

Minutes
Regular Meetings
July 20, 2004

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

Tuesday, July 20, 2004 at 7:30 PM
Library Board Room

CALL TO ORDER

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

ATTENDANCE:

Jack Hayes, Joanne Green, Audrey Sandor, Sandra Krueger, Jon Strubbe, David Reide, Mary Lou Gault, Russell Smith, Robert Ferguson and Director, Kevin Rosswurm

Excused: Susan Gatton and Betsy Booth

Guests: Lou Schott

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 Mary Lou Gault and seconded by Russell Smith and passed unanimously.

ADOPTION OF THE MINUTES

A motion to approve the minutes of the Regular Meeting of June 15, 2004 was made by Joanne Green, seconded by Mary Lou Gault, and passed unanimously.

A motion was made by Jack Hayes and seconded by Joanne Green that the Cuyahoga Falls Library Board of Trustees go into Executive Session at 7:32 PM to discuss confidential personnel matters. Motion passed unanimously.

A motion was made by Jack Hayes and seconded by Russell Smith that the Cuyahoga Falls Library Board of Trustees come out of Executive Session at 8:14 PM. Motion passed unanimously.

CORRESPONDENCE

Mr. Hayes read letters from Mark Van Sweringen, thanking the Board for their memorial contributions in his mother's name, and Jamie Iceman, thanking the Board for the Affleck Scholarship.

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PUBLIC PARTICIPATION:

Mr. Schott requested minutes from previous board meetings and a copy of the Library's policies and procedures. He asked how he should communicate with the Board. Mr. Schott also asked about problem solving procedures. It was suggested that if Mr. Schott has questions about problems, he should submit them to Mr. Hayes or to Mr. Rosswurm.

TREASURER'S REPORT

Kevin Rosswurm presented the Treasurer's Report in Susan Gatton's absence. Mary Lou Gault moved the payment of the June and July 2004 bills in the amount of \$157,428.71. The motion was seconded by Robert Ferguson and passed unanimously.

Mr. Rosswurm presented the various fund balances as of June 30, 2004 as follows:

General Fund	\$ 661,190.71
Building Fund	2,453,334.80
Endowment	17,323.95
Caroline Affleck Memorial Scholarship Fund	54,634.04
Carl & Mary Graefe Fund	105,679.32
Paul & Mildred Underwood Memorial Fund	23,581.47
Children's Literary Fund	19,655.53
CLERK'S BALANCE	\$3,335,399.82

The month-to-date Bank Report as follows:

Primary Checking	\$660,774.10
Petty Cash and change	140.00
Star Ohio	2,674,485.72

TOTAL **\$3,335,399.82**

Joanne Green moved to approve the Treasurer's Report, subject to audit, seconded by David Riede. Motion passed unanimously.

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COMMITTEE REPORTS

- A. GRAEFE MEMORIAL: No report
- B. AFFLECK SCHOLARSHIP: No report
- C. SCULPTURE/DONATED ART: No report
- D. FRIENDS OF THE LIBRARY: No report

E. BUILDING:

Upon a motion by David Riede and seconded by Robert Ferguson

- 2004-16 MOTION: Move that the Cuyahoga Falls Library Board of Trustees contract with Spice Costantino Architects, Inc. to provide professional architectural services for the Phase I Addition and Alterations to the Library.**

Motion passed unanimously.

- F. FINANCE: No report.

OLD BUSINESS: None

NEW BUSINESS:

Motion made by Joanne Green and seconded by Audrey Sandor.

- 2004-17 MOTION: Move that all of the Library's public policies be posted on the Cuyahoga Falls Library website, and the Library's website alone, along with the Mission Statement and approved minutes from board meetings.**

Motion passed unanimously.

ACCEPTANCE OF GIFTS

A motion was moved by Mary Lou Gault and seconded by Robert Ferguson to accept all gifts with gratitude. Motion passed unanimously.

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ADJOURN

The meeting adjourned at 8:48

Respectfully Submitted By,

Mary Lou Gault, Secretary/de

Approved By,

Jack Hayes, Board President

DIRECTOR'S REPORT

July 20, 2004

CUSTOMER SERVICE

Circulation got back on track last month. We charged out 4,600 more items this June than we did last year. Almost all areas of the collection grew, with Adult Services leading the way with an increase of 3,373 items (8.7%). Circulation in Children's Services rose 3.2%.

Circulation for the first half of the year was 380,351 items, an increase of about 15,000 over the first six months of last year.

We had over 30,000 people visit the library in June, an increase of 4.2%. Over 300 people attended adult programs, over 800 attended children's programs, and over 500 people used the rooms for community meetings.

So far, over 1,600 children have registered for the Summer Reading Program (SRP). Mark Wade, a ventriloquist, opened the SRP to a standing-room-only crowd of excited children.

We will receive 727 music CDs out of the 165,000 discs to be distributed in Ohio under the settlement of the price-fixing lawsuit against music distributors and retailers. We have no control over which CDs we receive and preliminary reports indicate that the discs are disappointing in quality and in popular appeal. We'll see when our shipment arrives in a couple of weeks.

BUILDING AND GROUNDS

After reviewing all of the proposals to survey the library property and to perform the geotechnical tests, we selected the two lowest proposals. Zwick Associates, Inc. has already started to do the boundary and topographic survey. Geo-Sci Inc. was selected to do the soil boring and should start testing soon.

We will arrange with an engineering firm to determine why we are being flooded and ask them to recommend a course of corrective action.

OTHER

A man was caught stealing a DVD on Friday, July 9. Linda Aeillo was able to stall the man at the Pavilion circulation desk until the guard could detain him for the police. His trial is scheduled for July 30.