

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

Tuesday, December 21, 2004, 7:30 PM
Library Board Room

CALL TO ORDER

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

ATTENDANCE:

Jack Hayes, Robert Ferguson, Joanne Green, David Riede, Susan Gatton, Betsy Booth, Sandra Krueger, Jon Strubbe, Mary Lou Gault, and Library Director, Kevin Rosswurm

Excused: Russell Smith and Audrey Sandor

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 Robert Ferguson; seconded by David Riede, and passed unanimously.

ADOPTION OF THE MINUTES

A motion to approve the minutes of the *Regular Meeting* of November 16, 2004 made by Joanne Green, seconded by Mary Lou Gault, and passed unanimously.

CORRESPONDENCE: Louis Schott, Mayor Don L. Robart, Carolyn and Harvey Smith

COMMENTS FROM THE PUBLIC: Mr. Schott distributed a 15 page document containing questions and comments. He also inquired if a needs assessment was done for the library renovation.

TREASURER'S REPORT

Susan Gatton presented and moved the payment of the November and December 2004 bills in the amount of \$232,726.84. Motion was seconded by Mary Lou Gault and passed unanimously.

Mrs. Gatton presented the various fund balances as of November 30, 2004 as follows:

| | |
|---|---------------|
| General Fund | \$ 567,273.43 |
| Building Fund | 2,443,990.66 |
| Endowment | 17,816.29 |
| Caroline Affleck Memorial Scholarship Fund | 54,982.54 |
| Carl & Mary Graefe Fund | 106,316.22 |

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| Paul & Mildred Underwood | |
| Memorial Fund | 23,725.69 |
| Children's Literary Fund | 18,695.18 |

CLERK'S BALANCE \$3,232,800.01

The month-to-date Bank Report as follows:

| | |
|-----------------------|--------------|
| Primary Checking | \$541,812.56 |
| Petty Cash and change | 140.00 |
| Star Ohio | 2,690,847.45 |

TOTAL \$3,232,800.01

Mrs. Gatton moved to approve the Treasurer's Report, subject to audit; seconded by Betsy Booth. Motion passed unanimously.

COMMITTEE REPORTS

A. GRAEFE MEMORIAL: Poinsettias were placed on the graves

B. AFFLECK SCHOLARSHIP: No report

C. SCULPTURE/DONATED ART: No report

D. FRIENDS OF THE LIBRARY: Library window was decorated for Christmas.

E. BUILDING: No report

F. FINANCE: A motion was made by Jack Hayes and seconded by Joanne Green that the Board of Trustees go into Executive Session at 7:55. Motion passed unanimously.

A motion was made by Joanne Green and seconded by David Riede that the Board of Trustees come out of Executive Session at 7:59. Motion passed unanimously.

Motion was made by Robert Ferguson and seconded by Mary Lou Gault.

2004-23 MOTION: Move that the Cuyahoga Falls Library Board of Trustees award the administrative staff a 3% salary increase in 2005.

Motion passed unanimously.

G. POLICY: The committee has a number of policies under consideration and will distribute them to the Board for further review.

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DIRECTOR'S REPORT: Please see written report.

OLD BUSINESS: None

NEW BUSINESS:

Motion made by Joanne Green and seconded by Susan Gatton.

**2004-24 MOTION: Move that the Cuyahoga Falls Library Board of Trustees
approve the 2005 holiday schedule.**

Motion passed unanimously.

ACCEPTANCE OF GIFTS :

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

ADJOURN

The meeting adjourned at 8:12.

Respectfully Submitted By,

Mary Lou Gault, Secretary/de

Approved By,

Jack Hayes, Board President

Director's Report

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CUSTOMER SERVICE

Circulation got back on track last month. We charged out almost 3,000 (5.5%) more items than last November. Adult circulation grew more than 8%, while children's circulation was essentially flat (down less than 1%). The number of visitors also rose. Over 1,900 more people (7.7%) used the library last month than a year ago. This number is especially encouraging because we didn't have our usual invasion of senior citizens for flu shots

Just over 500 adults attended library-sponsored programs and over 1,400 children came to the library for programs, or were visited by library staff. More than 600 people used library rooms for community meetings. *Shrekfest* was the children's programming highlight. The Children's Room staff presented refreshments and games, while local youngsters came dressed as their favorite fairy tale characters. The notable adult program was the well presented and received *Sleep Disorders*, offered in cooperation with Akron General Medical Center.

Our total score and our relative rank rose substantially in the recent *Hennen's American Public Library Ratings*. In 2002, based on statistic from 2000, our score was 700. We were in the 83rd percentile, or 149 out of 877 public libraries in our population class. This year, based on 2002 statistics, our score is 838. We are in the 98th percentile, or 21 out of 920 public libraries. There are still a few areas which need attention, but by any measure we have made meaningful progress. We should take another significant step next year when Hennen is able to use statistics from 2003.

PERSONNEL

Gloria Adams resigned to take a full-time professional position at the Stow-Munroe Falls Public Library. Gloria started working at the Taylor Memorial Public Library in February, 1988. She received her MLS from Kent State in 2003.

Angela Flach, Library Assistant in the Children's Room, recently enrolled in the on-line MSLS program at Clarion University of Pennsylvania.

The PGO filed a petition with the State Employment Relations Board (SERB), asking SERB to reconsideration its decision that the Technology Services Coordinator is an administrative position. The PGO lost its unfair labor practice claim against the library, the administrative law judge ruled against the PGO on a comparable issue, and SERB itself later concurred with the judge's decision against the PGO. We believe that SERB will once again rule against PGO on this matter and that the Technology Coordinator will remain an administrative position.

BUILDING and GROUNDS

We received the new server for our circulation system, with the Friends making the first payment for the library. The upgraded circulation software should be loaded onto the server in January.