

**CANAL FULTON PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
FEBRUARY 13, 2019**

**Trustees Present** Bud Graham, Becky Murgatroyd, Bob Richmond, and Jim Westbrooks. Michelle Studer and Linda Zahirsky were absent.

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

Bob Richmond called the meeting to order at 7 P.M.

**Approve Minutes**

The minutes of **January 9, 2019** were presented for approval. Bud moved to approve the minutes, seconded by Becky, all yeas motion carried.

**Friends of the Library Report** James reported that the Holiday Basket Raffle Sales were down a bit this year, but still decent. On January 26<sup>th</sup> FOL hosted a Meet The Author/Book Signing by Professor Charlie Dale with 11 attending. FOL and the CF Library will share a booth at the "Community Day" at NW High School on March 3<sup>rd</sup>.

**Fiscal Officer Reports** Debbie presented the Bank Reconciliation for the month of January, 2019 for approval. Jim moved to approve the reconciliation, seconded by Becky, all yeas motion carried.

The financial reports for the period ending January 31, 2019 were presented. Jim moved to approve the financial reports, seconded by Becky, all yeas motion carried.

**Bills** A list of bills in the amount of \$77,107.96 was presented for payment. Jim moved to pay the bills, seconded by Bud, all yeas motion carried.

**Draft Revised Investment Policy** Debbie distributed copies of a draft revised investment policy and the Board suggested a few revisions. Debbie will present a revised policy at the next meeting.

**Director's Report Attached:**

**Administration** Hudson Library & Historical Society have excess book shelves they are willing to give us. David met with a moving company that is experienced in moving libraries to discuss moving the shelving, removing the books to special carts to keep everything in order, taking down the old shelves, reassembling the new shelves, and then putting the books back on the shelf in the same order. The letter/quote is included in David's report. **Bud moved and Jim seconded a motion to approve the quote from Corrigan Moving Systems to move the shelving from Hudson and handle the**

**transfer of books from old to new shelves for a maximum of \$9090. All yeas, motion carried.**

Building & Grounds David requested approval of a quote from Grant Joyce for the Board room/Director's Office ceiling repair and painting, and painting of the Children's department and the stairway to the Children's department for \$7670. **Bud moved and Jim seconded a motion to approve the ceiling repairs and painting by G & J Northcoast Construction for \$7670. All yeas, motion carried.**

Human Resources Phinh Khongphatthana, our Technology Manager, has resigned and his last day was 2/8/19. The position has been posted.

Policy David reported that he and Linda Zahirsky have begun reviewing the Personnel Policy.

Items included in the Director's Report

1. January Social Media Contacts and December/January Circulation statistics;
2. The 1/18/19 TAP (Talk About Potential) meeting minutes, which include YMCA updates;
3. Newspaper articles "North Canton Library online checkbook added to website" and an article about long-time Board member Dean Crawford retiring from the Board after 26 years.
4. A letter from the NW School District advising that their Board approved the appointment of Matt Moellendick as a CF Library Board member for a term of 1/1/19 through 12/31/25.
5. An updated list of Library Board members and their contact information.
6. A draft list of Library Board Committees for 2019.

Committee Reports – Building & Grounds – David distributed copies of the K2M design. Discussion was held about the various options. There will be a meeting with K2M on Friday.

New Business N/A

Unfinished Business Bob suggested to take a look at the draft committee list for the next meeting.

Next meeting The next regular meeting will be held on March 13, 2019 at 7:00 PM.

Becky moved to adjourn, seconded by Bud, all yeas motion carried.

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Jim Westbrooks, Secretary

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Robert Richmond, President