

**CANAL FULTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
MARCH 11, 2020**

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

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 site setup (materials, equipment, job trailer, fencing, barriers, etc.) and temporary road closures (won't interfere with Olde Canal Days in July) will be coordinated with the city manager and school superintendent the last week of March. Sam will be on-site 3 days per week and the site supervisor will visit every day. Starting April 8th, progress meetings will be held in the job trailer with library representatives at 3 PM every other Wednesday, and phone updates on the off-weeks. Johnson Laux will submit invoices through Procore to IAP by the 1st Friday of the month so the Library will have them by Monday before the Board meeting. The checks must be payable to both IAP and Johnson Laux. Change Orders must be approved with a purchase order before the work is done. There are 2 types: 1. Contractors change order – for known/unknown issues they run into; 2. Library changes something. The change order would be added to the contract. The committee would need to make decisions on some specific items. There is a one year bumper to bumper warranty, except for material specific warranties that have their own warranty, like windows.

Approve Minutes

The minutes of **February 13, 2020** were presented for approval. Michelle moved to approve the minutes, seconded by Jim, all yeas, Matt and Linda abstained, motion carried.

Friends of the Library Report James reported that the FOL are changing their membership renewals to match their Membership Drive in May. All dues will be due by May 31st each year and reminder letters will be sent out in April, 2020. The Ghost Hunt program by Sherri Brake is this Saturday, March 14th. This event will be supervised by Sherri and library staff. A donation of around \$1200 will be given to FOL. The Community Day on Sunday March 15th has been cancelled due to the

COVID-19 pandemic. At the next FOL meeting, the Olde Canal Days parade float will be discussed, and FOL will be tossing out rubber duckies again this year.

Fiscal Officer Reports Debbie presented the Bank Reconciliation for the month of February, 2020 for approval. Jim moved to approve the reconciliation, seconded by Linda, all yeas motion carried.

The financial reports for the period ending February 29, 2020 were presented. Matt moved to approve the financial reports, seconded by Bud, all yeas motion carried.

Bills A list of bills in the amount of \$63,015.86 was presented for payment. Linda moved to pay the bills, seconded by Jim, all yeas motion carried.

Change Fund Debbie requested a change fund of \$60 for the circulation desk. After discussion with Circulation Manager Janet Deans, it was determined that the day's beginning drawer of \$40.05 was not enough to make change if 2 patrons paid for fines with \$20 bills. Linda moved and Michelle seconded to approve the "Change Fund" request of \$60 for the Circulation desk. All yeas, motion carried.

OH Deferred Comp Roth 457 Option Debbie explained that the Ohio Deferred Compensation Plan for Public Employees is offering a Roth option which provides for post-tax payroll deductions. Linda moved and Michelle seconded a motion to approve the Ohio Deferred Comp Roth 457 option Adoption Agreement. All yeas, motion carried.

Audit Status Update Debbie advised the Board that the 2018-2019 audit was complete and went very well. The draft audit report is going through the reviews with the audit managers and the State Auditor's Office before it can be publicly released.

Bond Counsel Status Update Debbie advised the Board that Bond Counsel Attorney Amanda Gordon advised via e-mail that "...there is no need for additional legislation for the library addition borrowing. With rates falling since we received bids from bank purchasers, the banks have asked to be able to adjust their rates to better reflect the market. We are undergoing that process now and I will get you the information as soon as possible. The market is fluctuating right now so I will keep you posted on this process so we can get to closing as soon as possible."

Director's Report Attached:

Buildings & Grounds David contacted Kurt Moyer regarding moving the shed. Peter is working on moving the shelving that is in it to our basement.

Community Canal Fulton Heritage Society: Antique Appraisal event Saturday, March 28th at the Senior Center. Talk About Potential (TAP): The TAP meeting was held Tuesday, March 10th. David is still President, James Deans Vice-Pres., and Chuck Myers Secretary. The next meeting will be April 14th.

Stark County Libraries On Thursday, April 9th, at 7:30 PM, the Palace Theatre will be showing the documentary, “The Library that Dolly Built”, which is a behind the scenes look at the Imagination Library.

Strategic Plan Bob and David met with Erin Kelsey from the State Library of Ohio (SLO) on Feb. 19th to begin work on our Strategic Plan. Pages 26 – 35 in the Director’s Report show a list of potential questionnaire items for the newsletter and/or website.

Technology Department Digitization Station is set up, allowing patrons to record VHS and other RCA-connected media.

Items included in the Director’s Report:

1. February Circulation statistics (year-to-date is up slightly from last year);
2. Library Addition information and “Communications Regarding the Stark County PLF Freeze 2020” and the “Proposed Stark County Distribution for 2021-2025” chart;
3. A page from the Northwest Local Schools Board meeting minutes of 1/27/20 that reappoint Bud Graham to complete another term beginning 1/1/20;
4. An e-mail from OLC regarding a letter from Gov. DeWine and order on mass gatherings due to COVID-19;
5. An example of a Pandemic Preparedness Plan on pages 23-25. David is looking at developing a plan using these examples. There is coronavirus information on the library’s website.
6. The “Project Manager Mandatory Pre-Construction Meeting Checklist and Acknowledgement” is attached in the Director’s Report on pages 36-38, as completed by David, Sam, and Jeff Yezbak when they met earlier today.

Committee Reports – Building & Grounds The minutes from the 2/14/20 committee meeting are attached. The next committee meeting is April 8th at 3 PM. The Board discussed exterior paint, window blinds, sidewalk (heating) field trip, projectors, and 2 issues with a change order approval process (dollar amount & urgency). **Michelle moved and Linda seconded a motion to authorize Director David Brown the authority to approve and sign off on all change orders at his discretion as long as it’s within the contingency dollar amounts on the contract purchase order.** Upon roll call, the vote follows:

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

All yeas, motion carried.

New Business None

Unfinished Business Regarding the Trustee opening, Bob interviewed 2 persons that were interested in the past, both mechanical engineers.

Next meeting The next meeting will be held on April 8, 2020 at 7:00 PM.

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

Jim Westbrooks, Secretary

Robert Richmond, President