

**CANAL FULTON PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
OCTOBER 13, 2021**

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

**Others in Attendance** In Person - Director David Brown, Fiscal Officer Debbie Kerr, and Brian Sommers, temporary President of Friends of the Library (FOL).

Michelle Studer, Board Vice-President, called the meeting to order at 7:00 P.M.

**Approve Minutes** The minutes of **September 8, 2021** were presented for approval. Linda moved to approve the minutes, seconded by Bud, all yeas motion carried.

**Friends of the Library** - There was an introduction of Brian Sommers, who was appointed as the temporary president of the Friends of the Library (FOL). He advised that FOL will hold monthly meetings. In January 2022, they will appoint officers with terms. Linda asked about their 501c3 status and Brian stated that it lapsed, but will be a conversation for the larger FOL group.

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

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

**Bills** A list of bills for 9/8/21 – 10/15/21 in the amount of \$106,379.33 was presented for payment. Linda moved to pay the bills, seconded by Jim, all yeas motion carried.

**Account Transfers** Debbie requested a budget account transfer due to higher-than-normal County tax collection fees. Jim moved and Linda seconded a motion to transfer \$600.00 from 1000-230-590-0000 Other-Other to 1000-230-373-3251 Tax Collection Fees. All yeas, motion carried.

**2022 Tax Levies Resolution** Linda moved and Bud seconded the attached Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor for 2022. Upon roll call, all yeas, motion carried.

**2021 Credit Card Rewards** Debbie advised that the Library received a total of \$300 during 2021 from First Commonwealth Bank for Company Credit Card Rewards. Checks are received quarterly if we qualify.

**Health Insurance** David advised that he met with Doug Brown of Brown & Associates. The Health Plan's initial 11/1/21 renewal rate increase is 18.9%. However, if a medicare eligible employee came off the library's health plan and on to medicare, and the library would consider paying a portion of the employee's medicare premiums, it could be more cost-effective for both the library and the employee.

Discussion was held regarding Fiscal Officer Debbie Kerr's request to be added to the library's group health plan due to OPERS re-employed retiree health insurance changes and working increased hours per week as a salaried employee. Linda moved and Jim seconded a motion to approve adding Debbie Kerr to the Library's group health insurance plan and pay 60% of her monthly premium effective January 1, 2022. All yeas, motion carried.

Discussion was held about the medicare eligible employee and health insurance costs. Linda moved and Jim seconded a motion to agree to pay Director David Brown's medicare premiums or current group health insurance, whatever option is best for Mr. Brown, not to exceed the amount that the Library pays for employee health insurance. All yeas, motion carried.

**Bud moved and Linda seconded a motion to accept the health care proposal renewal rates of *The Health Plan* for group health insurance coverage as currently in effect, for the benefit year 11/1/21 – 10/31/22. All yeas, motion carried.**

**PLF** The Summit County Libraries Trustees' Council annual meeting (virtual) will be held on October 14th to approve the 2022 PLF distribution percentages. **Linda moved and Jim seconded a motion to accept the .5% Summit County PLF (Public Library Fund) Blasingame formula for 2022. All yeas, motion carried.**

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

**Administration** David presented the list of 2022 Closed Days on page 12 of the Director's Report. **Jim moved to approve the list of Closed Days for 2022, seconded by Linda. All yeas, motion carried.**

**Human Resources** Cathy Morgan has been hired for the Information Services Manager position and she will start on October 18<sup>th</sup>, 2021.

Insurance Due to another torrential rain, there was another minor flood on October 7<sup>th</sup> in the Children’s department. Also, water came through the light fixture again on the ground floor across from the Circulation desk. Servpro was called out. Our insurance agent suggested that we pay the Servpro bill and not file a claim with Utica at this time to avoid non-renewal of the policy. Since this was the 3<sup>rd</sup> flood this year, rates could increase 20% or more. The Board agreed to withdraw the claim.

Policy David requested that the Board consider clarifying the “Political Activity, Petitioning, & Surveying Policy” (page 11 in the Dir. Report) so future events can be held in the Library program room (i.e., Meet The Candidates Night, or polling place). The Board agreed to leave the policy as it is.

Items included in the Director’s Report:

- Overdrive, Hoopla, Social Media Contacts, Collection, and program statistics for September;
- Obituary of prior Library Board Trustee (11/9/98-12/31/13) Ben Easterling;
- Downtown Merchant Meeting Recap from 9/17/21;
- Meet The Candidates night (10/14/21) information.

**Committee Reports**

Building & Grounds - 1. Bud said that the program room sound panels should be installed within a few weeks. 2. The children’s dept. water issue needs fixed and Bud will contact the City manager about the City drainage pipes at the road. 3. The concrete steps in the middle section of the front of the building will be removed.

New Business Covid-related sick pay - Jim moved and Linda seconded a motion to continue COVID-related sick pay through 12/31/21 for employees as needed. All yeas, motion carried.

**Unfinished Business** None

**Next meeting** The next meeting will be held on November 10, 2021 at 7:00 PM.

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

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Jim Westbrooks, Secretary

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Robert Richmond, President