

**CANAL FULTON PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
JUNE 10, 2020 via WEBEX**

**Trustees Present** Tim Feaser, Bud Graham, Matt Moellendick, Bob Richmond, Michelle Studer, Jim Westbrook, 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 **May 13, 2020** were presented for approval. Jim moved to approve the minutes, seconded by Michelle, all yeas motion carried.

**Friends of the Library Report** No meeting and no report this month

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

The financial reports for the period ending May 31, 2020 were presented. Linda moved to approve the financial reports, seconded by Matt, all yeas motion carried.

**Bills** A list of bills in the amount of \$216,270.19 was presented for payment. Jim moved to pay the bills, seconded by Linda, all yeas motion carried.

**Library Expansion Purchase Orders** Debbie explained that Johnson Laux's attorney advised that separate checks need to be issued to the project manager and the contractor. Michelle moved and Linda seconded a motion to approve 2 purchase orders: #20-2020 for \$85,134.10 issued to IAP and #21-2020 for \$1,172,058.98 issued to Johnson Laux for the library expansion project. All yeas, motion carried.

**Account Transfers** Debbie requested budget account transfers due to a donation from the Ferguson Foundation Grant and the amounts needed to account for the library expansion contingency. Linda moved and Michelle seconded to transfer \$3,000.00 from 1000.100.590.0000 Other-Other with \$1,380.00 to 1000.100.329.3292 Children's Programs, \$1,620.00 to 1000.100.329.3294 Teen Programs, and \$13,362.71 from 4001.760.730.0000 Capital Fund Buildings with \$8,513.41 to 4001.760.370.3291 Capital Fund Professional Services and \$4,849.30 to 4001.760.750.0000 Capital Fund Furniture & Equipment. All yeas, motion carried.

**Coronavirus Paid Time Off** Jim moved and Matt seconded a motion to clarify and approve the dates for the Canal Fulton Public Library employees' regular paid time off and/or work at home and/or work as needed at the library, from March 16 through May 24, 2020 inclusive, due to COVID-19 coronavirus and Ohio's "Stay At Home Order". All yeas, motion carried.

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

**Administration** Tim Feaser was sworn in on Monday, June 1<sup>st</sup> as the newest trustee on the CFPL Board of Trustees.

David developed a timeline for a limited reopening of the library, possibly for July 6<sup>th</sup>. A draft is included in the Director's Report. Curbside service began on May 13<sup>th</sup>.

**Policy** The Board discussed a possible new 'Rules of Conduct Policy' to require masks inside the library. **Jim moved and Bud seconded a motion to approve a policy, for the health of public and staff alike, that everyone entering the library is required to wear a mask, unless excepted for health, medical, or religious reasons. All others will be referred to curbside service. All yeas, motion carried.**

### **Items included in the Director's Report:**

1. Overdrive, Hoopla, and Social Media Contacts statistics for May;
2. Stark County Libraries update re: freezing the PLF formula.

**Committee Reports** *Building & Grounds* The Board discussed the 'Design Change Table' and, once dollar amounts are assigned, David can prioritize. Bud advised that the heat pump in the plans may be changed to gas furnace and air conditioner units, and talked about the ADA ramp location.

**New Business** Bob asked the Board members to review the draft "program room policies" so a decision can be made at the next meeting in July.

**Unfinished Business** Bob will email the revised committee list.

**Next meeting** The next meeting will be held on July 8, 2020 at 7:00 PM. Bob advised to plan on an in-person meeting with the option to attend virtually.

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

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Jim Westbrooks, Secretary

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Robert Richmond, President