

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

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

**Others in Attendance** In Person - Director David Brown and Fiscal Officer Debbie Kerr. Via WebEx - Jim Anderson of Johnson Laux and their attorney, Russell O'Rourke (who was in & out due to technical difficulties).

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

**Approve Minutes** The minutes of **November 11, 2020** were presented for approval. Michelle moved to approve the minutes, seconded by Matt, all yeas motion carried.

**Friends of the Library Report** David read the FOL report. They began the annual basket raffle. Gift cards were purchased for staff & volunteers. The 2021 project list of ideas has been started.

The Board jumped to the **Building & Grounds Committee** section of the agenda: Jim Anderson of Johnson Laux and their attorney, Russell O'Rourke (who was in & out due to technical difficulties) was present via WebEx. Jim Anderson explained that there was a belief by some Board members that the credit that IAP owes the library would be dealt with through Johnson Laux's invoice. Attorney O'Rourke explained that IAP's credits are separate and has nothing to do with Johnson Laux. The Application #3 amount was discussed by the Board and Michelle explained that everything was resolved and that the \$550,773.31 amount is agreed upon. Bud asked Attorney O'Rourke about the \$30,241.00 and Michelle stated that it would be a deduction on a future IAP invoice to the Library. Bob asked about the status of the punch list items to complete the project. Bud said there is a working document called 'Interior Building Work Schedule' dated 12-3-20. Michelle said the biggest thing is that the interior doors won't be here until mid-January. Also, the exterior painting and landscaping will need to wait until Spring. The Board looked at the landscaping quotes contained within the Director's report. Michelle explained that invasive plants on the Walsh Farms list should be avoided, but Walsh is willing to work with us and it shouldn't change the price much. This can be addressed later when the committee has final prices. **Michelle moved to approve the payment for Application #3 to Johnson Laux Construction Ohio, check #30841 for \$550,773.31, seconded by Matt, all yeas motion carried.**

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

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

**Bills** A list of bills in the amount of \$631,297.28 was presented for payment, including the payment to Johnson Laux Construction Ohio for \$550,773.31. Jim moved to pay the bills, seconded by Linda, all yeas motion carried.

**Then & Now Purchase Order # 33-2020** Debbie explained that a quote was received and this is separate from the project purchase order. Linda moved and Matt seconded a motion to approve purchase order #33-2020 for \$5,440.00 issued to Designer Accents to furnish and install Mecho Manual Shades on existing building windows. All yeas, motion carried.

**2021 Appropriations** Debbie answered a few questions from the Board and explained that the list has no changes from the list that was e-mailed to the Board and reviewed last month. Linda moved and Jim seconded a motion to approve 2021 appropriations of \$1,583,900.30 per the list attached. All yeas, motion carried.

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

**Administration** David recommended temporarily reducing the operating hours due to reduced attendance. The Board agreed that this is a good idea. One of the departments is closed due to a staffing shortage and the Board discussed at what point do we consider closing the building. We have the service drawer/walk-up window and curb-side service if it comes to that point. David shared that he spoke with other library directors who are in favor of staying open to provide internet access and services to the public.

**Building & Grounds** Once everything is done for the addition, Cliff Franks of Buckeye Drone will come in and produce a video tour of the building, in place of an open house.

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

1. Overdrive, Hoopla, Social Media Contacts, Collection & Program statistics for November;

2. Circulation statistics for November – everything is down;
3. Imagination Library registration numbers for Northwest LSD.

## **Committee Reports**

### *Personnel & Compensation*

As recommended by the personnel committee, Linda moved and Jim seconded a motion to increase all employees' salaries by 3% for 2021. All yeas, motion carried.

Linda explained that the committee decided to not transfer Harv's sick-leave hours from the County since there is no legal requirement and it's not in the personnel policy. Also, Linda explained that the committee didn't make a recommendation to give employees Election Day as a holiday every year, just 2020 since it was a Presidential Election, and with COVID, it was an odd year. The committee didn't come to a decision about a holiday to replace the Election Day/Good Friday holiday. It was suggested to follow the Federal Holiday schedule. The Board decided to address this later next year.

**New Business** Next Year's Board Member appointment – David sent a letter to the NWLSD Board Superintendent, and Bob stated that he read in the newspaper that the School Board approved Michelle Studer's new term 1/1/2021 – 12/31/2027.

**Unfinished Business** None

**Next meeting** The next meeting will be held on January 13, 2021 at 7:00 PM. Bob advised that it will be the 1<sup>st</sup> meeting of the year and to plan on an in-person meeting with the option to attend virtually.

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

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Jim Westbrooks, Secretary

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Robert Richmond, President