

**CANAL FULTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
MAY 13, 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 Westbrooks, and Linda Zahirsky

Others in Attendance Director David Brown and Fiscal Officer Debbie Kerr

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

Approve Minutes

The minutes of **April 8, 2020** were presented for approval. Linda moved to approve the minutes, seconded by Matt, all yeas motion carried.

Friends of the Library Report David read a report submitted by James Deans, which is included in the Director's Report. The FOL April meeting was canceled. James submitted the annual report to the State of Ohio for the FOL nonprofit status. FOL is waiting on the decision to have or not the Olde Canal Days Festival in July since everything is ready to order for the float in the parade.

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

The financial reports for the period ending April 30, 2020 were presented. Michelle moved to approve the financial reports, seconded by Matt, all yeas motion carried.

Debbie advised the Board that the May 2020 PLF received this week is 35% less than the May 2019 PLF.

Bills A list of bills in the amount of \$86,738.22 was presented for payment. Jim moved to pay the bills, seconded by Michelle, all yeas motion carried.

Director's Report Attached:

Administration The library has been closed since March 15th due to the Corona virus pandemic. The new Stay Safe Ohio Order issued last week permits retail and service businesses to reopen beginning May 12 with protocols such as employees wearing masks, physical distancing and worker temperature checks.

David updated the Board on the 3D printer loaned out, disinfecting the building by A Quality Facility Services on April 27th, the new queue floor stanchions and belts, plexiglass panels and red duct tape for physical distancing when the building reopens to the public.

Curbside service procedures and personal hygiene practices are being developed based on advice from other library directors, CDC, ODH, and OLC.

Disinfecting returned materials – an Ohio laboratory is studying the lifespan of the virus on different types of library materials. Once that is known, we will know how long to isolate and/or disinfect the materials after they're returned.

Buildings & Grounds Fencing was installed around the construction area on April 18th. On May 1st Johnson Laux moved their equipment onsite and began construction.

Grant Joyce is doing some cabinet work in the workroom, so that the ILL room and the workroom can be switched.

Shed #2 has been relocated onto the grass at the back of the parking lot.

Children's Dept Jennifer has recorded a series of programs where she reads stories that will be released every Wednesday in May on Facebook.

Furniture & Equipment To minimize staff handling of materials from the book drops while moving them into the Library for isolation, Bud Graham designed and built a special dolly that holds an extra-large U-Haul box.

Human Resources David has not heard of any employee who has the Coronavirus. Two forehead thermometers have been ordered to prepare for the staff's return.

Policy The Board considered these unprecedented times and discussed waiving fines and granting earned sick leave to part-time employees.

Jim moved to permanently remove fines for overdue materials, seconded by Michelle, all yeas motion carried.

Jim moved to pay sick leave to part-time employees at least through the end of the year by earning sick leave pro-rated based on their average hours worked, seconded by Michelle, all yeas motion carried.

All employee hours and schedules were discussed. David advised that there is enough work and projects for employees to return to normal hours. The team concept was originally planned for 2 weeks, then normal hours. Guesstimate to reopen building is maybe around August-September.

Michelle moved and Jim seconded a motion to continue paying employees their regular scheduled payroll, as and if needed, no longer than through the pay period ending just after the next meeting of June 10th, 2020.

Upon roll call, the vote follows:

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

All yeas, motion carried.

Items included in the Director's Report:

1. Overdrive, Hoopla, and Social Media Contacts statistics for April;
2. Stark County Libraries updates re: freezing PLF, levy, and Imagination Library;
3. 2020 Census response update information.

Committee Reports – Personnel Discussion was held about allowing employees to extend the date of using up their vacation/comp time past their anniversary date.

Bob moved and Matt seconded a motion to temporarily suspend the requirement that vacation/comp is used before an employee's Anniversary date, per the discretion of the Director. All yeas, motion carried.

Building & Grounds They have held weekly meetings since construction started. There are many questions, per Bud, as in the e-mail attached. Sam Gates did not attend the meeting today due to a medical emergency. Bud will attend weekly construction meetings for the next 2 weeks.

Bud talked about the hvac HALO air purification units with UV light and hydrogen peroxide treatments per his e-mail attached. Also, he spoke about the idea of a service drawer to help staff with no-contact service to patrons.

Linda moved and Michelle seconded a motion to approve Bud and David investigating the HALO air purification units for the library's hvac units and possible purchase up to \$8500, which includes a unit for the new addition. These units have a 7 year warranty. All yeas, motion carried.

New Business None

Unfinished Business

Re: Board Member to replace Becky Murgatroyd - Bob had emailed to the Board the information for two replacement options and discussion was held. Matt moved and Linda seconded a motion to appoint Tim Feaser as the replacement for Becky Murgatroyd as Board member with an unexpired term of 12/31/22. This will need approved by the Northwest School Board before Tim can be sworn in. Linda advised that she can swear Mr. Feaser in after the School Board approves. All yeas, motion carried.

Discussion was held about deciding if the Board should agree to the proposed Stark County Public Library Fund (PLF) formula freeze for the distribution years 2021-2025 per the attached chart, which shows 3.574% for the Canal Fulton Public Library. Michelle moved and Jim seconded a motion to approve the freeze of the Stark County PLF formula for the distribution years 2021-2025. All yeas, motion carried.

Next meeting The next meeting will be held on June 10, 2020 at 7:00 PM.

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

Jim Westbrooks, Secretary

Robert Richmond, President