

**CANAL FULTON PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
AUGUST 12, 2020 in person or with WebEx option**

**Trustees Present** In Person - Bud Graham, Bob Richmond, Jim Westbrook, Linda Zahirsky. Absent - Tim Feaser and Matt Moellendick. Michelle Studer tried to attend via WebEx but was unable to connect due to technical difficulties.

**Others in Attendance** In Person - Director David Brown and Fiscal Officer Debbie Kerr

Bob Richmond called the meeting to order at 7:10 P.M.

**Approve Minutes** The minutes of **July 8, 2020** were presented for approval. Jim moved to approve the minutes, seconded by Linda, all yeas motion carried.

**Friends of the Library Report** There were no meetings in July and the August meeting is cancelled.

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

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

**Bills** A list of bills in the amount of \$86,493.20 was presented for payment. Linda moved to pay the bills, seconded by Jim, all yeas motion carried.

**2021 Alternative Tax Budget:** Jim moved to approve the 2021 Alternative County Tax Budget and to submit the Library's 2021 Alternative County Tax Budget to the Northwest Local School District for approval, seconded by Linda, all yeas motion carried.

**Director's Report Attached**

**Administration** As a result of the findings of the second round of testing by the REALM Project, starting 7/21/20, we have now extended the quarantine period for books and magazines from 4 to 5 days.

**Buildings & Grounds** When the Library was painted a few (or four?) years ago, it was "guaranteed". David talked with Grant Joyce, who contacted the painting contractor that did the painting, and told them they needed to come back and fix it. They have begun the work, but it may take awhile.

Circulation Department Bud Graham and Grant Joyce installed the service drawer on July 22<sup>nd</sup>. This will replace curbside service for those that can't come inside for medical reasons. It is located to the right of the parking lot entrance.

Human Resources Kara Galley has resigned and her last day was August 5<sup>th</sup>.

Items included in the Director's Report:

1. Overdrive, Hoopla, Social Media Contacts, Collection & Program statistics for July;
2. Stark County Libraries Imagination Library participation in the Northwest LSD has 104 of 585 possible registrations, which is 17.78% registered.
3. Copies of articles about the Library in the August 2020 "Northwest News" and Issue 2-2020 of "Your Community News".

Committee Reports *Building & Grounds* Bud believes all issues have been identified in the program room addition project. There is a credit for the heat pump which will be replaced by the hvac system. Approximately \$125,000 is the estimated contingency, which is less than the original estimate, and will possibly be lower. The Building & Grounds Committee meetings are weekly every Thursday via WebEx.

New Business None

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

Next meeting The next meeting will be held on September 9, 2020 at 7:00 PM. Bob advised to plan on an in-person meeting with the option to attend virtually.

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

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Jim Westbrooks, Secretary

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Robert Richmond, President