

**CANAL FULTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
APRIL 8, 2020 online via Cisco Webex
as announced and accessible to public through library's website**

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

Others in Attendance Director David Brown, Fiscal Officer Debbie Kerr, and Children's Dept. Manager Jennifer Hendricks

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

Approve Minutes

The minutes of **March 11, 2020** were presented for approval. Michelle moved to approve the minutes, seconded by Jim, all yeas motion carried.

Friends of the Library Report David read a report submitted by James Deans. There was no FOL March meeting. The Ghost Hunt program by Sherri Brake was March 14th and a donation of \$1200 was given to FOL. The next FOL event is the Olde Canal Days parade in July and the theme of the float will be "Imagine Your Story".

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

The financial reports for the period ending March 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 \$59,780.87 was presented for payment. Michelle moved to pay the bills, seconded by Matt, all yeas motion carried.

Library Expansion Purchase Order Debbie explained that Sam Gates of IAP advised that the checks need to be payable to both IAP and Johnson Laux for the contractor's surety bond. Michelle moved and Jim seconded a motion to approve purchase order #17-2020 for \$1,319,048.79 issued jointly to IAP and Johnson Laux for the library expansion project. 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.

Fiscal Officer Contingency Plan Debbie prepared a 'Fiscal Officer Contingency Plan' for the Board, per the Director's request, in the event that the Fiscal Officer becomes quarantined, sick, or unavailable. It is included with the minute attachments.

Director's Report Attached:

Administration David asked for Board input regarding a patron's request to use the 3-D printer to make PPE (personal protective equipment) for health care workers. The Board asked if David would check about insurance on it and if other libraries required a deposit.

The library is closed due to the coronavirus starting March 16th. The Governor's initial order was to April 6th and later extended through May 1st. Patrons are encouraged to take advantage of the many online resources found on our website: www.canalfultonlibrary.org and advised to keep borrowed items until the library reopens.

Buildings & Grounds Due to the coronavirus, Johnson Laux Construction has delayed construction on the library's addition until further notice.

The Board discussed cleaning the facility before employees are brought back into the building. There are companies that will clean with a mist of hydrogen peroxide spray that leaves no residue. The Board agreed that David can contact a company to get on the schedule to do this.

Children's Dept Jennifer reported March activity for programs, collections, outreach, other and volunteers through March 14th.

Community Canal Fulton Heritage Society: Antique Appraisal event and Annual Meeting have been postponed due to the coronavirus.

Human Resources The library is closed due to the coronavirus starting March 16th. The Governor's initial order was to April 6th and later extended through May 1st. All staff have been informed that they should follow the advice of the CDC and Governor DeWine's order to stay home.

Items included in the Director's Report:

1. From Ohio Library Council (OLC), a list of COVID-19 frequently ask questions regarding paid sick leave and Emergency FMLA or Families First Coronavirus Response Act (FFCRA).

Committee Reports – *Building & Grounds* There is nothing to report since the committee meeting was cancelled due to construction delay due to COVID-19.

Finance Committee The Board discussed borrowing either \$1 million or \$1.1 million for the library expansion project. They would feel comfortable borrowing \$1.1 million to leave more of a cushion in the General fund. Debbie will advise bond counsel of the final decision.

New Business Be it hereby resolved by the Canal Fulton Public Library Board of Trustees that a Motion was made by Linda to adjourn to Executive Session at 7:55 PM from this regular meeting on April 8, 2020 as authorized under Ohio Revised Code 121.22(G) for the purpose of the consideration of Compensation of public employees or officials. Motion seconded by Jim. All yeas, motion carried. Jennifer signed out of webex and the participants were all Board members, David and Debbie.

A motion was made by Linda to return to public session at 8:08 PM, seconded by Michelle. All yeas, motion carried.

Jim moved and Michelle seconded a motion to continue paying employees their regular scheduled payroll and reconsider this at the next Board meeting on May 13, 2020.

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.

Unfinished Business None

Next meeting The next meeting will be held on May 13, 2020 at 7:00 PM.

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

Jim Westbrooks, Secretary

Robert Richmond, President