

**CANAL FULTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
MAY 8, 2019**

Trustees Present Bud Graham, Becky Murgatroyd, Bob Richmond, Michelle Studer, Jim Westbrook and Linda Zahirsky. Matt Moellendick was 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.

Approve Minutes

The minutes of **April 10, 2019** were presented for approval. Jim moved to approve the minutes, seconded by Michelle, all yeas motion carried.

Friends of the Library Report James reported that the trailer used for the FOL float in the Olde Canal Days Parade has bad axles so he put out an appeal for a trailer & driver and hope to have one soon. Looking ahead and getting materials needed for the Holiday Basket Raffle.

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

The financial reports for the period ending April 30, 2019 were presented. Jim moved to approve the financial reports, seconded by Linda, all yeas motion carried.

Bills A list of bills in the amount of \$89,569.48 was presented for payment. Linda moved to pay the bills, seconded by Jim, all yeas motion carried.

Credit Card Accounts There was some discussion about moving the credit card accounts to First Commonwealth Bank. Debbie explained that 4 cards would be issued to the Library with the authorized users names on each card as per the policy approved by the Board in January, 2019. Michelle moved to establish credit card accounts with First Commonwealth Bank as per the attached list of authorized users and credit limits; and then to close the Huntington credit card account, seconded by Linda, all yeas motion carried.

Account Transfers Debbie requested a budget account transfer due to a donation from the VFW AUX POST 9795 for the Summer Reading Program. Linda moved and Becky seconded to transfer \$150.00 from 1000.100.590.0000 Other-Other to 1000.100.329.3292 Children's Programs. All yeas, motion carried.

Director's Report Attached:

Insurance Debbie and David have completed the application needed for the upcoming renewal of the Directors and Officer policy that we have from Travelers Casualty and Surety Co. of America, through DiStefano Insurance.

Strategic Plan David requested strategic planning services from the State Library and was advised by Evan Struble, Associate State Librarian for Library Development, that we would be 9th in line due to a high-demand waiting list, which would mean a start time of winter/early spring. The Board discussed paying the Northeast Ohio Regional Library System, or NEO-RLS, which has 2 options, per the attached informational sheet. The last State Library-prepared plan involved the stakeholders (community input) and not the Board. David will review the status of the current plan and goals. He'll ask the State Library to add us to their waiting list.

Items included in the Director's Report

1. April Circulation statistics (up from last year);
2. A letter from John Ferrero, Stark County Prosecuting Attorney, advising of the appointment of Stephan Babik as the new Chief of the Civil Division and the Library's contact for any legal needs;
3. An informational sheet from Stifel about "Library Capital Financing Options";
4. An overview map of Canal Fulton showing 'Destination Rankings - Public Voting Results' from the CF Active Transportation & Connectivity Plan public meeting on 3-27-19 (the Library ranks 3rd);
5. An article in the Jackson Suburbanite about the Stark Library District levy Issue 8;
6. A Memorandum of Understanding with the Stark County District Library to offer Dolly Parton's Imagination Library is under consideration and was discussed among the Board. David will find out what the cost is before a decision is made.

Committee Reports – **Building & Grounds** –

1. Bob, David, & Michelle will meet with K2M’s Vinay to prepare for the HPC meeting presentation next Thursday, 5/16/19, regarding the exterior design (metal roof was added for consideration).

2. A storm shelter area will be discussed with IAP for guidance. The Board discussed the issues of building strength, insulation & materials and it was decided that IAP needs to get involved. May 24th is the next progress meeting with K2M in person. A special Building & Grounds Committee meeting will be called for concerns to be addressed with IAP before signing off on the design & development phase.

3. The Board talked about financing the addition. The Finance Committee will meet with a bank in May.

New Business N/A

Unfinished Business N/A

Next meeting The next regular meeting will be held on June 12, 2019 at 7:00 PM. Linda advised that she will be absent due to prior plans.

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

Jim Westbrooks, Secretary

Robert Richmond, President