

The Canal Fulton Library Board met in regular session on Wednesday, January 20, 2016 with Bob Richmond presiding.

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

Others in Attendance: David Brown, Director, Pat Pentello and James Deans from FOL.

Minutes: The minutes of December 9, 2015 were presented for approval. Jim Pryor moved to approve the minutes, seconded by Michelle, all yeas motion carried.

Financial Report: The financial reports for the period ending January 20, 2016 were presented. Jim Westbrooks moved to approve the financials, seconded by Becky, all yeas motion approved.

The Bank Reconciliation for the month of December, 2015 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 \$67,016.34 for December was presented and for January in the amount of \$23,975.17 for payment. Michelle moved to pay the bills for December and January, seconded by Jim Westbrooks, all yeas motion carried.

Pat asked for approval for a transfer from Salaries 1000.100.110.0000 in the amount of \$400.00 to 1000.100.221.0000 Medical Insurance and from 1000.100.390.0000 Other Purchased Contracted Services to 1000.100.211.0000 Ohio Public Employees Retirement in the amount of \$2,587.02. Michelle moved to approve this transfer, seconded by Becky, all yeas motion carried.

Children's Report Attached

Director's Report Attached:

David reported that our custodian, Matt Mitchell, found an open window when he arrived for work on January 16th by the sitting area. He called the Canal Fulton Police Department and Matt and the Police walked around the interior of the building and checked all the unlocked areas. David reported that they did not find anything out of place. David stated that new closing procedures are in place to check the locks on the windows.

Building and Grounds: The library has hired A-Quality Facility Services to clean the floors in the library on January 23rd and January 24th. He also explained that the paperback racks and the sitting area will be switched.

Human Resources: Elisha Mueller has resigned her full time position as Children's Programming Specialist 2 as of January 15, 2016 and Linda Lynch has resigned her part time position as Children's Programming Specialist 1 as of January 22, 2016. Elisha's position has been filled by Brittany McMasters, therefore leaving her position and Linda's open.

David asked the board to consider revising the Personnel Policy, under "Miscellaneous Policies" to be amended for A.L.A. memberships to be paid for Professional Library Organizations. Michelle moved to amend the Personnel Policy to pay for Professional Library Organizations for full time staff, seconded by Jim Westbrook, all yeas motion carried.

David discussed with the NW High School the possibility of providing students with a library card with limited abilities (such as 2 to 5 books and digital access to databases) "fine free" and not require an adult signature. He hopes to be able to provide registration at Community Day on Sunday, April 17th at the high school and again at freshman orientation in August.

Friends of the Library: James Deans distributed the FOL Report to the board. He stated that the FOL Baskets and tree raffles were successful.

Committee Reports: Jim Pryor reported that he met with David and Michael Benja for the expansion project and what the library was trying to achieve. Jim will give a report on the scope of the project soon. The cost of Michael Benja's professional services would be \$33,000.00. A written proposal will be coming. Bob discussed a name other than a community meeting room; he prefers a library programming room. David will look at other libraries and their policy for a room.

Bob discussed the 2016 committees and it was agreed to keep them the same as 2015.

New Business: None.

Unfinished Business: Bob asked David to send a letter to the school board advising them of Becky Murgatroyd retaining her seat on the board for another term.

Discussion was held on the sign for the library. Dean asked if Mel Wacker could direct us on a sign that might meet specifications. David will call Mel Wacker Signs.

The next meeting will be held February 10, 2016 at 7:00 p.m.

Becky moved to adjourn, seconded by Michelle.



Jim Westbrook, Secretary



Robert Richmond, President