

**CANAL FULTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
DECEMBER 11, 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 **November 13, 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 purchased a new Christmas tree for the Library, located in the reading area. They voted at the last meeting to accept the high-school reps as Student Trustees for the Board, with voting rights. Also, they voted to keep Chell Rossi as Vice President and James Deans as President for the next two years. Santa Claus was in the Library on Saturday and it was a very busy and good time. The raffle basket fundraiser is going well. They voted to give the Library staff and volunteers “Thank you for your hard work” gift cards to the Canal Grille valued at \$25 each.

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

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

Bills A list of bills in the amount of \$77,072.93 was presented for payment. Jim moved to pay the bills, seconded by Linda, **all yeas motion carried.**

Account Transfers Debbie requested a budget account transfer for continuing education registrations for PLA, etc. Michelle moved and Linda seconded to transfer \$485.00 from 1000-100-590-0000 Other-Other to 1000-100-390-3254 Continuing Education. **All yeas, motion carried.**

2020 Appropriations Debbie explained that the expansion project and related debt are included in the budget for next year. Jim moved and Michelle seconded a motion to approve 2020 appropriations of \$2,911,817.18 per the list attached. **All yeas, motion carried.**

Director's Report Attached:

Community Canal Fulton Heritage Society: David is working on the final report for the grant from the OH History Connection for partial funding of the Oberlin House roof replacement.

The city's "Complete Count Committee" will have its first meeting on 12/13/19 to learn and plan for the 2020 census to make sure we "count everyone and everyone counts".

YMCA: The Schalmo Family YMCA's ribbon cutting ceremony & open house will be on 12/21/19 at 976 Canal St. S.

Furniture & Equipment The Euclid Public Library gave us an old server, which Peter has installed.

Stark County Libraries Imagination Library: The CFPL cost per child is \$12.50 per year because the OH Governor contributes matching funds of \$12.50 per child per year. The average retail is \$13 per children's book, but Dolly Parton's foundation negotiates and purchases at a significantly lower cost.

Items included in the Director's Report

1. November Circulation statistics (up from last year);
2. Employee Handbook suggestions from Darci Knight, Stark County Assistant Prosecuting Attorney, for the personnel & compensation committee's review;
3. "Animals in the Library" policy examples and ideas from other local libraries for consideration by the Board;
4. A leaflet of the Canal Fulton & Lawrence Township Foundation that was set up as a scholarship fund about 5 years ago and has about \$4300. David is on the Board and at the next meeting in January, it will be determined if the Foundation will continue;
5. A list of CFPL 2020 closed days;
6. A list of the CFPL 2019 Trustees;
7. The Library Trustee Oath of Office due to Bud's term renewing in 2020;
8. A list of the CFPL 2019 Committees;

9. A letter from the City of Canal Fulton to Community Partners regarding the 2020 census;
10. Canton Repository newspaper articles on 11/17/19 and 12/2/19 regarding the Louisville Public Library's new Director and their 1-mill levy on ballot.

Committee Reports – *Personnel Committee* – The personnel committee met on 12/4/19, per their minutes attached. The suggested revisions to the Employee Handbook will be reviewed in 2020.

As recommended by the personnel committee, Linda moved and Jim seconded a motion to increase all positions' pay range minimums and maximums by 1.5%, except the maintenance position where only the minimum is increased by 1.5% and not the maximum. **All yeas, motion carried.**

As recommended by the personnel committee, Linda moved and Jim seconded a motion to increase all employees' salaries by 3% with the exception of the Fiscal Officer to be 6% and Peter Klein no raise due to his recent date of hire. The Fiscal Officer's salary was increased to bring her salary in line with other fiscal officers in the County and State, and the additional work involving the expansion loan. **All yeas, motion carried.**

Building & Grounds - The Board reviewed IAP's Agency Selection Sheet. Michelle moved and Bud seconded a motion to approve Johnson Laux Construction's proposal for Alternate 2 waste piping of \$8,461.02 and Furniture Package of \$48,493, bringing the total to \$1,199,135.26, not including the 10% contingency. **All yeas, motion carried.**

Michelle moved and Linda seconded a motion to authorize the Fiscal Officer to create a purchase order to IAP on 1/1/20 for \$1,319,048.80 for the base bid, 2 alternates, furniture package, IAP fee, and 10% contingency. There will be separate purchase orders for the bond counsel attorney and window darkening treatments. **All yeas, motion carried.**

Finance - The Board reviewed the total expansion project costs. Linda moved and Matt seconded a motion to approve a debt amount for the expansion project not to exceed \$1,400,000. **All yeas, motion carried.**

New Business N/A

Unfinished Business Michelle moved and Linda seconded a motion to permit Director David Brown to sign the Memorandum of Understanding (MOU) with the Stark County District Library to participate in the **Dolly Parton Imagination Library** program, since previous questions have been answered. **All yeas, motion carried.**

Next meeting The next meeting will be held on January 8, 2020 at 7:00 p.m.

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

Jim Westbrooks, Secretary

Robert Richmond, President