the collection because we have less money to spend.

Almost 400 people attended library sponsored adult programs in May and almost 4,200 children either visited the library or were visited by library staff during the month. Over 650 people used our rooms for community meetings. The highlight from Children's Services was the huge number of classroom visits made to promote the Summer Reading Program. The adult highlight was Visions of the Nile Cultural Dance School.

PERSONNEL

I was appointed to fill a vacancy on the CAMLS Board of Trustees.

BUILDING and GROUNDS

Spice Costantino's Tim Hunsinger prepared requests for proposals so that we can solicit companies to perform a site survey (boundary/topographical information) and a geotechnical survey (boring into the substrata) in preparation for construction.

A second window on Broad Boulevard was broken and has already been replaced. The YMCA and some Falls schools also had windows broken at about the same time.

Our lower level got wet again when the area was hit by storms on May 20 and 21. Jeff Tyler did an excellent job of extracting the water from the carpet. ServePro came back to the library to disinfect and clean the carpet and the restrooms. The area is now back to normal.

We've started implementing the energy conservation measures recommended in the *Industrial Assessment Report* by the Cuyahoga Falls Electric System. All of our spent incandescent bulbs will be replaced by the most energy efficient fluorescent lamps available and all of our exit signs will be replaced with LED light tubes.

OTHER

The library participated in the Falls Chamber of Commerce's Community Expo for the second consecutive year. We also had a large contingent (20 people, 1 dog, 1 car, and 7 book trucks!) in the Memorial Day Parade, with the Book Cart Drill Team taking second place in the novelty category. The Art Committee met with Rhonda Hendrock and selected the final four logos for board consideration.