

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

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

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

Michelle Studer called the meeting to order at 7 P.M.

New Board member, Matt Moellendick, was sworn in to office by Board member Linda Zahirsky.

**Friends of the Library Report** James reported that the FOL and Library shared a booth on March 3<sup>rd</sup> at the Community Day at NWHS. FOL will not have a booth at Clinton's Applefest this year. FOL will have a float in the Olde Canal Days Parade in July. The summer reading theme this year is "Space" so they will toss out Space Rubber Duckies to the children along the route. The FOL members have voted to not have an annual Friends Book Sale this year due to lack of space for storage and sorting. The annual event will continue when the new addition is finished.

**Approve Minutes**

The minutes of **February 13, 2019** were presented for approval. Linda moved to approve the minutes, seconded by Jim, all yeas motion carried.

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

The financial reports for the period ending February 28, 2019 were presented. Linda moved to approve the financial reports, seconded by Bud, all yeas motion carried.

**Bills** A list of bills in the amount of \$95,656.34 was presented for payment. Jim moved to pay the bills, seconded by Linda, all yeas motion carried.

**Draft Revised Investment Policy** Debbie distributed copies of a draft revised investment policy that will be presented for approval at the next meeting.

## Director's Report Attached:

Building & Grounds The Board meeting room/Director's Office ceiling has been repaired and painted, and the Children's department has been painted.

Community The Library received an "Institution Notice For Liquor Permit" for Sully's Barrel Room on Canal LLC at 129 N. Canal St., which is approximately 335 feet from the Library. **Bud moved and Linda seconded a motion to not object to the permit issuance. All yeas, motion carried.**

Human Resources **Linda moved and Jim seconded a motion to retroactively approve an unpaid leave for Missy Smith, 1/17/19 – 3/5/19. All yeas, motion carried.**

**Linda moved and Bud seconded a motion to retroactively approve Brittany McMaster's extension of time until the end of February to use up her vacation time. There was discussion about revising the policy so this is not occurring as often. All yeas, motion carried.**

7 candidates were interviewed and Phinh Khongphatthana has been rehired as Technology Manager effective March 25<sup>th</sup>.

### Items included in the Director's Report

1. February Circulation statistics;
2. The 2/12/19 TAP (Talk About Potential) meeting minutes, which include YMCA updates;
3. An article in The Independent newspaper about long-time Board member Dean Crawford retiring from the Board after 26 years;
4. A letter from the Ohio History Connection and pictures of the Canal Fulton Heritage Society receiving a matching grant for the Oberlin House Museum roof of \$17,500;
5. An informational sheet from the OH Library Council about Legislative Day on April 9th in Columbus;
6. A copy of the N. Canton Library's meeting room policies and guidelines to help the Board use as an example for the addition.

**Committee Reports – Building & Grounds –** The meeting minutes for the committee meetings of 1/11/19, 2/15/19, and 3/8/19 are included in the Director's Report. The March 8<sup>th</sup> committee meeting was held via Skype regarding the proposed addition plans as drawn by the architect. Discussion was held about various options.

**Linda moved and Jim seconded a motion to not include a basement in the addition as there is no justification for cost due to elevator and additional costs required and amount of space it would use for stairs. All yeas, motion carried.**

Linda updated the Board about her and David's meeting with USDA financing reps. The Board needs a letter from 2 banks quoting their rates and length of financing the library addition. The USDA rate is 4.25% for 30-40 years. Whenever U.S. Government funds are used, you need an environmental impact study.

**New Business** N/A

**Unfinished Business** N/A

**Next meeting** The next regular meeting will be held on April 10, 2019 at 7:00 PM.

Jim moved to adjourn, seconded by Linda, all yeas motion carried.

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Jim Westbrooks, Secretary

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Robert Richmond, President