

**CANAL FULTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
JULY 8, 2020 in person or with WebEx option**

Trustees Present In Person - Tim Feaser, Bud Graham, Matt Moellendick, Bob Richmond, Linda Zahirsky and via WebEx - Michelle Studer and Jim Westbrook

Others in Attendance In Person - 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 **June 10, 2020** were presented for approval. Linda moved to approve the minutes, seconded by Matt, all yeas motion carried.

Friends of the Library Report In the Director's Report as submitted by James Deans, FOL President: FOL received a \$250 check donation from Citizens Bank. The Salute of the Veterans in November may need to be cancelled. The Book Sale and Haunted Tour will have to be rescheduled.

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

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

Bills A list of bills in the amount of \$101,578.13 was presented for payment. Linda moved to pay the bills, seconded by Michelle, all yeas motion carried.

Credit Card Rewards Debbie advised that the Library received a \$100 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.

2021 County Budget Document - Debbie asked the Board for guidance in preparing the 2021 County Budget Document and was advised to budget a transfer of \$100,000 through \$150,000 to the Debt Service Fund in 2021 for the loan repayment. This will be presented at the next meeting.

Director's Report Attached

Buildings & Grounds Forquer has finally received the shipment of UV lights and 4" air filters and will install them on July 17th.

Human Resources On July 16th we will celebrate Tracey Hayward, who started work at CFPL July 16, 1986 – more than 30 years ago! **Linda moved and Matt seconded a motion to approve a board resolution as follows: Be it Resolved that July 16, 2020 shall be known as Tracey Hayward’s Day in recognition of her 30+ years of outstanding and dedicated service to the public library and the community of Canal Fulton. All yeas, resolution unanimously approved.**

Policy David proposed a change in the Personnel Policy so that the vacation policy is consistent between newly hired full-time professional employees and newly hired full-time department managers. Discussion was held. **Bud moved and Tim seconded a motion to approve a motion retroactive to November 7, 2019 a change in the Personnel Policy to add under A. Vacation/Holidays 1. Vacation c. ii. Full-time, newly hired department managers may use 5 days of vacation that was earned in the first six months, after the first six months, instead of waiting until the normal anniversary date. All yeas, motion carried.**

Items included in the Director’s Report:

1. Overdrive, Hoopla, Social Media Contacts, Collection & Program statistics for June;
2. Stark County Libraries Imagination Library participation in the Northwest LSD has 81 of 585 possible registrations, which is 13.85% registered.

Committee Reports *Building & Grounds* Bud updated the Board about their meetings with IAP and issues with the K2M drawings and changes/design flaws. Notice should be given to the omissions insurer. K2M works for IAP and will be responsible for omissions. The Building & Grounds Committee meetings are now weekly every Thursday at 11 A.M. via WebEx.

New Business None

Unfinished Business Bob asked for comments on the future policy for meeting room use. David had e-mailed two examples as a starting point for discussion.

Next meeting The next meeting will be held on August 12, 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 Bud, all yeas motion carried.

Jim Westbrook, Secretary

Robert Richmond, President