

**CANAL FULTON PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
SEPTEMBER 8, 2021**

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

There was an introduction of 2 new employees of the Children’s Department: Cynthia Albertson and Dominique Mayle.

**Approve Minutes** The minutes of **August 11, 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 August, 2021 for approval. Jim moved to approve the reconciliation, seconded by Matt, all yeas motion carried.

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

**Bills** A list of bills for 8/12/21 – 9/9/21 in the amount of \$72,775.33 was presented for payment. Linda moved to pay the bills, seconded by Jim all yeas motion carried.

**Line Item Transfers** Bud moved and Linda seconded a motion to approve the line item transfers totaling \$9,600.04 listed below: All yeas, motion carried.

TRANSFER AMOUNT \$	FUND	FROM CODE	FROM CODE DESCRIPTION	TO CODE	TO CODE DESCRIPTION	REASON
0.04	General	1000-230-590-0000	Other-Other	1000-100-211-0000	OH PERS	2020 rounding expense
100.00	General	1000-230-590-0000	Other-Other	1000-120-419-4138	Other Library Mtrls	New code for odd circ materials
9,500.00	General	1000-230-590-0000	Other-Other	1000-210-331-0000	Mtce & Repair on Facility	add'l costs - flood & tree removal

\$9,600.04      TOTAL

**2022 Alternative County Tax Budget** Debbie advised that a letter was received from the Northwest Local School District advising that the Board of Education approved the Library's 2022 Alternative Tax Budget at its regular meeting on August 23, 2021.

**Employee Separation Payment** Jim moved to approve the separation payment to Cheryl Mullins of her unused and accrued vacation time and 25% of the value of her accrued but unused sick leave credit as of September 7, 2021, seconded by Linda. All yeas, motion carried.

### **Director's Report Attached**

**Administration** Linda moved and Matt seconded a motion to change the library schedule of closed days from October 11, 2021 to October 25, 2021 due to the need to reschedule the staff training day. All yeas, motion carried.

**Friends of the Library** As of 8/25/21, Mary Kocsis, FOL Treasurer, is the only signatory on the FOL bank account. The next FOL meeting is 10/5/21 at 5:45 PM. The 8/31/21 bank statement shows an ending balance of \$2,732.63, since there is a \$5 monthly service charge.

### **Human Resources**

- We celebrated Brittany McMaster's 6<sup>th</sup> anniversary at CFPL on 8/17/21.
- Cindy Albertson started work August 25<sup>th</sup> and Dominique Mayle started August 26<sup>th</sup>, both in the Children's Department.
- September 7<sup>th</sup>, 2021 was Cheryl Mullins' last day of employment at the CFPL.

**Policy** Jim moved and Linda seconded a motion to approve revising the Rules of Conduct Policy **"Examples of inappropriate behavior include:** 1. "Profanity or abusive language" to "Abusive language or any language that is meant to demean, diminish, or intimidate". All yeas, motion carried.

### **Items included in the Director's Report:**

- Overdrive, Hoopla, Social Media Contacts, Collection, and program statistics for August;
- Imagination Library statistics for Stark County;
- An August 26, 2021 article in *The Independent* newspaper regarding the library's new addition and open house.

## **Committee Reports**

*Building & Grounds* - 1. Bud said that we are waiting on insurance company approval to replace the cracked toilet pipe in the Children's Dept. because it includes replacing portions of the floor and wall. 2. David wants the concrete steps in the middle section of the front of the building to be removed and replaced with ivy.

*Personnel* – Linda advised that the personnel committee met 8/31/21. She went through and explained each item in the committee's 8/31/21 meeting minutes, attached.

Bud moved and Jim seconded a motion to approve a policy revision that allows continuous carryover of compensatory time earned with a cap of 20 hours until employment is terminated. All yeas, motion carried.

Linda moved and Bud seconded a motion to approve a permanent change to the policy on page 6 Section B so that all part-time employees earn sick leave pro-rated for the # of hours worked. All yeas, motion carried.

Linda moved and Jim seconded a motion to approve the policy to allow all new full-time employees to use one-half of their annual vacation earned after 6 months, to make the policy consistent for all new full-time employees (currently this just applies to new managers and professional employees). All yeas, motion carried.

Linda moved and Bud seconded a motion to approve the elimination of the 60 day employment requirement before holiday pay is given, retroactive to 8/1/21, for both part-time and full-time employees. All yeas, motion carried.

The personnel committee recommended to continue the November General Election Day as a paid holiday off for library employees.

The committee suggested using an HR consultant/services when the need arises for hiring and/or job analysis. Also, an EAP (Employee Assistance Program) was suggested as counseling for employees as needed – substance abuse, financial advice, marriage counseling, life challenges, etc.

**New Business** Bob updated the Board on the Rotary Club community grants available.

**Unfinished Business** Bob will make corrections to the committee members list and distribute.

**Next meeting** The next meeting will be held on October 13, 2021 at 7:00 PM.

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

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Jim Westbrooks, Secretary

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Robert Richmond, President