

**Minutes**  
**Regular Meeting**  
*February 20, 2007*

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

**Tuesday, February 20, 2007, 7:30 PM**  
**Library Board Room**

**CALL TO ORDER**

Jon Strubbe called the meeting to order at 7:30 p.m.

**ATTENDANCE:**

Jack Hayes, Susan Gatton, Betsy Booth, Sandra Krueger, Jon Strubbe, Cheryl Bruce, Helen McWilliams, Krishna Baranwal and Library Director, Kevin Rosswurm.

Excused: David Riede, Lynda Tebelak and Mary Lou Gault

Guest: Judy Griggs

**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 Sandra Krueger, seconded by Betsy Booth, and passed unanimously.

**ADOPTION OF THE MINUTES**

A motion to approve the minutes of the *Regular Meeting* of January 23, 2007 was made by Krishna Baranwal, seconded by Helen McWilliams, and passed unanimously.

**CORRESPONDENCE:** Mayor Robart's re-appointment of Cheryl Bruce and Helen McWilliams.

**COMMENTS FROM THE PUBLIC:** None

**TREASURER'S REPORT**

Susan Gatton presented and moved the payment of the January and February, 2007 bills in the amount of \$193,772.73. The motion was seconded by Jack Hayes and passed unanimously.

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Mrs. Gatton presented the various fund balances as of January 31, 2007 as follows:

General Fund	\$ 227,004.89
Building Fund	1,437,246.46
Endowment	39,868.93
Caroline Affleck Memorial Scholarship Fund	55,105.54
Carl & Mary Graefe Fund	115,181.26
Paul & Mildred Underwood Memorial Fund	25,706.14
Children's Literary Fund	10,181.66
<b>CLERK'S BALANCE</b>	<b>\$1,910,294.88</b>

The month-to-date Bank Report as follows:

Primary Checking	\$ 98,861.30
Petty Cash and change	140.00
Star Ohio	1,811,433.58
<b>TOTAL</b>	<b>\$1,910,294.88</b>

Mrs. Gatton moved to approve the Treasurer's Report, subject to audit; seconded by Betsy Booth. 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 agreed to pay for the sculpture base, not to exceed \$2000.00.
- E. BUILDING: No report
- F. FINANCE: No Report

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

**OLD BUSINESS:** None

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**NEW BUSINESS:** A motion was made by Jon Strubbe and seconded by Susan Gatton that the Cuyahoga Falls Library Board of Trustees go into Executive Session at 7:55 p.m. to discuss a confidential personnel matter. Motion passed unanimously.

A motion was made by Sue Gatton and seconded by Jack Hayes that the Cuyahoga Falls Library Board of Trustees come out of Executive Session at 8:24 p.m. Motion passed unanimously. No action was taken.

**ADJOURN**

The meeting adjourned at 8:27 p.m.

Respectfully Submitted By,

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Mary Lou Gault, Secretary/de

Approved By,

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Jon Strubbe, Board President

## **DIRECTOR'S REPORT**

*February 20, 2007*

### **CUSTOMER SERVICE**

Business took a BIG jump last month. We charged out 16%, or 9,000 more items than we did in January 2006. Circulation grew in all areas of the collection, with the exception of audio and video tapes. The number of adult items charged out was up 14%, children's 18%. An increase wasn't surprising, given the restoration of our service hours. What was a very pleasant surprise, however, was the size of the increase. Not only did we leap over the relatively easy hurdle of 2006, but we cleared the much higher bar of 2005. We charged out almost 8,000 more items than in January 2005, or 13% more than our last January with comparable hours of service. This was very likely the busiest January we have ever had. We also had 1,200 more visitors than in January 2005, an increase of 4% for the month.

The library sponsored 39 adult programs, with 450 people in attendance. Two travelogues were particularly well received; one on Michigan, the other on Canada's Atlantic Provinces. Children's Services offered 28 programs, with 950 youth in the audience. The highlights were the Winter Reading Program (*Snow is Falling, Books are Calling*) and the Preschool Fair, with information available from all of the city's preschools.

Starting very soon the library will require patrons to use PINs to access their personal account on-line, place reserves, and to log into the public computers. The use of PINs is quite common in public libraries. It is a very small inconvenience, but provides an increased level of security for highly personal information. Using PINs on our public computers will also help prevent patrons from abusing the library's time limitation policy and make more computers available to more people.

### **PERSONNEL**

Union negotiations continue. We've started interviewing the finalists for our children's librarian position.