

**CANAL FULTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
JULY 14, 2021**

Trustees Present In Person - Tim Feaser, Bud Graham, Bob Richmond, Michelle Studer, Jim Westbrook and Linda Zahirsky; 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 **June 9, 2021** were presented for approval. Linda moved to approve the minutes, seconded by Tim, all yeas motion carried.

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

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

Bills A list of bills in the amount of \$179,617.34 was presented for payment. Linda moved to pay the bills, seconded by Michelle all yeas motion carried.

Line Item Transfers Michelle moved and Linda seconded a motion to approve the line item transfers totaling \$5,300.00 listed below: All yeas, motion carried.

TRANSFER AMOUNT \$	FUND	FROM CODE	FROM CODE DESCRIPTION	TO CODE	TO CODE DESCRIPTION	REASON
1,000.00	General	1000-230-590-0000	Other-Other	1000-110-329-3292	Juvenile Programs	Ferguson Foundation grant
1,000.00	General	1000-230-590-0000	Other-Other	1000-110-329-3294	Teen Programs	Ferguson Foundation grant
300.00	General	1000-230-590-0000	Other-Other	1000-210-334-0000	Trash Removal	Price Increase/Fuel Recovery
1,000.00	General	1000-230-590-0000	Other-Other	1000-210-362-0000	Water & Sewer	Library expansion
1,000.00	General	1000-230-590-0000	Other-Other	1000-210-363-0000	Natural Gas	Library expansion
1,000.00	General	1000-230-590-0000	Other-Other	1000-230-321-0000	Telephone	Library expansion
\$5,300.00	TOTAL					

Director's Report Attached

Buildings & Grounds The parking lot was resurfaced and restriped June 21st – June 23rd. Walsh Farms landscaping work around the addition is now complete. On July 10th Grant Joyce's flooring contractor installed linoleum in the staff kitchen and on the stairway landing, carpet squares in the Processing Office, and new treads on the stairs to the 2nd floor. Kurt Moyer advised that he will not increase our bill by the planned 15% since the library has so little grass to cut.

Friends of The Library Marge Loretto has completed an audit of the FOL funds and will report to the officers later this month. Then the FOL will have a membership meeting to elect new officers.

Furniture & Equipment David advised that we have some obsolete, old furniture and equipment that may still have value that we need to get rid of (old printer stand, old computer desk, old file cabinets, etc.). He is considering a 1 or 2 hour silent auction on a Saturday before the Open House. **Linda moved and Jim seconded a motion to sell excess furniture and equipment through a silent auction and dispose if not sold. All yeas, motion carried.**

Human Resources Joy Polacek, Children's Programmer, has resigned and her last day will be July 30th. Seven staff members have submitted a "Petition for the Right to Wear Sandals" asking the Director and the Board to allow the wearing of sandals to work. The Board discussed this. Employees cannot waive the filing of a Workers' Compensation claim if an injury occurs. There was no action.

Insurance We may not be eligible for cyber insurance any longer, as the requirements have increased.

Policy The Board reviewed the July 14, 2021 draft Purchasing Policy. **Michelle moved and Linda seconded a motion to approve the Purchasing Policy as presented with item #4 department managers limit of \$1,000.00. All yeas, motion carried.**

Items included in the Director's Report:

1. Overdrive, Hoopla, Social Media Contacts, Collection, program and circulation statistics for June;
2. Imagination Library statistics for Stark County;
3. Strategic Planning Process, Step 2 "Focus Groups";

4. A newspaper article “Ohio Senate Restores Library Budget” in *Library Journal News* on June 9, 2021.

Committee Reports *Building & Grounds* -

IAP The Board talked about the current status of IAP (which includes K2M) purchase order balances. We received notice of 2 liens against IAP. The Library did receive “as built” drawings from Johnson Laux.

Program Room Sound Panels Bud described the placement of the panels and suggested that David go ahead with the quoted purchase/installation.

Children’s Dept. drain issue Bud explained that there is still no idea why the high water bell didn’t sound. The pump wiring was traced back to the switch. Now the pump works fine and empties the sump. The check valve is operational. Sump pump and controls are installed under the first-floor-to-basement stairs landing in a small space. The floor drain is connected to the sump pump. Bud stated that we’re waiting on the contractor to advise if it’s the wiring or the pump. He suggested using that basement restroom as little as possible. The tile/concrete around drain and toilet need to be repaired.

New Business None

Unfinished Business None

Next meeting The next meeting will be held on August 11, 2021 at 7:00 PM.

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

Jim Westbrooks, Secretary

Robert Richmond, President