

**CANAL FULTON PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
FEBRUARY 13, 2020**

**Trustees Present** Bud Graham, Bob Richmond, Michelle Studer and Jim Westbrooks. Matt Moellendick and Linda Zahirsky were absent. Becky Murgatroyd has resigned.

Bud Graham started a new 7-year term and was sworn in by Linda Zahirsky on February 5, 2020.

**Others in Attendance** Director David Brown, Fiscal Officer Debbie Kerr, and FOL President James Deans.

Bob Richmond called the meeting to order at 7:00 P.M.

**Library Expansion Project Manager** Sam Gates from IAP advised the Board that there is still an agreement with IAP, despite the changes in the State's Co-op Purchasing Program. A purchase order needs approved by the Board for the amount agreed to for Johnson Laux. Jim Anderson is the IAP managing director. Jeff Yezbak and Alex Meros of Johnson Laux are the day-to-day sight supervisors. The Gant Schedule needs updated. The specific financing legislation is anticipated at the March meeting. Discussion was held and it was agreed to hold a kick-off meeting on March 16, 2020. Sam expects construction April through October, 2020.

**Approve Minutes**

The minutes of **January 8, 2020** were presented for approval. Jim moved to approve the minutes, seconded by Michelle, all yeas motion carried.

**Friends of the Library Report** James reported that the FOL did not hold a regular January business meeting, but had a social dinner at Canal Grille attended by both members of the Friends Board and the Library Board. There is a Haunted Library Tour fundraiser on March 14<sup>th</sup> after the library closes with Sheri Brake who promised to donate the proceeds, minus the card fees to the FOL (\$1200). This event sold out in 10 hours and the first 2 people are from North Carolina. FOL will be doing the "Salute to the Veterans" program at Puffenberger Auditorium on 11/8/20. Chell Rossi started this 10 years ago and is worth continuing. Thank you Chell!

**Fiscal Officer Reports** Debbie presented the Bank Reconciliation for the month of January, 2020 for approval. Michelle moved to approve the reconciliation, seconded by Bud, all yeas motion carried.

The financial reports for the period ending January 31, 2020 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 \$81,128.75 was presented for payment. Bud moved to pay the bills, seconded by Jim, all yeas motion carried.

**Account Transfers** Debbie requested a budget account transfer, needed due to the full financial compliance audit this year (vs. ‘agreed-upon-procedures’ audit in prior years). Jim moved and Bud seconded to transfer \$2000.00 from 1000-100-590-0000 Other-Other to 1000-100-371-0000 Auditing Services. All yeas, motion carried.

**Then & Now Purchase Order** Debbie explained that this PO is needed as a Then and Now since an audit invoice is dated before the purchase order, because an account transfer needed to be approved before the PO could be posted. Bud moved and Michelle seconded a motion to approve Then and Now purchase order #13-2020 to Charles E. Harris & Associates Inc. for the 2018-2019 audit services for \$4275. All yeas, motion carried.

**Bond Counsel Retention Letter** Debbie explained that this is the same language that the Board approved last year, except the name of the law firm changed since the attorney moved to a different law firm. Michelle moved and Bud seconded a motion to approve the McDonald Hopkins LLC Bond Counsel services – Library Addition Improvement Financing retention letter dated 1-30-2020, not to exceed \$15,000. All yeas, motion carried.

**Library Facilities Notes Resolution** Jim moved and Michelle seconded to approve the Resolution providing for the issuance and sale of not to exceed \$1,400,000 aggregate principal amount of library facilities notes to pay costs of construction, equipping, furnishing and otherwise improving library building facilities improvements, including any site improvements and all necessary appurtenances thereto, together comprising the library addition project, subject to revisions to replace “...any member of this Board...” with “...Board President or Vice-President...” in reference to certain authorizations contained within such resolution. The entire resolution is included with the minute attachments. Upon roll call, the vote follows:

Bud Graham	Yes
Bob Richmond	Yes
Michelle Studer	Yes
Jim Westbrook	Yes
Matt Moellendick	Absent
Linda Zahirsky	Absent

All yeas, motion carried.

## **Director's Report Attached:**

Administration The bound copies of *The Signal* newspaper have been removed from the Board room closet and are now available to the public, in the Information Dept.

David will be attending the Public Library Association conference in Nashville February 25th – 28th.

For the past few years, David has been V.P. of the Canal Fulton and Lawrence Township *Talk About Potential* (TAP) committee. He is now President since Chell Rossi is moving.

Buildings & Grounds A Building & Grounds Committee meeting is scheduled for Friday Feb. 14<sup>th</sup> at 2 PM in the library.

Community Canal Fulton Heritage Society 2<sup>nd</sup> annual Lasagna Dinner fundraiser was held 2/8/20 at the VFW. Fewer attended this year, but it was nice.

Furniture & Equipment We are having some problems with the coin machine for the photocopier. It may need replacement. If so, we will look into getting one that allows use of credit cards.

Human Resources Kara Galley, Customer Service Assistant, started July 8, 2019. She submitted a written request to take unpaid leave, per the Personnel policy, as explained in the Director's Report. **Michelle moved and Bud seconded to approve Kara Galley's request for unpaid leave Feb. 19 – 27. All yeas, motion carried.**

Insurance David included select pages and the website address from the State Employment Relations Board (SERB) report titled "Health Insurance 2019: the cost of Health Insurance in Ohio's Public Sector." (see pages 52-54 of Director's Report).

Policy The Personnel and Compensation Committee met Feb. 5<sup>th</sup>, 2020 and will make 3 policy recommendations at this meeting:

- A. The Fair Labor Standards Act pay threshold for exempt employees changed Jan. 1<sup>st</sup> and affects one management position. For 2020, the committee recommends that the library pay overtime, for that position only, for the few occasions that are necessary. Upon Board discussion, it was decided that there is nothing to vote on – we will follow the FLSA for overtime.

- B. The Personnel Policy recommended by the Prosecutor's Office was reviewed and some minor revisions and updates were made (pages 25 – 45 of the Director's Report). **Jim moved and Bud seconded to approve the 2-12-20 draft of the personnel policy recommended by the Prosecutor's Office, effective 2-14-20. All yeas, motion carried.**
- C. The Committee recommended that Dover's Support Animal policy be adapted and adopted. **Jim moved and Michelle seconded to adopt a new policy regarding support animals, as per pages 46 – 48 of the Director's Report and to replace the name of Dover with Canal Fulton Public Library. All yeas, motion carried.**

Stark County Libraries The 7 Directors met 1/16/20 and discussed:

1. The Stark County Prosecutor's office will draft a demand letter that could be sent to those with over \$500 worth of unreturned materials. CFPL had 3 at that time and only 1 in the past year.
2. Freezing the PLF formula percentage for 5 years – questions were asked about the formula and freezing calculation. The Budget Commission meets in August and it would take effect in 2021 if approved. The Board asked David to check with the County and ask if our percentage would change with the additional square footage and technology costs. If that makes a significant difference then the freeze would not be agreeable.

Strategic Plan David will meet with Erin Kelsey from the State Library of Ohio on Feb. 19<sup>th</sup> to begin work on our Strategic Plan. Pages 55 – 57 in the Director's Report show a timeline and service responses.

Items included in the Director's Report

1. January Circulation statistics (year-to-date is down from last year);
2. Pictures of the Stark County District Library Board meeting room on 1-16-20;
3. Pages 49 – 51 regarding First Amendment Audits in the Library. David made this a new procedure for CFPL;
4. A letter from the CF Heritage Society requesting support for a sponsorship level for their 2020 Campaign.

**Committee Reports – Building & Grounds** The contract with IAP is still valid under the State Coop program. **Michelle moved and Jim seconded a motion to rescind the January 8, 2020 authorization of the following:** *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 Jim seconded a motion to authorize the Fiscal Officer to issue a purchase order for the library addition to IAP for \$1,319,048.80 at the appropriate time. All yeas, motion carried.**

**New Business** None

**Unfinished Business** Regarding the Trustee opening, Bob contacted others that were interested in the past. David posted the opening on the library's website. The Board discussed recognition of Becky Murgatroyd's ten years of service.

**Next meeting** The next meeting will be held on March 11, 2020 at 7:00 PM.

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

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Jim Westbrooks, Secretary

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Robert Richmond, President