

**CANAL FULTON PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
OCTOBER 14, 2020 in person or with WebEx option**

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

**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 **September 9, 2020** were presented for approval. Linda moved to approve the minutes, seconded by Bud, all yeas motion carried.

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

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

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

**Bills** A list of bills in the amount of \$85,522.01 was presented for payment. Jim moved to pay the bills, seconded by Linda, all yeas motion carried.

**Account Transfers** Debbie requested budget account transfers due to higher-than-normal Overdrive & Hoopla invoices and also for the liability insurance increase. Linda moved and Jim seconded to transfer \$2700.00 from 1000-100-590-0000 Other-Other: \$2500 to 1000-100-410-4139 Library Materials & Information (Electronic Materials) and \$200 to 1000-100-342-0000 Liability Insurance. All yeas, motion carried.

**2021 Tax Levies Resolution** Linda moved and Jim seconded the attached Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor for 2021. All yeas, motion carried.

**Credit Card Rewards** Debbie advised that the Library received a \$50 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.

**PLF** David and Tim Feaser attended the annual Summit County Library Trustees Council via Zoom on October 8th to approve the 2021 PLF distribution percentages. **Linda moved and Tim seconded a motion to accept the .5% Summit County PLF (Public Library Fund) Blasingame formula for 2021. All yeas, motion carried.**

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

**Administration** David presented the list of 2021 Closed Days and explained that the items in red are tentative due to the Coronavirus limitations (Olde Canal Days and Staff In-service Day). **Jim moved to approve the list of Closed Days for 2021, as attached, seconded by Linda. All yeas, motion carried.**

**Human Resources** Technology Manager Peter Klein has resigned and his last full-time day will be 10/14/20, but will stay on part-time until a replacement is hired. The position was announced 10/1/20 with a closing date for applications on 10/16/20.

**Health Insurance** David advised that he met with Doug Brown of Brown & Associates on 9/14/20 and the rates are estimated to increase 4%. Doug Brown said the trend for The Health Plan is about 8-9%, and the trend for Anthem is +13%, so THP is “probably the best option” for CFPL. **Michelle moved and Jim seconded a motion to accept the health care proposal renewal rates of *The Health Plan* for health insurance coverage as currently in effect, for the benefit year 11/1/20 – 10/31/21. All yeas, motion carried.**

**Policy** Vacation & Earned Time Off policies from Burton, Massillon, Ravenna, and Wayne County were sent on 9/29/20 to the Personnel & Compensation Committee for their review. The Committee decided to meet on 10/21/20 to discuss this and also 2021 compensation.

The Board discussed some sections of the ‘Meeting Room Policy Draft’ and decided to approve it at the November meeting.

**SEO (Serving Every Ohioan)** Louisville and Rodman (Alliance) Public Libraries will be the 96<sup>th</sup> and 97<sup>th</sup> libraries to join the SEO Consortium.

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

1. Overdrive, Hoopla, Social Media Contacts, Collection & Program statistics for September;
2. Imagination Library registration numbers for Stark County libraries;
3. The CFPL Annual Report for 2019.

**Committee Reports**    *Building & Grounds* Michelle reported that the addition project's estimated completion date is 11/6/20 without the dumbwaiter, which is estimated to be installed by 11/20/20. IAP will cover the cost of the water meter replacement. Bud explained that the extra dumbwaiter costs will be absorbed by the sales company. He said the touchless water fixtures are about 12 weeks out, due to demand.

**New Business** An OLC (OH Library Council) letter was discussed regarding annual OLC membership dues paid by the Library.

**Unfinished Business**    None

**Next meeting** The next meeting will be held on November 11, 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.

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Jim Westbrook, Secretary

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Robert Richmond, President