

**CANAL FULTON PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
JANUARY 13, 2021 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.

Bob Richmond called the meeting to order at 7:00 P.M. This is the first Board meeting to be held in the new program room.

**Election of Officers** Jim moved and Linda seconded a motion that the current officers be nominated for 2021 (Bob Richmond as President, Michelle Studer as Vice-President, and Jim Westbrook as Secretary). All yeas, motion carried.

**Annual Reappointment of Director and Fiscal Officer** Jim moved and Matt seconded a motion to reappoint David Brown as Library Director and Debbie Kerr as Fiscal Officer, from 1/13/21 – 1/12/22. All yeas, motion carried.

**Board Member New Term** Linda swore-in Michelle Studer for her reappointed new seven year term of 1/1/21 – 12/31/27. The Northwest Local School Board sent a letter approving of the reappointment at their 11/23/20 Board meeting.

**Appointment of Standing Committees** Michelle moved and Jim seconded a motion to keep the Board's existing/current standing committees, except that Bud will now be the chairman of the Building & Grounds Committee. All yeas, motion carried.

**Set Meeting Schedule** Tim moved and Matt seconded a motion to keep the Board's meetings to be held the second Wednesday of the month at 7 PM. All yeas, motion carried.

**Approve Minutes** The minutes of **December 9, 2020** were presented for approval. Michelle moved to approve the minutes, seconded by Linda, all yeas motion carried.

**Friends of the Library Report** There is no report this month.

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

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

**Bills** A list of bills in the amount of \$107,996.59 was presented for payment. Linda moved to pay the bills, seconded by Michelle, all yeas motion carried.

**Escrow Account Agreement** Debbie explained that it is time to set up an escrow account of \$48,049.88 at First Commonwealth Bank for the expansion project and Johnson-Laux Construction Ohio has already signed the forms. Bob Richmond will sign the Agreement form for the Library.

**2020 Appropriation Transfers** Debbie requested budget account transfers needed for 12/31/20 carryover purchase orders, due to changing account codes/categories for 2021 as requested by the auditors. The list attached shows the old and the new codes and transfer amount totaling \$12,994.63. Michelle moved and Matt seconded a motion to approve 2020 appropriation transfers needed for 12/31/20 carryover purchase orders, per the list attached. All yeas, motion carried.

**Administrative/Emergency Leave Pay** Michelle moved and Linda seconded a motion to pay Administrative/Emergency Leave Pay to employees during the Library closure. There is further discussion during the Director's Report next. All yeas, motion carried.

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

#### **Administration**

David closed the Library at noon on Tuesday, January 12, 2021 and sent all employees home until further notice. He explained that the building is closed due to a staffing shortage, not because the building is contaminated in any way. Other libraries are in the same situation. The Board talked about various options for curbside and walk-up drawer service, and appointments for patrons to use the computers.

**Human Resources** David will advertise for a part-time Circulation person to fill a vacant position from last year. Once filled, the Circulation Manager will be scheduled to work 8 hours a day, 5 days per week, like all of the other managers.

Building & Grounds David showed the Board a paper draft of the plaque to be made for the addition. It is the same setup as the 1992 addition plaque.

Items included in the Director's Report:

1. Overdrive, Hoopla, Social Media Contacts, Collection & Program statistics for December;
2. Circulation statistics for December – everything is down.

**Committee Reports** *Building & Grounds*

Michelle explained that we are pretty much just waiting on the permanent doors and items to be finished in the Spring, such as the landscaping and some painting. Staff will need to have training on how to use the new dumbwaiter.

**New Business** None

**Unfinished Business** None

**Next meeting** The next meeting will be held on February 10, 2021 at 7:00 PM.

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

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Jim Westbrooks, Secretary

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Robert Richmond, President