

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

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

Others in Attendance Director David Brown and Fiscal Officer Debbie Kerr

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

Angelica Aronson, the new Information Department Program Specialist who started 11/9/21, was introduced to the Board.

Approve Minutes The minutes of **November 10, 2021** were presented for approval. Linda moved to approve the minutes, seconded by Michelle, all yeas motion carried.

Friends of the Library Brian Sommers advised via email that FOL \$5 pocket calendars are available. They are working to update their membership roster. The next meeting is 12/13/21. The FOL board is currently short by 4 out of 7 required per the FOL by-laws. The annual membership meeting and elections for a 2-year term will be held on 1/10/22. FOL is working on having their 501c3 status updated.

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

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

Bills A list of bills for 11/11/21 – 12/10/21 in the amount of \$74,460.69 was presented for payment. Michelle moved to pay the bills, seconded by Jim, all yeas motion carried.

2022 Appropriations Debbie answered a few questions from the Board and explained that the list has 3 increases from the list that was e-mailed to the Board and reviewed last month. Adult Programs, Electronic Materials, and Continuing Education line-item increases were explained. Linda moved and Matt seconded a motion to approve 2022 appropriations of \$1,700,986.72 per the list attached. All yeas, motion carried.

Line Item Transfers Linda moved and Jim seconded a motion to approve the line item transfers totaling \$14,000.00 listed below: All yeas, motion carried.

TRANSFER AMOUNT \$	FUND	FROM CODE	FROM CODE DESCRIPTION		TO CODE	TO CODE DESCRIPTION	REASON
\$5,000.00	General	1000-230-590-0000	Other-Other		1000-210-331-0000	Maint & Repair Facilities	Juv Dept restoration
4,000.00	General	1000-230-590-0000	Other-Other		1000-210-720-0000	Land Improvement	Front stairs removal est.
5,000.00	General	1000-230-590-0000	Other-Other		1000-210-740-0000	Building Improvements	Juv Dept flooring/drywall

\$14,000.00 TOTAL

Director’s Report Attached

Administration The Christmas on the Canal festival was held 12/4/21 with Santa in the program room, 12 Days of Christmas trees displayed, Canal Street Ramblers, and an ice sculptor. The Circ desk counted 351 people attended.

Buildings & Grounds Williams Landscape will remove the front steps on Market St. and repair the steps on High St. Grant will install the acoustic tiles in the program room at the end of December. The Children’s Dept. bathroom drainpipe will be replaced within the week.

COVID Kayla requested more COVID test kits from the State Library. A recent shipment of 500 tests was given out within a 5-day period. The Board discussed a list of options provided by the Circulation Dept. to limit the tests given out.

Items included in the Director’s Report:

- Overdrive, Hoopla, Social Media Contacts, Collection and program statistics for November and Circulation Statistics for October & November;
- Notice of Ohio’s 2022 Minimum Wage;
- OH Digital Library 2022 Memorandum of Understanding;
- FOL membership form and calendar sale info sheet.

Committee Reports

Personnel & Compensation

The personnel committee met before the meeting in executive session with David and reviewed the Statewide Salary Survey results. They would like to see the salary ranges increase also. As recommended by the personnel committee, Linda moved and Jim seconded a motion to increase all employees' salaries by 4.5% for 2022, with the following exceptions: Technology Dept. Manager 6% increase, Children's Program Specialist 1 and Information Dept. Manager rates increase to the NEO-RLS salary survey average for libraries our size based on revenue, and an additional \$1200 bonus to the Director for the completed building addition project. All yeas, motion carried.

New Business The Board talked about a section in the Personnel Policy that considers paying OH Library Council (OLC) dues for full-time employees. Linda moved and Jim seconded a motion to revise the Personnel Policy in section H. Miscellaneous Policies: 2. Professional Memberships to: "The Library Director will consider paying part or all of the OLC individual membership fees for all employees who desire membership". All yeas, motion carried.

Unfinished Business Strategic Plan – The Board agrees that the mission statement and vision should remain the same. David stated that the Board needs to decide on a time-length of the Plan and that Erin Kelsey, the Library Consultant from the State Library, suggested 3 years. There are 18 possible Library Service Responses (included in Director's Report pages 21 – 23). The draft Plan was reviewed by the Board. They agree that Canal Fulton history should be a priority and a service response.

Next meeting The next meeting will be held on January 12, 2022 at 7:00 PM.

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

Jim Westbrooks, Secretary

Robert Richmond, President