

**CANAL FULTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
JULY 10, 2019**

Trustees Present Bud Graham, Matt Moellendick, , Bob Richmond, Michelle Studer, Jim Westbrook and Linda Zahirsky. Becky Murgatroyd 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 **June 12, 2019** were presented for approval. Linda moved to approve the minutes, seconded by Jim, Linda abstained, all other yeas, motion carried.

Friends of the Library Report James reported that Bud Graham will be loaning a trailer for the float in the Olde Canal Days parade and Mark Cozy will be towing it. On July 17th, FOL is hosting a Meet and Greet for Rogue, the new K-9 Officer.

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

The financial reports for the period ending June 30, 2019 were presented. Michelle moved to approve the financial reports, seconded by Bud, all yeas motion carried.

Bills A list of bills in the amount of \$81,690.26 was presented for payment. Linda moved to pay the bills, seconded by Matt, all yeas motion carried.

2020 County Budget Document - Debbie asked the Board for guidance in preparing the 2020 County Budget Document and was advised to budget a transfer of \$150,000 to the Capital Fund in 2020, which may be needed for the bond repayment instead. This will be presented at the next meeting.

Authorized Signer change for Depository Jim moved and Linda seconded a motion to delete Dean Crawford and add Michelle Studer as an authorized signer on the Library's First Commonwealth Bank checking account. All yeas motion carried.

Bond Counsel Services retention letter A retention letter from Amanda Gordon of Roetzel & Andress for bond counsel services for the Library addition was provided. The Board will review the letter and bring it up at the next meeting.

Director's Report Attached:

Buildings & Grounds

S.A. Comunale Co. inspected the fire alarms and the wet sprinkler system June 18th. Everything was functional but David needs to get an estimate for a few items.

Grant Joyce started designing a handicapped ramp in the Children's department. The cost is \$5000 and includes relocating the items that need to be moved. **Michelle moved and Bud seconded a motion to approve the \$5000 cost of a handicapped ramp in the Children's department. All yeas, motion carried.**

Vinay of K2M requested information about equipment and furniture for the addition, which is included in the \$1.4 million cost estimate. The question was asked if a 70" screen is big enough. The idea of a white board, paint, and projector was discussed.

The July 2nd storm water killed a ceiling tile in the work room behind the Circulation desk so Grant cleaned out the drain in the flat roof.

Schools The Northwest BOE accepted the resignation of Superintendent Dr. Michael Shreffler, effective July 31, since he is taking a position as curriculum consultant for Stark County Education Service Center.

Insurance David advised that DiStefano said we can add the Friends of the Library (FOL) to our policy at no charge. We can add "Employee Benefit Liability" coverage for \$125 to cover the gap between workers compensation and general liability. Cyber Risk coverage was discussed. There are 3 Quote Options for varying amounts of coverage.

Items included in the Director's Report

1. June Circulation statistics (up from last year);
2. A page listing the Library's summer programs in the June 2019 Northwest News.
3. The 6-28-19 Jackson Suburbanite article "Construction projects taking place in Jackson Township".
4. An Olde Canal Days Festival schedule pamphlet, July 11 – 13, 2019.

Committee Reports – **Building & Grounds** - The project timeline was reviewed for the new addition. David had a brochure regarding a fundraiser called “Desserts Extravaganza” held by the Stow-Munroe Falls Library Foundation, which is separate from their FOL. Bob explained that someone with capital campaign experience has expressed an interest in helping, but he hasn’t heard back from him yet.

New Business N/A

Unfinished Business N/A

Next meeting The next regular meeting will be held on August 14, 2019 at 7:00 PM.

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

Jim Westbrook, Secretary

Robert Richmond, President