

**CANAL FULTON PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
NOVEMBER 11, 2020 in person or with WebEx option**

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

**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.

Harv Ankrom II, the new Technology Manager employee who started 11/2/20, was introduced to the Board.

**Approve Minutes** The minutes of **October 14, 2020** were presented for approval. Linda moved to approve the minutes, seconded by Tim, all yeas motion carried.

**Friends of the Library Report** The report is included in the Director's Report. FOL could not have the annual "Salute to the Veteran's" ceremony due to COVID-19. The Annual Holiday Fundraiser Basket Raffle is expected to have 10 baskets for the drawing to be held December 16<sup>th</sup>. FOL is hoping to hold the Spring Book Sale in the new program room.

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

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

**Bills** A list of bills in the amount of \$76,685.64 was presented for payment. Jim moved to pay the bills, seconded by Linda, all yeas motion carried.

**Fund Transfers** Debbie requested the 2020 budgeted fund transfer of \$150,000.00 to accumulate monies to pay off the loan for the addition. Michelle moved and Linda seconded to transfer \$150,000.00 from the General Fund 1000-910-910-0000 to the Debt Service Fund 3001-931-0000. All yeas, motion carried.

**First Commonwealth Bank credit card change of Authorized User** Jim moved and Michelle seconded to remove the prior I.T. Manager, Peter Klein, and close his account; and authorize the new I.T. Manager, Harvey Ankrom II, be issued a new credit card with a \$2000 limit. All yeas, motion carried.

**Addition Project Outstanding Invoices & Purchase Order Balances** The Board discussed the purchase order balances left to pay for project completion and a punch list, or hold-back amount. Michelle moved and Jim seconded to hold-back from JLCO and IAP 5% or \$70,000 total until the project is completed satisfactorily. All yeas, motion carried.

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

**Human Resources** Harv Ankrom II, our new Technology Manager, started his first day on 11/2/20. Peter Klein is still working for us part-time and helped to move the server and is training Harv.

**Policy** The Board discussed some sections of the 'Program Room Policy' draft 4. Bob recommended to number each section and date each page. **Jim moved and Linda seconded a motion to adopt the policy for the program room use including the changes as discussed. All yeas, motion carried.**

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

1. Overdrive, Hoopla, Social Media Contacts, Collection & Program statistics for October;
2. Circulation statistics for September (corrected) and October;
3. Imagination Library registration numbers for Northwest LSD (David will ask if CFPL will be invoiced for any portion of this);
4. The CFPL Closed Days for 2021. Discussion was held about getting staff/patron feedback for closing on Election Day. The Board decided to keep the 2021 schedule set and reconsider the 2022 schedule of closed days next year;
5. 2019 CFPL annual summary of statistics;
6. Minutes of T.A.P. (Talk About Potential) for September & October, 2020.

### **Committee Reports**

**Building & Grounds** The completion date was discussed. There is no punch list yet. The interior doors still need installed, so JLCO will install temporary doors. The dumbwaiter should be completed by December 10<sup>th</sup>. Landscape quotes will be

sought. There was no committee meeting last week or this week. The next meeting is next week on 11/19/20 at 11 AM.

Personnel & Compensation The question was brought up about employees who have prior library or public service and if it can be counted for the purpose of computing vacation leave. There was discussion about ORC 9.44 and if the library is considered a political sub-division of the State. Matt found Attorney General opinion #96-057 that says libraries are a political sub-division of the State. It was determined that we just need to follow the law, ORC 9.44.

New Business Next Year's Board Member appointment – Michelle Studer advised that she would like to serve another term, and everyone applauded.

Unfinished Business None

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

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Jim Westbrooks, Secretary

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Robert Richmond, President