

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

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

Approve Minutes The minutes of **February 10, 2021** were presented for approval. Linda moved to approve the minutes, seconded by Michelle, all yeas except Matt abstained, 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 February, 2021 for approval. Michelle moved to approve the reconciliation, seconded by Linda, all yeas motion carried.

The financial reports for the period ending February 28, 2021 were presented. Linda moved to approve the financial reports, seconded by Matt, all yeas motion carried.

Bills A list of bills in the amount of \$76,210.99 was presented for payment. Matt moved to pay the bills, seconded by Linda, all yeas motion carried.

Account Transfers Debbie requested budget account transfers needed in the Capital Projects Fund due to the library addition/expansion project change orders exceeding the contingency amount. Bud moved and Linda seconded to transfer \$30,000.00 from 4001-760-740-0000 Building Improvements to 4001-760-730-0000 Buildings. All yeas, motion carried.

Purchase Order Debbie explained that this PO is needed for the addition/expansion project construction change orders exceeding the amount of the contingency. Linda moved and Matt seconded a motion to approve purchase order #12-2021 to Johnson Laux Construction Ohio for \$30,000. All yeas, motion carried.

Johnson Laux Construction Ohio Invoice App. #4 Bud moved and Linda seconded a motion to approve Invoice App. #4 not to exceed \$85,069.21, pending review of documents for change orders and the amount of discrepancy with the Design Table. All yeas, motion carried.

Families First Coronavirus Relief Act Linda moved and Matt seconded a motion to approve the option to extend the Families First Coronavirus Relief Act benefits to Library employees retroactively 1/1/2021 through 3/31/2021. All yeas, motion carried.

Director's Report Attached

Administration

As of 10/23/20, OLC recommends that returned library materials be quarantined for 2-3 days. We have reduced ours from 5 to 3 days. The Library is getting 300 of the 2 million State-distributed free COVID-19 tests that can be self-administered. The kits will be distributed via the service drawer. The Library building will re-open on March 15th. We are planning a used book sale for the week of April 5th in the Program room with a limit of 10 people at one time. The shed is full of withdrawn books and DVD's.

Building & Grounds Bud contacted Acoustical Surfaces, Inc. and received a quote for \$2507.80 for sound bounce control in the Program room. The dumbwaiter was inspected March 4th and passed. Our supplier of electricity, Entrust, apparently went out of business due to the winter weather in Texas. Our energy broker found us a better rate with APG&E and David signed the contract, which extends from 4/8/21 to 4/7/24.

Human Resources The new Customer Service Specialist 1, Athena Cramer, started on March 3rd. The position opening for the Circulation Services Manager was announced February 26th on our website, the OPLINLIST, and on Indeed. As of 3/8/21, 28 people have applied.

Items included in the Director's Report:

1. Overdrive, Hoopla, Social Media Contacts, Collection, Program & Circulation statistics for February;
2. Imagination Library statistics for Stark County;
3. Strategic Planning Focus Group FAQ's from The State Library of Ohio.

Committee Reports *Building & Grounds* - Re: Sound Absorption for program meeting room addition - Bud explained and passed around 2 types of materials to dampen sound. The estimated cost for either one is the same, and installation would be one-half of the materials cost. The expansion project punch list is getting smaller. We still need exterior caulking and painting.

Personnel - Re: Pay Ranges for 2021 - Linda explained that the question is if 2021 pay ranges will be increased by the COLA or by 3%. The personnel committee met before this meeting and recommend 1.5% for 2021. After the state-wide salary survey is complete in the Fall, the personnel committee will revisit the question for 2022 salary ranges. Linda moved and Jim seconded a motion to increase the 2020 salary ranges by 1.5% to arrive at the 2021 pay ranges. All yeas, motion carried.

New Business None

Unfinished Business *Program Room Policy* - Linda explained that page 1 of the draft is who can use the program room. Pages 2 and 3 are the rules that need followed by those using the room. The Board can review this for consideration at the meeting next month.

Nepotism Policy – Linda explained and gave examples for not having a nepotism policy so that the best, most qualified candidate can be hired. If we have to make a policy, she provided draft language. There is a nepotism section in the Ohio Ethics Law that is followed. The Board agreed to not create a nepotism policy.

Next meeting The next meeting will be held on April 14, 2021 at 7:00 PM. Bob advised that it will be both online and in person.

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

Jim Westbrooks, Secretary

Robert Richmond, President