

**CANAL FULTON PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
SEPTEMBER 11, 2019**

**Trustees Present** Becky Murgatroyd, Bob Richmond, Michelle Studer, Jim Westbrook and Linda Zahirsky. Bud Graham and 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 **August 14, 2019** were presented for approval. Linda moved to approve the minutes, seconded by Michelle, all yeas motion carried.

The minutes of **August 21, 2019** were presented for approval. Bob advised that the Library Addition vote should be revised to indicate that a roll call vote was held. Linda moved to approve the minutes with the revision, seconded by Jim, all yeas motion carried.

**Friends of the Library Report** James reported that they are preparing for the “Meet the Candidates Night” on October 24<sup>th</sup> and the Tribute to the Veterans at NWHS on November 10<sup>th</sup>, and the Holiday Basket Raffle fundraiser.

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

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

**Bills** A list of bills in the amount of \$107,842.49 was presented for payment. Jim moved to pay the bills, seconded by Linda, all yeas motion carried.

**Account Transfers** Debbie requested budget account transfers for juvenile items per the request of the Children’s Department manager, which would be a permanent budget change for the future. Jim moved and Michelle seconded to transfer \$500.00 from 1000-100-413-4132 cd/cass juvenile to 1000-100-413-4137 books/tape kits juvenile. All yeas, motion carried.

**2020 Alternative Tax Budget** Debbie advised that it was in the newspaper that the Northwest Board of Education approved the 2020 Alternative Tax Budget, but she has not received a formal letter as received in prior years.

**Director's Report Attached:**

Administration September is National Library Card month. Toy Story 4 characters are honorary chairs for Library Card Sign-up month 2019.

Friends of the Library Although membership is at an all-time high, they need members to serve on the FOL Board. Anyone interested should contact President James Deans. The FOL Board usually meets on the last Monday of the month at 6:30 PM.

Human Resources Emily Brahler's last day was August 19<sup>th</sup>. Currently a part-time Customer Service Assistant in the Circulation Department, Melissa "Missy" Smith has been hired to start September 17<sup>th</sup> as the new full-time Teen Librarian & Information Assistant.

Insurance Brown & Associates has an estimate for next year's health insurance from *The Health Plan* that will have an 8.5% increase, per attached. Doug said that any time you can get a single digit increase, it's a good thing, but David asked him to shop around and see if other insurance companies might be able to provide a better price.

Policy David presented the list of 2020 Closed Days. **Linda moved to approve the list of Closed Days for 2020, as attached, seconded by Michelle. All yeas, motion carried.**

David said that he met with the County Prosecuting Attorney's Office and they will review our personnel policy. A letter was sent to an employee and there's been no reply yet.

The Strategic Plan was asked about and David will see where we are on the list.

Items included in the Director's Report

1. August Circulation statistics (up from last year);
2. A page listing the Library Board members' addresses, phone#'s, and e-mail addresses. The Board noted that some items need to be updated.
3. An article from August 1, 2019 Filed in News regarding "New Boston Public Library Fund Raises \$6 Million".

**Committee Reports** – **Building & Grounds** - Per the attached e-mail, K2M is finalizing plans and will be ready for permitting and bids the week of 9/16.

**New Business** N/A

**Unfinished Business** N/A

**Next meeting** The next meeting will be held on October 9, 2019 at 7:00 p.m.

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

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Jim Westbrooks, Secretary

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Robert Richmond, President