

**CANAL FULTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
APRIL 14, 2021 in person or with WebEx option**

Trustees Present In Person - Tim Feaser, Bud Graham, Bob Richmond, Jim Westbrooks and Linda Zahirsky. Via WebEx - Michelle Studer. 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 **March 10, 2021** were presented for approval. Linda moved to approve the minutes, seconded by Jim, 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 March, 2021 for approval. Linda moved to approve the reconciliation, seconded by Tim, all yeas motion carried.

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

Bills A list of bills in the amount of \$179,342.61 was presented for payment. Linda moved to pay the bills, seconded by Jim, 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. Linda moved and Bud seconded to transfer \$11,000.00 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 Consolidated Construction Change Order D – Rev 2 exceeding the amount of the contingency. Bud moved and Jim seconded a motion to approve purchase order #14-2021 to Johnson Laux Construction Ohio for \$11,000. All yeas, motion carried.

Johnson Laux Construction Ohio Invoice App. #5 Bud moved and Linda seconded a motion to approve Invoice App. #5 not to exceed \$84,388.21. All yeas, motion carried.

American Rescue Plan Act Jim moved and Linda seconded a motion to approve the option to extend the Families First Coronavirus Relief Act and added benefits to Library employees retroactively 4/1/2021 through 9/30/2021. All yeas, motion carried.

Director's Report Attached

Administration The State Library of Ohio annual report is due 4/16/21 and the NEO-RLS salary survey is due 4/30/21.

Building & Grounds On 3/15/21, about ¼ of the Children's room flooded. Signage for the building has been designed by FastSigns, which will be paid by Johnson Laux as part of the addition contract. Some concrete work needs to be completed on the sidewalks around the addition. Then the parking lot needs to be resurfaced (library pays) and re-stripped (contractor pays).

Friends of The Library No meetings in March. Officers need to be found and elected.

Human Resources Circulation Manager Janet Deans was employed at the library since 8/11/1997 and retired Feb. 6th, entered the hospital on April 2nd and passed away on April 7th. Kayla Murphy's last day in the Interlibrary Loan Dept. was 3/26/21 and she began as the Circulation Manager on 3/29/21. On 3/23/21 Amanda Tatum started part time (24 hours) in the Interlibrary Loan Dept. Betsy Mitchell has resigned effective 4/14/21 and her position will become part time "Information Program Specialist 1" which will compare to the "Children's Program Specialist 1".

Items included in the Director's Report:

1. Overdrive, Hoopla, Social Media Contacts, Collection, Program & Circulation statistics for March;
2. Imagination Library statistics for Stark County;
3. Newspaper articles re: libraries adapting to serve during the pandemic, the next Northwest Local Schools Superintendent hired, and end of deep cleaning materials/surfaces due to surface transmission of COVID being low risk;
4. Passed around *Your Community Newspaper*, the Board's OLC membership cards, and Strategic Plan-Community Survey.

Committee Reports *Building & Grounds* - Page 2 of the Director's Report shows a list of items for the building committee to consider and prioritize. Bud advised that the punch list for Johnson Laux is ready – there are no disputes. Some items need warmer weather. Re: Sound absorption for program meeting room addition, Bud will follow up with Akron Court system for ideas and examples. Bud spoke about prior Boards and employees that have been responsible for the eventual building and donations who should be credited and recognized for their contributions, but he's not sure how to go about it. The Board discussed getting a meeting together with persons who could help with historical information and background. An early history (possible thesis) written by a college student is available.

New Business Re: Future with new COVID rules – Library will continue as-is and plan to start in-person Fall programs inside with possible summer outdoor programs. Indoor groups are limited to 10 people per State guidelines at this time.

Unfinished Business *Program Room Policy and Rules* - Linda explained that the Director can make the rules based on policies made by the Board. Michelle moved and Linda seconded a motion to approve the policy for the program room. All yeas, motion carried.

Next meeting The next meeting will be held on May 12, 2021 at 7:00 PM.

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

Jim Westbrooks, Secretary

Robert Richmond, President