

**CANAL FULTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
JUNE 9, 2021 in person or with WebEx option**

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

The Board took a tour of the completed building addition.

Approve Minutes The minutes of **May 12, 2021** were presented for approval. Linda moved to approve the minutes, seconded by Matt, all yeas motion carried.

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

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

Bills A list of bills in the amount of \$70,648.91 was presented for payment. Jim moved to pay the bills, seconded by Linda all yeas motion carried.

Vacation Extension Request Jim moved and Linda seconded a motion to approve the request of Information Dept. Manager, Cheryl Mullins, to extend 36 hours of vacation from her anniversary date of June 18th until August 31, 2021 due to changes in her department's personnel. All yeas, motion carried.

Expansion Project Final Payment Matt moved and Linda seconded the approval to close the expansion project escrow account and make final payment to Johnson-Laux Construction Ohio of \$58,361.38, contingent upon the Director's approval after the parking lot striping is completed. All yeas, motion carried.

Records Commission Meeting Linda moved and Jim seconded a motion to suspend the regular meeting to go into the Records Commissions meeting. All yeas, motion carried.

Members of the Record Commission present: Tim, Matt, Bob, Jim, Linda and Debbie. Linda moved and Matt seconded a motion to approve the internal Certificate of Records Disposal Form RC-3. All yeas, motion carried.

Linda moved and Jim seconded a motion to move back into the regular meeting. All yeas, motion carried.

Director's Report Attached

Administration The CDC and the Ohio Dept. of Health have announced that vaccinated people don't have to wear masks.

The Board discussed the Director's limit on spending and survey results from other mid-Ohio library directors. David and Debbie will work on draft policy language for the July meeting.

Buildings & Grounds David has requested quotes for the parking lot resurfacing and has received most of the responses. In order to keep the project moving, the Board would like to approve the project. **Linda moved and Jim seconded a motion to approve an amount not to exceed \$28,300 for resurfacing and re-striping of the parking lot. All yeas, motion carried.**

Friends of The Library David met with Marge Loretto to review and organize the FOL financial records so that she can audit the accounts and issue a report. For many years, FOL had a float in the Olde Canal Days parade on Saturday, but there is only 1 officer remaining, so they aren't expected to participate this year.

Human Resources Jim moved and Linda seconded a motion to approve a board resolution in honor of a current employee's 35th work anniversary: "Be it resolved that July 14, 2021 shall be known as Tracey Hayward Day, In recognition of her 35 years of outstanding and dedicated service to the Canal Fulton Public Library. The Canal Fulton Public Library Board of Trustees, June 9, 2021." All yeas, motion carried.

Strategic Plan The next step after reviewing survey answers is that Erin Kelsey at the State Library of Ohio will choose 10 – 12 persons for a focus group to discuss services/direction of the library. Then she will compile data and a report for a 3 year plan.

David reported that Moyer Property Service is increasing their lawn service prices by 15%. The Board discussed alternatives. David will call around and get quotes before making a decision.

There was discussion about dates to hold an open house for the library expansion. The Board decided on Saturday, August 28th, from noon to 3 PM.

Items included in the Director's Report:

1. Overdrive, Hoopla, Social Media Contacts, Collection, Program statistics for May & Circulation statistics for April and May;
2. Imagination Library statistics for Stark County;
3. A newspaper article "Stark County libraries gear up for summer reading with COVID waning" in *The Independent*.

Committee Reports *Building & Grounds* - The Board talked about the information that Bud sent in his June 9, 2021 e-mail regarding a summary of the Children's area flood and pump. He suggested that we start with another inspection. This will be discussed further at next month's meeting.

New Business None

Unfinished Business None

Next meeting The next meeting will be held on July 14, 2021 at 7:00 PM. There will be no Webex access at the next meeting. David advised that Webex will expire soon and will use Zoom in the future if needed.

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

Jim Westbrooks, Secretary

Robert Richmond, President