

**CANAL FULTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
SEPTEMBER 9, 2020 in person or with WebEx option**

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

Others in Attendance In Person - Director David Brown and Fiscal Officer Debbie Kerr. Via WebEx – Stephan Babik, Stark County Asst. Prosecuting Attorney

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

Approve Minutes The minutes of **August 12, 2020** were presented for approval. Linda moved to approve the minutes, seconded by Jim, all yeas motion carried. The minutes of the special meeting held **September 8, 2020** were presented for approval. It was noted that Tim Feaser was listed as absent but he actually did attend that meeting via Zoom. Linda moved to approve the minutes as corrected, seconded by Jim, all yeas motion carried.

Friends of the Library Report There is no report as there was no meeting in August.

Committee Reports *Building & Grounds* Michelle reported that the addition project is moving along and issues are being resolved. **Michelle moved and Bud seconded a motion to accept the issues resolution letter from IAP including the changes suggested by Attorney Babik. All yeas, motion carried.** IAP will need to communicate the information to K2M Design and be sure that we get the updated drawings. Bud said that the old building's ductwork at the space where it meets the new building on the first floor was looked at and may need to be moved. The roof tie-in was fixed and there were no leaks during the hard rain last week. There will be no Building & Grounds Committee meeting on 9/10/20.

Assistant Prosecuting Attorney Stephan Babik signed off from WebEx.

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

The financial reports for the period ending August 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 \$401,571.79 was presented for payment. Linda moved to pay the bills, seconded by Matt, all yeas motion carried.

Coronavirus Relief Funds Debbie advised that the Library received \$25,000 on August 31, 2020 from the State of Ohio Office of Budget & Management, which is administering the funds distribution for the Federal CARES Act. There are several items on the agenda that need Board action to budget and expend the CRF monies. **Michelle moved and Jim seconded a motion to accept the \$25,000 Federal funds for Coronavirus Relief Funds (CRF) and to create a new fund, revenue codes, and appropriation codes to account for the Federal CARES Act Coronavirus Relief Fund as follows:**

Fund #2801 Coronavirus Relief Fund-Federal

<u>Revenue Codes</u>	2801-212-0000	Restricted Federal Grants-In-Aid
	2801-701-0000	Interest/Dividends on Investments
<u>Appropriation Codes</u>	2801-100-451-0000	General Admin Supplies
	2801-100-452-0000	Property Maint Supplies
	2801-100-331-0000	Maint/Repair on Facilities
	2801-100-390-0000	Other-Contracted Services
	2801-100-750-7522	Technology Fund
	2801-100-329-3295	Circulation Items
	2801-100-740-0000	Building Improvements

All yeas, motion carried.

Jim moved and Linda seconded a motion to approve the “Request for Amended Certificate” of \$25,100 in Fund #2801 due to receiving CRF. All yeas, motion carried.

Bud moved and Linda seconded a motion to approve supplemental appropriations of \$25,100 in Fund #2801 to expend the CRF money with the legal level of control at the fund level. All yeas, motion carried.

Vacation Cash-out Request Director David Brown requested a vacation cash-out of 24.5 hours due to his anniversary with the 60 days extension period and unable to use the time off . Linda moved to approve the 24.5 hours cash-out requested, seconded by Matt, all yeas motion carried.

2021 Alternative Tax Budget Debbie advised that a letter was received from the Northwest Local School District advising Board approval of the Library’s 2021 Alternative Tax Budget at its regular meeting on August 24, 2020.

Linda moved and Bud seconded a motion to approve 2 purchase orders regarding the library addition: Super Blanket Certificate #36-2020 for \$50,000 for the library addition window darkening treatments and Super Blanket Certificate #39-2020 for \$53,342.30 for the library addition furniture/equipment. All yeas, motion carried.

Director's Report Attached

Administration David recommends that the library remain open on 10/12/20 instead of closing for Staff In-Service Day since we were closed 3/16/20 – 7/5/20. Most of the staff have had time to participate in plenty of webinars, etc. Also, NEO-RLS will be having a virtual “In Service Day” in January. **Jim moved and Linda seconded a motion that the library remain open on October 12, 2020 instead of closing for Staff In-Service Day. All yeas, motion carried.**

Community David explained that the FOL usually have a “Meet The Candidates” night in person at the NW Senior Center. At the 9/8/20 TAP meeting discussion was held about the possibility of having a virtual or videotaped “Meet the Candidates”. There are no CF candidates in this election, but there are issues including a charter review and a renewal for a Fire Dept. levy. David suggested that the library could organize something and have it available on WebEx or YouTube with a link on the library website. Mayor Schultz thought this was a good idea, that it would be a public service and that the library would be a neutral party, if the Library Board approves. **Michelle moved and Linda seconded a motion to approve this and use library resources as needed and ask the FOL to provide the questions. All yeas, motion carried.**

Policy A question was brought up about employees earning vacation that have prior service with the library. The Board decided to check out how other small libraries handle this and have the Personnel & Compensation Committee look at this in October.

The Board discussed some sections of the ‘Meeting Room Policy Draft’ and decided there is still time to review it before the construction is finished.

Items included in the Director's Report:

1. Overdrive, Hoopla, Social Media Contacts, Collection & Program statistics for July (corrected) and August.

New Business None

Unfinished Business None

Next meeting The next meeting will be held on October 14, 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 Linda, all yeas motion carried.

Jim Westbrooks, Secretary

Robert Richmond, President