

**CANAL FULTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
JANUARY 8, 2020**

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

Others in Attendance Bud Graham, whose term expired 12/31/19, Director David Brown arrived later in the meeting, Fiscal Officer Debbie Kerr, and FOL President James Deans. A Central Catholic high-school student, Isabella Ziegler, and her mother Tracey were attending to observe for AP Government class credit.

Bob Richmond called the meeting to order at 7:30 P.M.

Election of Officers Jim moved and Linda seconded a motion that the current officers be nominated for 2020 (Bob Richmond as President, Michelle Studer as Vice-President, and Jim Westbrooks as Secretary). All yeas, motion carried.

Board Member New Term Linda moved and Michelle seconded a motion to request that the Northwest Local School District Board reappoint Bud Graham to the Library Board of Trustees for a seven year term through 12/31/26. All yeas, motion carried.

Appointment of Standing Committees Jim moved and Michelle seconded a motion to keep the Board's existing/current standing committees. All yeas, motion carried.

Set Meeting Schedule Linda moved and Jim seconded a motion to keep the Board's meetings to be held the second Wednesday of the month at 7 PM. All yeas, motion carried.

Reappointment of Director and Fiscal Officer Matt moved and Michelle seconded a motion to reappoint David Brown as Library Director and Debbie Kerr as Fiscal Officer, from 1/8/20 – 1/13/21. All yeas, motion carried.

Approve Minutes

The minutes of **December 11, 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 the raffle basket fundraiser did not do as well as they wanted, but they made \$441. They are working on programs for the future. There is a fundraiser on March 14th after the library closes with Sheri Brake

who will be charging \$45 per person and donating all of the proceeds to the FOL. It is limited to 30 people. The next FOL meeting is a Social Hour at the Canal Grille on January 27th, dutch treat and RSVP.

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

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

Bills A list of bills in the amount of \$76,398.18 was presented for payment. Michelle moved to pay the bills, seconded by Matt, all yeas motion carried.

Credit Card Rewards Debbie advised that the Library received a \$50 check from First Commonwealth Bank for Company Credit Card Rewards for using credit cards issued by First Commonwealth. This is received quarterly if we qualify.

Bond Counsel Purchase Order Linda moved and Jim seconded a motion to approve purchase order #11-2020 for \$15,000 to McDonald Hopkins LLC for the expansion project bond counsel not to exceed the \$15,000 estimate amount. All yeas, motion carried.

State Cooperative Purchasing Program Michelle moved and Linda seconded a motion to approve the resolution to participate in the State's Cooperative Purchasing Program for 2020. All yeas, motion carried.

Committee Reports – None

New Business (David Brown arrived at this time) *Doug Smith re: Project Manager for expansion project* Doug Smith explained to the Board that he had worked for IAP, which had the State Cooperative Purchasing contract through 12/31/19. He is now with a new company, Coleman-Spohn, which is only in the co-op for State Agencies. There is a National co-op, 1GPA, for local governments, which acts as a State co-op under ORC 153. It is identical to IAP's project management team with Dave Snyder and Matt Trafis. The only difference is that the Board will need to rebid since the State contract is null and void. The good news is that we'll get more competitive bids and the fee would be 8% instead of the IAP 8.5%. There is no fee to go out to bid (pre-bid, questions, etc.), since the entire fee is a flat fee. There is no need to sign a contract with Coleman Spohn until bids come back. The alternative is to cut ties and do it on our own. Either way, it doesn't affect the new time schedule.

Michelle moved and Jim seconded a motion to authorize the Director to engage/proceed with Coleman-Spohn and to rebid with advertising (30 – 40 days process). All yeas, motion carried.

Michelle moved and Linda seconded a motion to rescind the December 11, 2019 authorization of the following: *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.*

Director's Report Attached:

Buildings & Grounds Peter is working with K2M Architects to draw a 3D model of the addition. Moyer Property Service has been informed that shed #2 will need to be moved in the spring prior to construction. They will do it for free, as previously agreed. Now that the majority of the addition design is complete, we need to find a different location for the book drops. They will need to be moved prior to construction starting.

Front entrance At some point, David would like to make the library's front entrance an emergency exit (egress only), and instead of repairing them again, remove the front steps that have leaning brick sides. A gravel or mulch walkway could provide a path through the front garden. The Children's front entrance would remain open. Limiting entrance to the ground floor to the parking lot entrance would improve security and decrease energy consumption.

Community Canal Fulton Heritage Society: Their board met 1/6/20 at the William Blank House and the next meeting is 1/20/20. More volunteers and Board members are needed. The 2nd annual Lasagna Dinner fundraiser will be 2/8/20 at the VFW.

The Chamber of Commerce is selling 2020 calendars for \$10 each and we have them available at the Circulation desk. The CFPL is included.

Human Resources Barbara Williams retired effective 12/17/19. The position will not be replaced since books will be pre-processed.

Policy There are new Department of Labor Wage-Hour Regulations for 2020 that would affect only one department manager, due to exempt employees that make less than \$35,568 annually will become non-exempt on 1/1/20. The personnel committee can decide if changes are needed.

Items included in the Director's Report

1. December Circulation statistics (year-to-date is up from last year);
2. A list of the Salary Ranges for 2020 approved by the Board on 12/11/19;
3. The new Schalmo Family YMCA flier;
4. The CF Heritage Society Lasagna Dinner Fundraiser flier;
5. A flier regarding the "Fund for the Future of Heights Libraries", a 501(c)(3).

Unfinished Business David reported that there are no new updates on the Strategic Plan, which is expected to begin in the Spring.

Next meeting The next meeting will be held on February 12, 2020 at 7:00 PM.

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

Jim Westbrooks, Secretary

Robert Richmond, President