

Minutes
Regular Meeting
December 20, 2005

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

Tuesday, December 20, 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, Betsy Booth, Sandra Krueger, Joanne Green, Susan Gatton, Mary Lou Gault, Audrey Sandor, Lynda Tebelak and Library Director, Kevin Rosswurm

Excused: Jon Strubbe and Robert Ferguson
Guest: Ellin Walsh, *Cuyahoga Falls News-Press*.

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 Betsy Booth, and passed unanimously.

ADOPTION OF THE MINUTES

A motion to approve the minutes of the *Regular Meeting* of November 15, 2005 was made by David Riede, seconded by Joanne Green, and passed unanimously.

A motion to approve the minutes of the *Special Meeting* of December 6, 2005 was made by Betsy Booth, seconded by Sandra Krueger, and passed unanimously.

CORRESPONDENCE: Lou Schott

PUBLIC PARTICIPATION: None

TREASURER'S REPORT

Susan Gatton presented and moved the payment of the November and December 2005 bills in the amount of \$400,278.94. The motion was seconded by Mary Lou Gault and passed unanimously.

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

General Fund	\$ 427,333.73
Building Fund	2,168,038.47
Endowment	31,178.79
Caroline Affleck Memorial Scholarship Fund	54,561.36
Carl & Mary Graefe Fund	109,224.93
Paul & Mildred Underwood Memorial Fund	24,378.99
Children's Literary Fund	9,053.88

CLERK'S BALANCE \$2,823,770.15

The month-to-date Bank Report as follows:

Primary Checking	\$ 54,261.57
Petty Cash and change	140.00
Star Ohio	2,769,368.58

TOTAL \$2,823,770.15

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

Motion moved by Susan Gatton and seconded by David Riede.

2005-24 MOTION: Move that the Cuyahoga Falls Library Board of Trustees accept the proposal from Charles E. Harris and Associates, Inc., to perform GAAP conversion for 2004 and 2005, at a fee not to exceed \$3,500.00.

Motion passed unanimously.

COMMITTEE REPORTS

A. BUILDING COMMITTEE:

Motion moved by David Riede and seconded by Joanne Green.

2005-25 MOTION: Move that the Cuyahoga Falls Board of Trustees approve Construction Change Directive 7, in the amount of \$2,247.

Motion passed unanimously.

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B. FINANCE:

Motion moved by Susan Gatton and seconded by Betsy Booth.

2005-26 MOTION: Move that the Cuyahoga Falls Board of Trustees request the Board of Education, Cuyahoga Falls City School District, to place a five (5) year 1.3 mill real estate levy on the ballot for the primary election to be held May 2, 2006.

Motion passed unanimously.

C. GRAEFE MEMORIAL: Flowers were placed on the graves for Christmas.

D. AFFLECK SCHOLARSHIP: No report

E. SCULPTURE/DONATED ART: No report

F. FRIENDS OF THE LIBRARY: No report

G. NOMINATING COMMITTEE: Propose the following slate of officers for 2006: Jon Strubbe, President; David Riede, Vice-President; Susan Gatton, Treasurer; and Joanne Green, Secretary.

DIRECTOR'S REPORT: Please see written report.

OLD BUSINESS: None

NEW BUSINESS:

Motion made by Joanne Green and seconded by David Riede.

2005-27 MOTION: Move that the Cuyahoga Falls Library Board of Trustees approve the 2006 holiday schedule.

Motion passed unanimously.

ACCEPTANCE OF GIFTS:

A motion was moved by Susan Gatton and seconded by Audrey Sandor to accept all gifts with gratitude. Motion passed unanimously.

ADJOURN

The meeting adjourned at 8:19.

Respectfully Submitted By,

Mary Lou Gault, Secretary/de

Approved By,

Jack Hayes, Board President

DIRECTOR'S REPORT

December 20, 2005

CUSTOMER SERVICE

For the ninth consecutive time we've surpassed last year's monthly circulation total. The library charged out almost 3,000 more items than in November 2004, for a 5% increase. Adult circulation continues to lead the way, with an 8% increase, and children's continues to lag, with a 2% decline. Books and digital media both grew. Tapes, now an obsolete technology, continue to dwindle. We've already broken last year's record circulation total and should surpass 750,000 items this year.

In November we hosted or sponsored 56 adult programs, with almost 800 people attending. The Summit County Health Department's flu shot program was the most heavily attended, but the *Altered Books* program, a variation on scrap booking, was the most interesting adult event. Children's Services presented 41 programs, in and out of the building, with over 1,200 young people in attendance. Children's Book Week, and the accompanying *Emerald City Reading Café*, was the monthly highlight.

Book Boxes, supported by the library's Literacy Fund, opened for business in November. Book Boxes supplies interested teachers with multiple copies of a single title so that the entire class can read the same book.

BUILDING AND GROUNDS

The base coat of asphalt was laid on the bare sections of the parking lot. The finish coat will be applied in the spring. Much of the electrical work and some of the painting is completed. A limited amount of lighting and cabinetry is installed. We are working with Business Interiors and Environments Inc. of Akron on furniture for Cataloging and Acquisitions. (The other departments will use existing furniture where ever possible.) All of the details have been worked out on our two street signs; we are waiting for final approval from the city.

GIFTS

Paul and Elizabeth Foster, the very generous patrons who donated one of the benches next to our fountain, gave the Library \$1,000 in memory of Russ Smith. Because of Mrs. Foster's interested in children's literature, the money will be used to purchase picture books.