

**CANAL FULTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
OCTOBER 11, 2017**

The Canal Fulton Library Board met in regular session at 7 P.M. on Wednesday, October 11, 2017 with Dean Crawford, Vice President, presiding.

Trustees Present: Becky Murgatroyd, Michelle Studer, Jim Westbrooks, and Linda Zahirsky. Bob Richmond and Jim Pryor were absent.

Others in Attendance: Director David Brown, Fiscal Officer Debbie Kerr, and FOL President James Deans.

Minutes: The minutes of September 13, 2017 were presented for approval. Linda moved to approve the minutes, seconded by Jim Westbrooks, all yeas motion carried.

Fiscal Officer Reports:

Debbie presented the Bank Reconciliation for the month of September, 2017 for approval. Linda moved to approve the reconciliation, seconded by Becky, all yeas motion carried.

The financial reports for the period ending October 11, 2017 were presented. Linda moved to approve the financials, seconded by Jim Westbrooks, all yeas motion carried.

Bills: A list of bills in the amount of \$65,324.65 was presented for payment. Jim Westbrooks moved to pay the bills, seconded by Michelle, all yeas motion carried.

Account Transfers: Debbie requested 1 budget account transfer:

Michelle moved and Becky seconded to transfer \$260 from Adult Periodicals 1000-100-411-4121 to Adult Programs 1000-100-329-3293 to do 2 more Fall/Holiday programs. All yeas, motion carried.

2018 Tax Levies Resolution:

Linda moved and Michelle seconded the attached Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor for 2018. All yeas, motion carried.

Director's Report Attached:

David reported on the following items, per the Director's Report attached:

Building Grounds

- An email was sent to the Buildings & Grounds Committee from Jim Pryor requesting any questions/concerns about the program addition design and then to meet prior to a meeting with SOL Harris Day on the 31st.

Financial The Summit County Library Trustees Council will meet Thursday, October 19th at 7 PM at the Cuyahoga Falls Public Library to approve the 2018 PLF distribution percentages. At least one Trustee should attend this annual meeting. Michelle volunteered to attend. David advised that the PLF is determined by a number of factors, one of which is the patron count. He is looking into replacing the 3 "people counters" in the Library. The one broke in the Children's Department. He is looking into better options that may be more accurate.

Human Resources

- Stephanie Skemp, our shelver hired 8/16/17, will be resigning due to health issues. A search will begin soon for a shelver.
- Beth Sutter, past employee in Circulation and Children's Department, is willing to be on call as a substitute. Discussion was held about setting the hourly rate of pay. **Linda moved and Jim Westbrooks seconded a motion to establish a substitute position at \$10.50 per hour. All yeas, motion carried.**

Stark County Libraries We participated in the county wide "One Book One Community" book discussion of *Rudy* by Daniel "Rudy" Ruettiger. The CFPL book discussion was Oct. 10th at 6:30 PM. The county "meet the author" event is Oct. 24th at the Canton Palace Theater.

Programs The September 9th Fall Festival was attended by 156+ people. The October 14th Harry Potter program may have more than 156 in attendance. Harry Potter is also the theme of the October display case.

Items shared with the Board and passed around the table: Program evaluations. Carrington Connection, pictures of Holiday decorations for the Library from FOL, notices of the Meet the Candidates and the Veterans Day Program events.

Friends of the Library Report: James Deans reported the following:

- FOL hosted a program featuring Sherri Brake, “Haunted Canal Fulton and Massillon” on Oct. 5th at 6 pm with 43 attendees. People were turned away due to lack of space. Sherri signed & donated 5 of her books to the Library.
- FOL is getting ready for “Meet the Candidates Night” on 10/25/17 at 6 pm at the NW Stark Senior Center for Canal Fulton City Council, Lawrence Township Trustees, and the Northwest School Board. Letters were sent to all 15 candidates and at least 100 attendees are anticipated.
- FOL is getting ready for the November 5th “Salute to the Veterans” at Puffenberger Hall at NWHS. This is always a very good, well-attended event.

Committee Reports: None

New Business: None

Unfinished Business: None

Next meeting: November 8, 2017 at 7:00 p.m.

At 7:35 p.m. Becky moved to adjourn, seconded by Linda, all yeas motion carried.

Jim Westbrooks, Secretary

Robert Richmond, President