

Minutes
Regular Meeting
October 18, 2005

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

Tuesday, October 18, 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, Jon Strubbe, David Riede, Robert Ferguson, Betsy Booth, Sandra Krueger, Joanne Green, Susan Gatton, Lynda Tebelak and Library Director, Kevin Rosswurm

Excused: Mary Lou Gault and Audrey Sandor

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 Joanne Green, seconded by Lynda Tebelak, and passed unanimously.

ADOPTION OF THE MINUTES

A motion to approve the minutes of the *Regular Meeting* of September 20, 2005 was made by Robert Ferguson, seconded by Betsy Booth, and passed unanimously.

CORRESPONDENCE: None

PUBLIC PARTICIPATION: None

TREASURER'S REPORT

Susan Gatton presented and moved the payment of the September and October 2005 bills in the amount of \$296,152.82. The motion was seconded by Joanne Green and passed unanimously.

Mrs. Gatton presented the various fund balances as of September 30, 2005 as follows:

General Fund	\$ 419,747.98
Building Fund	2,331,942.42
Endowment	30,996.68

Minutes
Regular Meeting
October 18, 2005

Caroline Affleck Memorial Scholarship Fund	54,220.65
Carl & Mary Graefe Fund	108,584.63
Paul & Mildred Underwood Memorial Fund	24,238.01
Children's Literary Fund	10,050.62

CLERK'S BALANCE \$2,979,780.99

The month-to-date Bank Report as follows:

Primary Checking	\$227,279.48
Petty Cash and change	140.00
Star Ohio	2,752,361.51

TOTAL \$2,979,780.99

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

COMMITTEE REPORTS

A. BUILDING COMMITTEE: Most of the masonry is completed, the cement is being laid, the drywall put up, and the electrical work started. The committee met three times to review exterior signs.

Motion moved by David Riede and seconded by Joanne Green.

2005-16 MOTION: Move that the Cuyahoga Falls Library Board of Trustees approve contracting with the Ellet Sign Company for two street signs in the amount of \$12,800.00.

Motion passed unanimously.

Motion moved by David Riede and seconded by Sandra Krueger.

2005-17 MOTION: Move that the Cuyahoga Falls Library Board of Trustees authorize the Library Director to approve Construction Change Directives for \$1,000 or less. More expensive directives will require the Board's approval.

Motion passed unanimously.

Minutes
Regular Meeting
October 18, 2005

Motion moved by David Riede and seconded by Robert Ferguson.

2005-18 MOTION: Move that the Cuyahoga Falls Library Board of Trustees approve Construction Change Directives 5 (credit \$317) and 6 (\$1,111.82).

Motion passed unanimously.

B. FINANCE: No report

C. GRAEFE MEMORIAL: No report

D. AFFLECK SCHOLARSHIP: No report

E. SCULPTURE/DONATED ART: No report

F. FRIENDS OF THE LIBRARY: The fall book sale is November 4 and 5.

DIRECTOR'S REPORT: Please see written report.

OLD BUSINESS: None

NEW BUSINESS: None

ACCEPTANCE OF GIFTS: No gifts.

ADJOURN

The meeting adjourned at 8:37.

Respectfully Submitted By,

 Mary Lou Gault, Secretary/de

Approved By,

 Jack Hayes, Board President

DIRECTOR'S REPORT

October 18, 2005

CUSTOMER SERVICE

We had another very busy month. Circulation rose almost 2,000 items, or 3.4%, in September. During the third quarter we circulated over 200,000 items, 5% more than during the same quarter of 2004. Even with the significant disruption in service because of the construction, we are well on our way to breaking last year's record circulation figures!

The Library sponsored over 50 adult programs in September, with a total attendance of more than 650 people. Forty-five readers participated in our *Banned Books* program, one of them winning the prized T-shirt. The other significant adult program, with 58 in attendance, was *Otto Wolf's Magic Show*. Children's Services sponsored 34 programs, in the library and out, with almost 1,000 young people participating. Story times took center stage, along with KinderRhythm. The *Book Boxes* service (multiple copies of the same title for classroom use) is almost ready to launch. We have already had a number of inquires from local teachers. Almost 500 people used the meeting rooms for community activities.

Hennen's American Public Library Ratings were recently published and our Library did very well, continuing the upward trend that started in 2003. In 2002 (based on statistics from 2000) the Cuyahoga Falls Library was in the 83rd percentile, 149th out of 877 public libraries in our category. This year (based on 2003 statistics) we have risen to the 99th percentile, just short of the top ten in the nation!

BUILDING AND GROUNDS

The construction project is picking up steam. The brick veneer is almost finished and half of the drywall is in place. Most of the exterior work will be completed by the end of October when the sidewalks are laid and the parking lot is paved. Change directive number 3 (a small plumbing alteration) was approved (\$263). The projected is still scheduled to be completed by the end of November.

If not for the delay of the structural steel, the entire project would be completed by the end of October and the public could use the drive-up window, the new elevator, and the streamlined new entrance before the vote on the levy.

The Building Committee met twice to review and approve the Library's exterior signs. The City has given its preliminary approval and has already removed the row of shrubs near the 2nd Street parking lot entrance. All that remains is to receive formal approval for the two signs and schedule their installation.

Ingersoll Landscape and Lawn Maintenance has been engaged to do some weeding and pruning, principally on the south and west sides of the building.

PERSONNEL

Betty Cundiff, a long time employee and shelver, left for another job. She will be replaced as soon as possible.

LEVY

The Cuyahoga Falls Library Supporters went into action even before we knew for sure whether or not the levy would be on the ballot. We were very pleased to receive the news of Judge Unruh's decision that the Board of Education was legally obligated to file the resolution and that she would order the Board of Elections to place the levy on the ballot. With this good news and a significant amount of volunteer time and financial support from the Friends of the Library, the Board of Trustees, Library staff, and many long-time Library users, we were able to prepare and distribute yard signs, posters, newspaper ads, book marks, and information sheets to help get our message out to the voting public. There is much more to be done. We will have a telephone campaign and a focused postcard mailing just before the election.

We are optimistic about the election, believing that the huge number of library users who have driven our service statistics to record heights over the past four years will vote to fund the Library.