

**CANAL FULTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
AUGUST 14, 2019**

Trustees Present Matt Moellendick, Becky Murgatroyd, Bob Richmond, Michelle Studer, Jim Westbrook and Linda Zahirsky. Bud Graham 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 **July 10, 2019** were presented for approval. Linda moved to approve the minutes, seconded by Jim, all yeas motion carried.

Friends of the Library Report James reported that they won 2nd place for the float in the Olde Canal Days parade and thanked everyone who helped. On October 24th at 6:30 PM they will hold the “Meet the Candidates” night at the NW Stark Senior Center. There will be candidates for Canal Fulton Mayor and Council, Lawrence Township Trustee, and NW Local School District Board. FOL has scheduled Sherri Brake (looking for a UFO program) for October 1st in 2020 to be held in the new Program Room.

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

The financial reports for the period ending July 31, 2019 were presented. Michelle moved to approve the financial reports, seconded by Jim, all yeas motion carried.

Bills A list of bills in the amount of \$125,233.25 was presented for payment. Jim moved to pay the bills, seconded by Michelle, all yeas motion carried.

Cyber Risk Liability After reviewing the 3 quote options, Jim moved and Linda seconded a motion to approve the purchase of quote option #1 for the Library’s cyber risk protection, all yeas motion carried.

Account Transfers Debbie requested budget account transfers for teen books, adult programs, and the new cyber risk policy. Michelle moved and Matt seconded to transfer \$6175.00 from 1000-100-590-0000 Other-other;

\$1000 to 1000-100-329-3293 Adult Programs;
\$2175 to 1000-100-342-0000 Liability Insurance; and
\$3000 to 1000-100-411-4113 Books & Pamphlets-Young Adult (Teens).
All yeas, motion carried.

2020 Alternative Tax Budget: Debbie distributed a copy of the 2020 Alternative Tax Budget to the Board for review. Jim moved to approve the 2020 Alternative County Tax Budget, seconded by Linda, all yeas motion carried.

Linda moved to submit the Library's 2020 Alternative County Tax Budget to the Northwest Local School District for approval, seconded by Michelle, all yeas motion carried.

Bond Counsel Services retention letter Linda moved to approve the retention letter from Amanda Gordon of Roetzel & Andress for bond counsel services for the Library addition not to exceed \$15,000, seconded by Matt, all yeas motion carried.

Vacation hours extension Debbie noted that Tracey Hayward's attached letter requests to have her vacation and comp time hours extended past her 8/16/19 anniversary date due to rehiring, training and having only one shelver. Jim moved and Becky seconded the approval to grant Tracey Hayward an extension until October 16th to use her vacation hours. All yeas, motion carried.

Clarify 3 Holidays Debbie requested clarification from the Board as to the timing of the 3 additional floating holidays provided to full-time employees. It is added to the employees' vacation balances on January 1st, but there has been much confusion because of the requirement to use vacation before their next anniversary date, which could be January or February. Since the policy doesn't address the timing, the Board advised to add the 3 floating holidays on an employee's vacation anniversary date.

Clarify service credit for earning vacation Debbie explained to the Board that a part-time employee, Missy Smith, had worked for the Library from Nov. 2012 through July 2017, totaling 4.58 years service. She was rehired in Sept. 2018 and now has a total combined service time of 5.58 years. Part-time employees are eligible for vacation after 5 years service. Clarification is needed if the prior service counts. Michelle moved and Linda seconded a motion to count all prior service toward Missy Smith's current vacation accrual. All yeas, motion carried.

Clarify sick-leave hours earned and maximum balances Debbie explained that 2 items need clarified: 1) The accrual every pay period of 4.04 and/or 4.61 hours; and 2) The maximum accrual of 840 and/or 960 hours. After discussion about the policy

as it pertains to A. 70 (7 hour days) and B. 80 (8 hour days) hour bi-weekly employees, the Board agreed that the math should be calculated differently for 70 and 80 hour bi-weekly employees. Jim moved and Michelle seconded a motion to add the following table to the policy and to approve the maximum balances as per the second following table. All yeas, motion carried.

	A.	B.
days per MONTH, per policy	1.25	1.25
hours worked per day	7	8
Hours per MONTH	8.75	10
12 months per year	12	12
Hours per YEAR	105	120
Divided by Paydates per Year	26	26
Hours Earned per PAYPERIOD	4.04	4.61

Approval Needed to Add the 2018 & 2019 Sick-Leave Hours Earned that were Denied due to the incorrect 840 maximum hours set up in UAN, up to the correct 960 Hours Maximum Balance

<i>Denied Hours not added to sick leave</i>							
Employee	2018	2019	Total denied hours	The Actual Balance as of 8/9/19	On 8/9/19 the Balance should be	But Correct Balance if exceeding max hours of 960	Approval to Add these Sick-Leave Hours to Balance
DB	0.00	48.01	48.01	833.97	881.98	881.98	48.01
JD	58.86	15.76	74.62	840.00	914.62	914.62	74.62
TH	103.11	44.01	147.12	840.00	987.12	960.00	120.00

Director’s Report Attached:

Buildings & Grounds On the program room addition plans, the architect had to remove the wall and door for the Tutor room, and it will just have a counter with electrical outlets. The coffee maker will be moved downstairs to the Program room kitchen since there will be a hallway through the staff break room into the offices.

Human Resources Emily Brahler has resigned effective August 19th and the position has been posted.

Collections Regarding the Children's and Information departments' "Number of Items Withdrawn" count, David explained that there is a collection development policy that addresses the items withdrawn.

Policy David explained that, upon HR professional advice, in 2016 the Board changed a policy to conform to the upcoming change in the FLSA law regarding exempt hours. The law was never implemented and the policy changes weren't made. He is requesting the Board to nullify the policy.

Linda moved to nullify the policy regarding exempt hours retroactive to 2016 to conform to current FLSA, seconded by Michelle. All yeas, motion carried.

David attached his review of the whole Personnel Policy, and the Personnel Committee will take a look at this.

Items included in the Director's Report

1. July Circulation statistics (up from last year);
2. A page listing the Library's programs in the August 2019 Northwest News.
3. The June 6th Akron.com article "Peninsula Library undergoing improvements" since they are a small library like us.
4. The program room addition Gant Schedule and a few pages of drawings from the 'Bid/Permit Submission' from K2M Architects.
5. A letter from River Valley Paper Company explaining the decreased pricing for the recycling program items placed in the bins, due to overall market drops.

Committee Reports – Building & Grounds - They met on July 26th to discuss the design documents and various items to make final decisions. The final documents were just received from IAP today so more time is needed for review before moving forward.

Linda moved and Michelle seconded a motion to hold a special meeting on August 21, 2019 at 7 PM to discuss and approve going for permits and documents out for bid, to move forward with the project. All yeas, motion carried.

Finance - It was noted that the Massillon Museum got a grant for their program room chairs from David Foundation or Stark County Foundation. Olde Canal Days Festival has small amounts of grant money available. Regarding the idea of a capital campaign – would we need to create a Foundation? OLC is a possible resource for legal advice on these things.

New Business N/A

Unfinished Business N/A

Executive Session At 8:40 PM, Linda moved and Jim seconded a motion to adjourn to executive session for personnel (Appointment/Employment/Compensation). All yeas, motion carried.

Return from Executive Session At 9:14 PM, Linda moved and Jim seconded a motion to come out of executive session regarding personnel where no decision or action was taken, and return to public session. All yeas, motion carried.

Next meeting The next meeting will be held on September 11, 2019 at 7:00 p.m.

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

Jim Westbrook, Secretary

Robert Richmond, President