

**CANAL FULTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
JUNE 12, 2019**

Trustees Present Bud Graham, Matt Moellendick, Becky Murgatroyd, Bob Richmond, Michelle Studer, and Jim Westbrook. Linda Zahirsky 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 **May 8, 2019** were presented for approval. Michelle moved to approve the minutes, seconded by Bud, Matt abstained, all other yeas, motion carried.

Friends of the Library Report James reported that the FOL Board voted to rent a trailer for the float in the Olde Canal Days parade representing the FOL and the Canal Fulton Library. The theme is “Space” so they’ll have 2 astronauts and an alien robot and they’ll toss out alien rubber duckies.

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

The financial reports for the period ending May 31, 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 \$133,899.22 was presented for payment. Bud moved to pay the bills, seconded by Michelle, all yeas motion carried.

Vacation Cash-out Request Director David Brown requested a vacation cash-out of 69 hours due to his anniversary approaching and unable to use the time off. Jim moved to approve the 69 hours cash-out requested, seconded by Michelle, all yeas motion carried.

Director’s Report Attached:

Buildings & Grounds

This year Girl Scout Troop 60101 planted the flower pots outside of the parking lot entrance.

On May 16th the Buildings & Grounds Committee met with the Canal Fulton Historic Preservation Commission, and they unanimously approved the library's plans for an addition.

Dave Snyder of IAP sent an e-mail on June 11th telling what our next steps are for the building expansion. In summary, IAP will put it out to bid to all of their pre-qualified contractors within the OTOS program once the Construction Documents are complete.

David and Michelle met with IAP and K2M on May 24th and discussed ramifications of including a tornado shelter in the addition. They also reviewed the Design Development (DD) drawings page by page.

A patron's comment card stated that her young daughter is in a wheelchair and would be grateful for a ramp into the kid's room (toddler's area). Matt suggested a portable, foldable ramp from Amazon – he'll send the information to David. Bud thinks that 1" per foot of ramp is needed to comply with commercial. Maybe Grant could build something, or K2M could suggest something.

Human Resources Michelle Klein, Shelver, resigned and her last day was May 31st. The shelving position was posted in-house, on the web site, and on Indeed.com with a deadline date of June 7th. There was no ad placed in the newspaper due to cost. There have been 45 responses.

Furniture & Equipment We've decided to keep our current copier for a year or two, rather than get a new one. It is guaranteed for 7 years (we've had it for 5) or 4 million copies (631,602 copies so far). That means we will soon be done paying a bill to U.S. Bank (\$385 per month), but will keep a service agreement with Graphic Enterprises. The service agreement will be \$210 a month, includes an allowance for copies, and will renew annually.

Policy David advocated to the Board and discussion was held to revise the Personnel Policy regarding holidays to delete Good Friday as a holiday and replace it with Election Day. Good Friday is a religious holiday, and Election Day is the day set by law for general elections. The change would reduce complications and hassles that drive down voter turnout, and encourage participation in the electoral process.

Michelle moved and Matt seconded a motion, effective January 2, 2020, to revise the Personnel Policy regarding holidays to delete Good Friday as a holiday and replace it with Election Day, which is statutorily set as "the Tuesday next after the first Monday in the month of November" or "the first Tuesday after November 1". All yeas, motion carried.

Public Relations *The Independent* newspaper's front page headline on Thursday, May 23, 2019 was "LIBRARY EXPANSION: Canal Fulton library plans \$1M expansion." There were color photos and a video too.

Items included in the Director's Report

1. May Circulation statistics (up from last year);
2. IAP's expansion budget based on DD submission total cost estimate of \$1,386,984.88 showing a 5% contingency. Landscaping will be additional. David will check with IAP and Vinay to verify what is not included in this cost estimate.

Committee Reports – Building & Grounds - Re: the Addition, Michelle advised that 2 x 6 is being used. K2M detailed the tornado shelter list of requirements in their attached e-mail. The risk is low, historically. The total Addition cost estimate rounded to \$1.4 million is attached. This estimate includes the metal roof requested.

Finance Committee - Bob, Linda, David, and Debbie met with Amanda Gordon, bond counsel from Roetzel & Andress, L.P.A. on May 29th. Amanda provided a summary of the meeting, attached. She advised a couple of options. The Library can issue Notes payable from PLF funds or do a lease-purchase option. Under the Revised Code the term of the financing could extend to 40 years, but 10 – 15 years is expected to be the most plausible. Bond Counsel will provide all necessary legislation, documentation and tax analysis for the transaction. They can assist in reaching out to prospective bank purchasers and advise in connection with the structure and terms of the transaction to assure compliance with Revised Code requirements.

New Business N/A

Unfinished Business Bob said that we don't want to give up on the idea of a capital campaign for the addition.

Next meeting The next regular meeting will be held on July 10, 2019 at 7:00 PM.

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

Jim Westbrooks, Secretary

Robert Richmond, President