

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

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

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

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

Health Insurance Information Doug Brown of Brown and Associates presented information and options to the Board regarding the group health insurance, since the current coverage expires October 31st, 2019.

Approve Minutes

The minutes of **September 11, 2019** were presented for approval. Linda moved to approve the minutes, seconded by Michelle, all yeas motion carried.

Friends of the Library Report James reported that they are preparing for the “Meet the Candidates Night” on October 24th, the Veteran’s Program on November 10th and the Holiday Basket Raffle fundraiser. They are looking at possibly adding 1 or 2 high school students to the FOL Board.

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

The financial reports for the period ending September 30, 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 \$87,083.24 was presented for payment. Michelle moved to pay the bills, seconded by Linda, all yeas motion carried.

Account Transfers Debbie requested budget account transfers for 5 additional hot spots, per Phinh’s request. Linda moved and Michelle seconded to transfer \$700.00 from 1000-100-590-0000 Other-Other to 1000-100-750-7522 Furniture & Equipment - Technology. All yeas, motion carried.

2020 Tax Levies Resolution Linda moved and Bud 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 2020. All yeas, motion carried.

2020 Appropriations Debbie asked for guidance to prepare and e-mail the draft 2020 appropriations for the Board's review at the November meeting. Topics discussed include the amount needed if the Library participates in the juvenile program called Dolly Parton's Imagination Library, amounts for all books, materials and programs, and if furniture is included in the architect's quote for the addition.

Credit Card Rewards Debbie advised that the Library received a \$50 check from First Commonwealth Bank for Company Credit Card Rewards for using credit cards issued by First Commonwealth.

Health Insurance Michelle moved and Linda seconded a motion to accept the health care proposal renewal rates of *The Health Plan* for coverage as currently in effect for the benefit year 11/1/19 – 10/31/20. All yeas, motion carried.

Director's Report Attached:

Administration David attended the OLC Convention & Expo 9/25 – 27. The Library is closed 10/14 for Staff In-Service Day.

Human Resources Melissa "Missy" Smith started on September 17th as the new full-time Teen Librarian & Information Assistant. Kara Galley (currently a shelver) will move into Missy's old schedule once we have a shelver hired to replace her. The Customer Service Assistant (Shelver) position has been posted.

Phinh Khongphatthana has resigned and his last day will be October 17th. The open I.T. Manager position has been posted on ZipRecruiter.

Darcey of the Stark County Prosecutor's Office is reviewing the Library's personnel policy and should have it ready for the November meeting, i.e.; ADA policy, "revision dates", pay policies, sick leave accrual, disciplinary policy, etc.

SEO Each year SEO removes records that had no activity for the last 36 months and purges inactive patron records that have less than \$5 in fines or fees. David requested that SEO send an e-mail message to CFPL cardholders prior to purging them. Two to

four weeks after sending the e-mail message, SEO will remove records that have had no response.

Strategic Plan Evan Struble at the State Library of Ohio (SLO) says that we are moving up the list – we are currently 4th in line. That means we will be seeing him in early 2020.

Ohio Library Council (OLC) OLC’s e-mail reminds libraries about their guidelines on petitioners outside and inside governmental public libraries. The e-mail also speaks about ‘Filming in Public Libraries’.

Dolly Parton’s Imagination Library David presented information about the Imagination Library program. The Stark County District Library is doing the public relations for the County. The Ohio budget is covering one half of the costs to provide books to children under 5 years old. The Program is asking us to contribute as our resident participants sign up. David will check with civic groups for sponsorship donations. The Stark County District Library requested a signed Memorandum of Understanding (MOU) to participate in the program.

Linda moved and Michelle seconded a motion to approve Director David Brown to sign the MOU for Dolly Parton’s Imagination Library in Stark County, after clarifying that the program is open to our entire school district including those in Summit and Wayne Counties, and to ask the Stark County Prosecutor’s Office to review the MOU. Also, the cost needs to be indicated in the MOU.

Upon discussion, Linda and Michelle both withdrew their motions. The topic can be reintroduced at a future meeting after questions and concerns are answered.

The Library received 16 mm movies from SEO. We could possibly have 3 events during the winter called “Last Scene Saturdays”. The films are 20 – 58 minutes long with topics such as Robert Frost, Jefferson’s Monticello, George Washington, Mark Twain, Curious George, bears, and miscellaneous history items.

Items included in the Director’s Report

1. September Circulation statistics (up from last year);
2. A page listing the Library Board Committees for 2019.
3. An e-mail regarding the Summit County Library Trustees Council Yearly Meeting to be held October 10, 2019 at 7 PM to approve the 2020 PLF distribution percentages.

Committee Reports – **Building & Grounds** - There were 3 companies that attended the pre-bid meeting on 9/24. Bob asked if a new updated Gant Schedule was available. A status report is needed at least every 2 weeks. David will call IAP.

New Business N/A

Unfinished Business N/A

Next meeting The next meeting will be held on November 13, 2019 at 7:00 p.m.

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

Jim Westbrook, Secretary

Robert Richmond, President