

**CANAL FULTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
NOVEMBER 13, 2019**

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

Others in Attendance Director David Brown, Fiscal Officer Debbie Kerr, FOL President James Deans. Peter Klein, the new I.T. Manager, was introduced to the Board.

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

Building Expansion Debt Attorney Amanda Gordon presented general information and answered questions of the Board regarding the building expansion debt. The debt legislation, the purchase order, and awarding the bid would need to be done at the same time. There is the possibility of getting a short-term rate note and then renewing with long-term financing. Banks will provide rates for 15 and 20 year loans. There is no pre-payment penalty. A “Not To Exceed” debt amount can be approved. Furniture and equipment with an estimated life of 5 or more years can be included in the debt amount.

Approve Minutes

The minutes of **October 9, 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 working on donations for the annual “Holiday Basket Raffle” fundraiser. The annual “Salute to the Troops” held on 11/10 was educational. The “Meet the Candidates Night” held 10/24 went very well and was video streamed by Cliff Franks. Two high-school students were added to the FOL Board: sophomore Megan Swonger and junior Avery Brockmeyer.

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

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

Bills A list of bills in the amount of \$109,235.18 was presented for payment. Linda moved to pay the bills, seconded by Becky, all yeas motion carried.

First Commonwealth Bank credit card change of Authorized User Jim moved and Linda seconded to remove the prior I.T. Manager, Phinh Khongphatthana, and close his account; and authorize the new I.T. Manager, Peter Klein, be issued a new credit card with a \$2000 limit. All yeas, motion carried.

Rehired employee sick-leave balance Discussion was held about a rehired employee's sick-leave balance earned from his prior employment with the Canal Fulton Public Library prior to October 2015 through early April 2017. Jim moved and Bud seconded to allow Peter Klein to keep his 27.15 sick-leave balance of hours from his prior employment to use for his current full-time employment. All yeas, motion carried.

2020 Appropriations The Board reviewed the draft 2020 appropriations for approval at the December meeting. Discussion was held about the amounts needed for the addition project, and the capital fund furniture & equipment was changed from \$50,000 to \$100,000 to include room-darkening window treatments, etc.

Create New Fund Debbie advised that a new fund needs to be created to account for the future addition project debt. Jim moved and Bud seconded a motion to create a new fund, revenue codes, and appropriation codes to account for the future debt of the library expansion project, as follows:

Fund #3001 – 2019 EXPANSION DEBT

Revenue codes 3001-931-0000 Transfers-In Expansion Debt Fund

4001-951-0000 Sale of Bonds Capital Projects Fund

Appropriation Codes 3001-800-810-0000 Expansion Debt Redemption of Principal

3001-800-820-0000 Expansion Debt Interest Payments

All yeas, motion carried.

Executive Session At 7:45 PM, Linda moved and Jim seconded a motion to adjourn to executive session from this regular meeting as authorized under Ohio Revised Code 121.22(G) for the purpose of employment, dismissal, discipline of a public employee or official. This executive session also included the Director, Fiscal Officer, and Stark County Assistant Prosecutor (Civil Division), Darci Knight. **All yeas, motion carried.**

At 8:31 PM, a motion was made by Linda, seconded by Jim to return to public session. No action was taken in executive session. **All yeas, motion carried.**

Director's Report Attached:

Circulation Each year we have offered Food 4 Fines. Patrons may bring in nonperishable items and for each item they get \$1 off their fines (late charges only, no Lost Items). The maximum is \$10 per person. The items are donated to our local S.A.L.T. food pantry. **Michelle moved and Becky seconded a motion to approve Food 4 Fines this year, to start the day after Thanksgiving and end on New Year's Eve. All yeas, motion carried.**

Human Resources The staff in-service day was 10/14. Speakers included Betsy Lantz, Executive Director of the N.E. Ohio Regional Library System; Matthew Augustine, I.T. Manager at the Euclid Public Library; Jim Pryor; and Patrolman Josh Barabasch of the Canal Fulton Police Department.

5 people were interviewed for the open shelver position and Tami Snook has been hired to start November 7th.

I.T. Manager Phinh Khongphatthana's last day was October 17th. There were more than 20 applicants for the position, with educational backgrounds from high school graduate to a Master's Degree in Business Administration. The range of salary requests went from \$30,000 to \$96,000. (The CFPL range is \$32,640 - \$50,019). Robert Half Technology in Akron was contacted, but David decided against using them. David interviewed 4 candidates, and hired Peter Klein as our new Technology Manager. He started 11/4, and will be working part-time for the first 2 weeks.

Barbara Williams returned to work 11/4 – 11/7.

Dolly Parton's Imagination Library David presented the Stark County Imagination Library Overview that answers a lot of the questions raised at past meetings. The Summit County residents in the Northwest Local School District are processed/paid by United Way. The cost is \$25 per year per child, but it is unclear what portion would be paid by our Library. A revised Memorandum of Understanding (MOU) was developed by the Stark County District Library, however our Board asked David to ask for our Library's cost per child.

Items included in the Director's Report

1. October Circulation statistics (up from last year);
2. The Community Veterans' Day Program;
3. An e-mail regarding the David Sheff author event on 10/30 at the Canton Palace Theatre;

4. The IAP building expansion project “Agency Selection Sheet” and the bid sheet and proposal from Johnson Laux Construction Ohio of 3998 Broadview Rd., Suite B, Richfield, Ohio 44286.

Committee Reports – *Building & Grounds* - Bob advised that the Building Committee needs to come up with the total project costs so that the Finance Committee can decide how much to finance. The Board talked about the 3 addition project bids and noted that the bid from ZVN was not a proper bid since there were no specification breakdown amounts. **Michelle moved and Linda seconded a motion to award the expansion project to Johnson Laux Construction Ohio for the base bid of \$1,031,950 and extras of \$25,723.16, totaling \$1,057,673.16. All yeas, motion carried.**

Personnel Committee – Linda moved and Jim seconded a motion to hold a personnel committee (Becky, Jim, and Linda) meeting on December 4th at 6:30 PM to discuss 2020 pay rates to recommend to the Board. **All yeas, motion carried.**

New Business N/A

Unfinished Business N/A

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

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

Jim Westbrooks, Secretary

Robert Richmond, President