

**CANAL FULTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
FEBRUARY 10, 2021 in person or with WebEx option**

Trustees Present In Person - Tim Feaser, Bob Richmond and Linda Zahirsky. Via WebEx - Bud Graham, Michelle Studer and Jim Westbrooks. 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 **January 13, 2021** were presented for approval. Linda moved to approve the minutes, seconded by Tim, 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 January, 2021 for approval. Linda moved to approve the reconciliation, seconded by Tim, all yeas motion carried.

The financial reports for the period ending January 31, 2021 were presented. Jim moved to approve the financial reports, seconded by Michelle, all yeas motion carried.

Bills A list of bills in the amount of \$78,142.52 was presented for payment. Jim moved to pay the bills, seconded by Michelle, all yeas motion carried.

Director's Report Attached

2021 Pay Ranges David asked the Board for clarification of the 2021 pay ranges since the pay range adjustments for 2019 and 2020 were based on different criteria. The personnel committee decided to meet one-half hour prior to the next regular meeting on March 10th to make a recommendation.

Administration

David closed the Library from noon on January 12th through January 19th due to staff with COVID-19. Services resumed through our service drawer, telephone, and email on January 20th. Computers are available by appointment. The building is otherwise closed to the public.

Human Resources Janet Deans called David on February 8th and advised that she needed to retire. Her last working day was February 6, 2021.

Building & Grounds The state inspector was here Feb. 3rd to inspect the dumbwaiter, which did not pass inspection because it didn't work – it came all the way up, but when it was going down the brake engaged and it stopped. The dumbwaiter contractor came back Feb. 4th to try to fix it.

Policy Program Room - The Board talked about some ideas to clarify the Program Room policy that need to be added for using it during the library open times/hours and for addressing executive sessions not open to the public. Linda will work on policy language for review at the next meeting.

Nepotism - The Board considered a nepotism policy since CFPL does not have one and local libraries are in the process of sharing and/or updating their policies. The Board talked about different wording and it was decided that Linda will draft policy language for review of this at the next meeting.

Items included in the Director's Report:

1. Overdrive, Hoopla, Social Media Contacts, Collection & Program statistics for January;
2. Committees list for 2021;
3. Imagination Library statistics for Stark County;
4. Information about the 2021 One Book, One Community book selection of *I'm Proud of You: My Friendship with Fred Rogers* by Tim Madigan;
5. Newspaper articles about local libraries and services during the pandemic.

Committee Reports Building & Grounds

Bud explained that the spaces are usable for staff but they are still finding items that need to be finished. He requested a set of "as built" drawings from Johnson Laux in case we don't get those from the architect. The design table is a summary of all costs to-date. Landscaping is outside of Johnson Laux's responsibility.

New Business IAP invoice – The Board discussed some items of the addition project that are still on the punch list and agreed to not pay IAP until all work is finished in the Spring.

Unfinished Business None

Next meeting The next meeting will be held on March 10, 2021 at 7:00 PM. David will look into getting microphones with speakers that are daisy-chained for the tables.

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

Jim Westbrooks, Secretary

Robert Richmond, President