

**CANAL FULTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
JANUARY 9, 2019**

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

Others in Attendance Director David Brown and Fiscal Officer Debbie Kerr. FOL President James Deans was absent due to illness.

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

Election of Officers Linda moved to nominate Bob Richmond to the position of President, Michelle Studer as Vice-President, and Jim Westbrooks as Secretary, seconded by Becky, all yeas motion carried.

Reappointment of Fiscal Officer Michelle moved to reappoint Debbie Kerr as Fiscal Officer, seconded by Jim, all yeas motion carried.

Appointment of Standing Committees Bob asked if anyone wishes to move to another committee. This can be discussed at a later time after a new board member joins.

Approve Minutes

The minutes of **December 12, 2018** were presented for approval. Linda moved to approve the minutes, seconded by Michelle, all yeas motion carried.

Fiscal Officer Reports Debbie presented the Bank Reconciliation for the month of December, 2018 for approval. Becky moved to approve the reconciliation, seconded by Bud, all yeas motion carried.

The financial reports for the period ending December 31, 2018 were presented. Michelle moved to approve the financial reports, seconded by Becky, all yeas motion carried. Debbie noted on the 'Comparison of Budget and Appropriated' report that the unappropriated balance for the general and capital funds total \$351,716.92.

Bills A list of bills in the amount of \$68,961.68 was presented for payment. Linda moved to pay the bills, seconded by Michelle, all yeas motion carried.

Account Transfers Debbie requested a 2018 budget account transfer for the 12/28/18 payroll. Linda moved and Becky seconded the transfer of \$3973.50 from 1000-100-221-0000 Medical/Hospitalization to 1000-100-110-0000 Salaries.

Fund Transfers Debbie requested the 2019 budgeted capital fund transfer of \$150,000.00. Michelle moved and Linda seconded to transfer \$150,000.00 from the General Fund 1000-910-910-0000 to the Capital Projects Fund 4001-931-0000. All yeas, motion carried.

Revised Credit Card Policy Linda moved and Bud seconded a motion to approve the revised credit card policy with changes as proposed by the Director. All yeas, motion carried.

Director's Report Attached:

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

Administration Hoopla went live on 1/9/19.

Building & Grounds Dave Snyder of IAP has scheduled the building addition kickoff meeting for 1/11/19 at 2 PM at the library.

David updated the Board with excerpts from the 11/13/18 TAP (Talk About Potential) meeting minutes and YMCA information.

Discussion was held regarding the policies approved by the Board on 12/12/18 and formatting of all policy documents to be the same (spacing, font type & size, outline numbering, etc.). David will ask Betsy to make the changes.

Items included in the Director's Report

1. Seasons Greetings cards to the library from various persons and businesses;
2. Newspaper article "Library levy issue will be back in May" regarding the Stark County District library levy.

Friends of the Library Report No Report

Committee Reports – **Building & Grounds** – The program room addition meetings will typically be held during the day with IAP.

New Business At 8:10 PM Linda moved and Michelle seconded a motion to move into Executive Session to consider the appointment of a new board member, all yeas motion carried. In Executive Session, candidates for the trustee position were discussed but no

decision was made in executive session. At 8:18 PM Linda moved and Bud seconded a motion to return to public session, all yeas motion carried.

Upon return from executive session, discussion was held that both are good candidates and both live in the NW School District. Linda moved and Bud seconded a motion to recommend Matt Moellendick to the school board for appointment to the Library Board of Trustees. All yeas, motion carried.

Unfinished Business None

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

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

Jim Westbrooks, Secretary

Robert Richmond, President