

The Canal Fulton Library Board met in regular session on Wednesday, November 9, 2016 with Bob Richmond presiding.

Trustees Present: Jim Westbrooks, Michelle Studer, Jim Pryor, Dean Crawford and Becky Murgatroyd.

Others in Attendance: David Brown, Director, Pat Pentello and Rochelle Rossi from FOL.

Minutes: The minutes of October 12, 2016 were presented for approval. Michelle moved to amend the minutes to correct the spelling of Michael Benya, not Benja, seconded by Jim Westbrooks, all yeas motion carried.

Financial Report: The financial reports for the period ending November 9, 2016 were presented. Jim Pryor moved to approve the financials, seconded by Becky, all yeas motion approved.

The Bank Reconciliation for the month of October, 2016 was presented for approval. Jim Westbrooks moved to approve the reconciliation, seconded by Jim Pryor, all yeas motion carried.

Bills: A list of bills in the amount of \$75,626.59 was presented for payment. Dean moved to pay the bills, seconded by Jim Pryor, all yeas motion carried.

Pat asked for approval to transfer \$68.50 from Other Other 1000.100.590.0000 to 1000.100.372.0000 UAN Fees. Michelle moved to approve the transfer, seconded by Dean, all yeas motion carried.

Pat asked for approval to appropriate \$100,000.00 from the unappropriated balance of the General Fund, to account 1000.910.910.0000 Transfer Out. This transfer will be made to the Capital Fund. Dean moved to approve the appropriation in the amount of \$100,000.00 from the General Fund to the Capital Fund, account 1000.910.910.0000, seconded by Jim Westbrooks, all yeas motion carried.

Pat discussed the 2017 Annual Appropriations with the board and will bring the information to the December meeting for consideration.

Children's Report Attached

Director's Report Attached:

David reported that there was water leaking in several spots in the ceiling above and to the right of the copier and above the browsing book collection. David contacted Grant to work on it.

Book sales were \$173.40.

David stated that the City of Canal Fulton is collecting hats, gloves and scarves to decorate a mitten tree. They will have the tree at city hall and David would like to have a donation box in the library as well.

Human Resources: Due to changes in the Fair Labor Standard Act regarding overtime compensation, by law effective December 1, 2016, the department managers will no longer be considered exempt.

David asked the board to change the Personnel Policy so that the director is the only exempt staff person: Delete "exempt" and "salary" from other position listings in policy, job descriptions and personnel records. Jim Westbrooks moved to accept David's policy change, seconded by Jim Pryor, all yeas motion carried.

David reported that November is a month that we are displaying our 3D printer in the display case.

David discussed safety with the board after a man apparently suffered anaphylactic shock in the men's room.

David asked approval from the board to add October 9th to the Canal Fulton Public Library Calendar for 2017. This will be Staff in Service Day. Michelle moved to approve to add October 9th to the closed day calendar for 2017, seconded by Becky, all yeas motion carried.

David reported that he and Michelle attended the Summit County Library Trustees Council Annual meeting. The 2017 PLF Allocation for 2017 was voted on and approved with no changes. A letter accepting the allocation will be sent. Michelle moved to approve the 2017 Summit County PLF Allocation, seconded by Jim Westbrooks, all yeas motion carried.

David discussed the stats with the board. He advised that more patrons are coming in with an 8% increase but not checking out as much material.

Michelle moved to change the Personnel Policy to read Fiscal Officer everywhere there is mention of Clerk-Treasurer, seconded by Becky, all yeas motion carried.

The 2017 minimum was will be \$8.15 per hour.

FOL – Rochelle stated that the Annual Veterans Program was a success. She stated that there will be raffle tickets for sale for the baskets. She stated that gift cards will be purchased for the library staff for Christmas.

Committee Reports: None.

New Business: None

Unfinished Business: Discussion was held on the cost of copies. It is determined that the library is not making any money on them. David recommends that no more free copies for staff, volunteers, etc. He also recommends changed black and white copies to .15 per copy.

The next meeting will be held December 14, 2016 at 7:00 p.m.

Becky moved to adjourn.

Jim Westbrooks, Secretary

Robert Richmond, President