

**CANAL FULTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
MAY 12, 2021 in person or with WebEx option**

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

Others in Attendance In Person - Fiscal Officer Debbie Kerr; Via WebEx - Director David Brown.

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

Approve Minutes The minutes of **April 14, 2021** were presented for approval. Linda moved to approve the minutes, seconded by Bud, all yeas motion carried.

Fiscal Officer Reports Debbie presented the Bank Reconciliation for the month of April, 2021 for approval. Michelle moved to approve the reconciliation, seconded by Matt, all yeas motion carried.

The financial reports for the period ending April 30, 2021 were presented. Linda moved to approve the financial reports, seconded by Michelle, all yeas motion carried.

Bills A list of bills in the amount of \$237,564.05 was presented for payment. Bud moved to pay the bills, seconded by Linda all yeas motion carried.

Fund Transfers Debbie requested the 2021 budgeted fund transfer of \$150,000.00 to accumulate monies to pay off the loan for the addition and to capital fund. Michelle moved and Bud seconded to transfer \$150,000.00 from the General Fund 1000-910-910-0000 with \$113,500 to the Debt Service Fund 3001-931-0000; and \$36,500 to the Capital Projects Fund 4001-931-0000. All yeas, motion carried.

Account Transfers Bud moved and Linda seconded to transfer a total of \$16,010.27 per the attached list: All yeas, motion carried.

AMOUNT	FUND	FROM CODE	DESC	TO CODE	DESC	REASON
2,010.27	Debt	3001-800-820-0000	Interest	3001-800-810-0000	Principal	Bank applied to princ
3,000.00	General	1000-230-590-0000	Other-Other	1000-210-720-0000	Land Improv	Walsh Farms Landscape
11,000.00	General	1000-230-590-0000	Other-Other	1000-220-750-7522	IT Equipmnt	New Server

\$16,010.27 TOTAL

Purchase Orders Michelle moved and Linda seconded a motion to approve the following 3 purchase orders:

#15-2021 to First Commonwealth Bank for annual loan payment of \$88,516.65;

#16-2021 to Walsh Farms for landscaping materials & labor of \$5,180.50;

#17-2021 to Connecting Point for a new server & installation of \$10,304.00.

All yeas, motion carried.

Cash Drawers Increase Michelle moved and Bud seconded a motion to approve an additional \$220.25 for daily starting drawers and change fund, per the Circulation Department Manager's request. All yeas, motion carried.

Director's Report Attached

Friends of The Library The Board discussed the future of the FOL since 2 of the 3 officers recently deceased. David found out that the Stark County Prosecutor's Office cannot advise on FOL activity since they have no jurisdiction over the FOL. Bob Richmond said that he will touch base with the remaining FOL officer.

Human Resources Belinda Sterling started May 6th, 2021, as a part-time Information Programming Specialist in the Information Department.

Items included in the Director's Report:

1. Overdrive, Hoopla, Social Media Contacts, Collection, Program & Circulation statistics for April;
2. Imagination Library statistics for Stark County.

Committee Reports *Building & Grounds* - Bud got a quote from Armstrong for 2" sound panels that are paintable to match the walls. Quotes from Accoustical Panels are for 1". There are concerns for panels on the ceiling because the lights shine both up and down. Bud can get samples. Johnson Laux will give Brown & Graves a window of time to caulk, sand, and paint the outside. The urinal is fixed. Concrete work will be re-quoted. The payment information charts were reviewed and project costs were discussed.

The Board discussed a suggestion that the Director's \$5000 purchase approval be increased. When David returns from medical leave, it can be discussed with department managers for dollar input. David can recommend an amount to the Board at the next meeting.

The question needs pursued by the Building Committee of the reason for the flooding in the children's department.

New Business The Board discussed naming of the program room/addition and the history project. Elsie Schroeder and Mary Fletcher made large donations/bequests. We have a donor wall. Even going back 20 years would be helpful.

Bob said that David has a vacation balance that needs to be used by his anniversary date of June 17th but he has been unable to use it because of extenuating circumstances with his medical leave and the building project. Linda moved and Michelle seconded a motion to extend the requirement for Director David Brown to use vacation until the end of the year, 12/31/21. All yeas, motion carried.

Unfinished Business None

Next meeting The next meeting will be held on June 9, 2021 at 7:00 PM.

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

Jim Westbrooks, Secretary

Robert Richmond, President