

**Minutes**  
**Regular Meeting**  
*February 15, 2005*

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

**Tuesday, February 15, 2005, 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, Jon Strubbe, Mary Lou Gault, and Library Director, Kevin Rosswurm

Excused: Audrey Sandor and Sandra Krueger

Guests: None

**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; seconded by Robert Ferguson, and passed unanimously.

**ADOPTION OF THE MINUTES**

A motion to approve the minutes of the *Annual and Regular Meeting* of January 18, 2005 was made by David Riede, seconded by Betsy Booth, and passed unanimously.

**CORRESPONDENCE:** None

**PUBLIC PARTICIPATION:** None

**TREASURER'S REPORT**

Susan Gatton presented and moved the payment of the January and February 2005 bills in the amount of \$201,357.42. Motion was seconded by Mary Lou Gault and passed unanimously.

Mrs. Gatton presented the various fund balances as of January 31, 2005 as follows:

General Fund	\$ 454,938.77
Building Fund	2,418,534.06
Endowment	18,250.99
Caroline Affleck Memorial	

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Scholarship Fund	55,178.14
Carl & Mary Graefe Fund	106,673.70
Paul & Mildred Underwood Memorial Fund	23,806.63
Children's Literary Fund	16,615.17

**CLERK'S BALANCE        \$3,093,997.46**

The month-to-date Bank Report as follows:

Primary Checking	\$393,801.80
Petty Cash and change	140.00
Star Ohio	2,700,055.66

**TOTAL                        \$3,093,997.46**

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

**COMMITTEE REPORTS**

- A. GRAEFE MEMORIAL: No report
- B. AFFLECK SCHOLARSHIP: No report
- C. SCULPTURE/DONATED ART: No report
- D. FRIENDS OF THE LIBRARY: Friends of the Library Executive Board approved the purchase of five new mannequins.
- E. BUILDING: No report
- F. FINANCE: No report
- G. POLICY: No report

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

**OLD BUSINESS:** None

**NEW BUSINESS:** None

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**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 8:17.

Respectfully Submitted By,

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Mary Lou Gault, Secretary/de

Approved By,

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Jack Hayes, Board President

## **DIRECTOR'S REPORT**

*February 15, 2005*

### **CUSTOMER SERVICE**

Circulation took another dip. This past month we charged out 2% more than in January 2003, but almost 5% less than January 2004. Adult circulation was flat (up only 44 items); children's circulation was down 2,954 items (16%). Circulation of adult audiovisual material rose, while all children's categories decreased. The good news is that the visitor count continues to grow; it was 6.6% over last January!

Five hundred adults attended library sponsored programs last month. *Hypnotherapy for the Mind, Body, and Soul* was the highlight. Over 1,100 children came to the library for programs, or were visited by library staff. The notable children's event was the *Warm Up America!* knitting workshop. Another 700 people used the library's meeting rooms for community events.

### **BUILDING AND GROUNDS**

Our first ad soliciting bids for the renovation appeared in the *Beacon Journal*. Three more ads will be published. A pre-bid conference will be held in the Sutliff Room on February 23 at 9:00 a.m. This conference will give the architect and the library a chance to explain the project and offer the contractors the opportunity to ask questions. The bidding deadline is noon, March 11. At that time the bids will be opened and read aloud. CBLH Design will evaluate the bids and present their findings to the Board.

### **PERSONNEL**

We held our quarterly staff meeting on January 21 and talked about the general state of the library, discussing last year's many accomplishments, this year's very critical budget situation, and the forthcoming renovation schedule.

The library offered a seminar on the Ohio Deferred Compensation Program to all interested staff members.

### **TECHNOLOGY**

Phil Shirley installed the new circulation server, the first half generously paid for by the Friends of the Library. Phil also managed the subsequent software upgrade. The next step is to review and implement the new features of the enhanced software.

In order to rotate patron access to our internet computers, making them accessible to more people, we have staggered the time limits. We now have 20 minute computers, one hour computers, and two hours computers

### **BUDGET/GOVERNANCE**

During his “State of the State” speech on February 8th Governor Taft proposed cutting the state income tax by 21%. Unless action is taken to replace this lost revenue or hold public libraries harmless from the revenue reduction, which the OLC believes is a possibility, it will destroy our ability to provide library service. During the past four years we’ve already lost 21% of our state funding. Another 21% reduction will be devastating.

The Cuyahoga Falls Library is one of 18 association libraries in Ohio. We are a private, non-profit corporation that is not covered by Ohio public library law. Our status as an association library also means that our service area is not determined by the State Library Board and that we have no authority to collect taxes. It also means that we are not subject to the open records law or the open meetings law. Our financial records must be available for public inspection, however, because the preponderance of our funding is public money. This will obviously have an impact on the deliberations of the Policy Committee.