

Minutes
Regular Meeting
August 16, 2005

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

Tuesday, August 16, 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, David Riede, Robert Ferguson, Jon Strubbe, Joanne Green, Susan Gatton, Mary Lou Gault, Audrey Sandor, Lynda Tebelak and Library Director, Kevin Rosswurm

Excused: Betsy Booth, Sandra Krueger

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 Mary Lou Gault, and passed unanimously.

ADOPTION OF THE MINUTES

A motion to approve the minutes of the *Regular Meeting* of July 19, 2005 was made by Joanne Green, seconded by David Riede, and passed unanimously.

CORRESPONDENCE: New certificate of estimated property tax revenue; e-mails from Louis Schott.

PUBLIC PARTICIPATION: None

TREASURER'S REPORT

Susan Gatton presented and moved the payment of the July and August 2005 bills in the amount of \$223,830.28. The motion was seconded by Audrey Sandor and passed unanimously.

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

General Fund	\$ 479,170.98
Building Fund	2,402,912.48
Endowment	30,832.51
Caroline Affleck Memorial Scholarship Fund	53,913.48
Carl & Mary Graefe Fund	108,012.67
Paul & Mildred Underwood Memorial Fund	24,110.92
Children's Literary Fund	20,088.13
CLERK'S BALANCE	\$3,119,041.17

The month-to-date Bank Report as follows:

Primary Checking	\$382,052.44
Petty Cash and change	140.00
Star Ohio	2,736,848.73

TOTAL **\$3,119,041.17**

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

COMMITTEE REPORTS

- A. **BUILDING COMMITTEE:** the library received the first Construction Change Directive, a credit of \$210. Completion is still scheduled for early November.
- B. **GRAEFE MEMORIAL:** Flowers will be placed on the graves for Mrs. Graefe's birthday.
- C. **AFFLECK SCHOLARSHIP:** No report
- D. **SCULPTURE/DONATED ART:** No report
- E. **FRIENDS OF THE LIBRARY:** No report.
- F. **FINANCE:** The committee met to review a preliminary 2006 budget.

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G. POLICY:

Motion moved by David Riede and seconded by Robert Ferguson.

2005-13 MOTION: By direction of the Policy Committee, the Board approves the *Request for Reconsideration of Library Materials* policy

Motion passed unanimously.

DIRECTOR'S REPORT: Please see written report.

The Board commended the staff on the very useful and imaginative signs which reroute patrons to the Lower Level during the second phase of the construction.

OLD BUSINESS: None

NEW BUSINESS: None

ACCEPTANCE OF GIFTS:

Moved by Susan Gatton and seconded by Mary Lou Gault, to accept all gifts with gratitude.

Motion passed unanimously.

ADJOURN

The meeting adjourned at 8:15.

Respectfully Submitted By,

Mary Lou Gault, Secretary/de

Approved By,

Jack Hayes, Board President

DIRECTOR'S REPORT

August 16, 2005

CUSTOMER SERVICE

Circulation continues to grow, with Adult Services in the lead and Children's lagging behind. Adult circulation rose 6%, driven by audiovisual materials. Children's circulation declined 5%, primarily because of books. Overall circulation was up just over 1,000 items, or 2%.

Closing off the Second Street entrance and routing patrons to Third Street has distorted our visitor count. The Second Street gates counted through a pressure plate on the floor. The Third Street count is through a bar on the gate itself. Many patrons hold the bar for those following them, reducing the true count.

Library programming was vibrant in July. Community Activities and Adult Services presented 31 programs for 453 people. Children's Services offered 22 events for 940 youth. The most popular adult programs were *Past Life Regression Through Hypnosis* with Diane Spenser and *Midnight at the Oasis* with Visions of the Nile dance troupe. The most children's applause was for Mike Hemmelgarn's magic and ventriloquism show.

BUILDING AND GROUNDS

Construction slowed down a bit because of delays in steel fabrication. The steel has arrived and is now being erected, the elevator is being dismantled, and the old HVAC machinery has been removed. The main stairs had to be cordoned off in order to demolish the elevator. A temporary wall was installed at the bottom of the stairs and the doors at the top were closed. Patrons are being re-routed to the staff elevator and the emergency stairwell on the southeast corner of the building (Broad Blvd. and Second St.).

We've received one Construction Change Directive (i.e. change order), which is a credit of \$210.

The city is soliciting proposals to scrape and repave the Second Street parking lot. So far no word on whether this will actually happen or not.

We had a small flood in the library's lower level. Some of the water came from the construction site and some from the floor drains. The water was quickly cleaned, dried, and the area disinfected. A plumber is scheduled to install an automatic backwater valve in the children's room to prevent this from occurring in the future. The library's regular carpet cleaning is scheduled for August 14th and 21st.

The sidewalk repair work on Third Street is completed.

PERSONNEL

Jessica McGuckin has resigned her position to attend the University of Akron full time. Circulation Services is interviewing candidates for the two open aide/shelver positions.

BUDGET/LEVY

The Fiscal Officer of Summit County re-certified the amount the library will receive from the November levy. There will be a slight decrease from the initial certification, to \$1,015,674.