

**CANAL FULTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
FEBRUARY 9, 2022**

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

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.

Election of Officers Jim moved and Linda seconded a motion that the current officers be nominated for 2022 (Bob Richmond as President, Michelle Studer as Vice-President, and Jim Westbrooks as Secretary). All yeas, motion carried.

Annual Reappointment of Director and Fiscal Officer Linda moved and Michelle seconded a motion to reappoint David Brown as Library Director and Debbie Kerr as Fiscal Officer. All yeas, motion carried.

Board Member New Term Linda was sworn-in over Christmas break for her reappointed new seven-year term of 1/1/22 – 12/31/28. The Northwest Local School Board sent a letter approving of the reappointment at their 10/25/21 Board meeting.

Appointment of Standing Committees Michelle moved and Jim seconded a motion to keep the Board's current standing committees. All yeas, motion carried.

Set Meeting Schedule Michelle moved and Linda seconded a motion to keep the Board's meetings to be held the second Wednesday of the month at 7 PM, except April's meeting will be held on April 20th. All yeas, motion carried.

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

Friends of the Library Nobody was present from FOL, but the front page of the library's February newsletter has information regarding their annual meeting on February 28th.

Fiscal Officer Reports Debbie presented the Bank Reconciliations for the months of December 2021 and January 2022 for approval. Jim moved to approve both reconciliations, seconded by Matt, all yeas motion carried.

The financial reports for the periods ending December 31, 2021 and January 31, 2022 were presented. Michelle moved to approve both financial reports, seconded by Linda, all yeas motion carried.

Bills A list of bills of 12/10/21 – 2/9/22 in the amount of \$170,208.64 was presented for payment. Linda moved to pay the bills, seconded by Bud, all yeas motion carried.

Line Item Transfers Linda moved and Matt seconded a motion to approve the line item transfers totaling \$3,506.00 listed below: All yeas, motion carried.

TRANSFER AMOUNT \$	FUND	FROM CODE	FROM CODE DESCRIPTION	TO CODE	TO CODE DESCRIPTION	REASON
6.00	General	1000-230-590-0000	Other-Other	1000-230-520-0000	Taxes Assesmnt	assesmnt increase
2,100.00	General	1000-230-590-0000	Other-Other	1000-110-329-3292	Juv Programs	Ferguson Grant
1,400.00	General	1000-230-590-0000	Other-Other	1000-110-329-3294	Teen Programs	Ferguson Grant
\$3,506.00	TOTAL					

Director’s Reports Attached for January and February

Administration The Library was closed 1/17/22 due to snow and 2/3/22 due to snow and ice.

Human Resources Belinda Sterling, Teen Librarian, resigned 12/31/21. Information Program Specialist Angelica Aronson was 1 of 4 interviewed for the Teen Librarian job, was selected, and started 1/31/22. Then 1 of the other 4 interviewed, Marilyn Fish, was selected to replace Angel’s part-time position. Marilyn will start 2/21/22.

Policy Linda moved and Matt seconded a motion that the list of “Closed Days – 2022” shall be corrected to read November 8, 2022 (Tuesday) Election Day. All yeas, motion carried.

Items included in the Director’s Reports:

- Overdrive, Hoopla, Social Media Contacts, Circulation, Collection and Program statistics for December and January;
- Open meetings flexibility law updates;
- Staff List;
- Chain of Command List for emergencies;
- Collection Development Policy.

Ohio Library Council (OLC)

During Legislative Day on April 6, OLC will formally recognize Ohio First Lady Fran DeWine for her efforts to promote early childhood literacy in our state.

Canal Fulton Public Library
RESOLUTION TO HONOR FRAN DEWINE

Linda Zahirsky moved with a second by Jim Westbrook to adopt a resolution to recognize and commend Ohio First Lady Fran DeWine for distinguished contributions to promote early childhood literacy.

WHEREAS, Fran DeWine established the Ohio Governor’s Imagination Library in 2019—in partnership with Dolly Parton’s Imagination Library—in order to send a free book every month to Ohio children from birth to age five; and

WHEREAS, Mrs. DeWine partnered with Ohio’s public libraries and other community organizations to expand the Ohio Governor’s Imagination Library to all 88 counties in Ohio; and

WHEREAS, Mrs. DeWine was instrumental in enrolling more than 309,000 children into the program, including 41% of children in Stark County; and

WHEREAS, Mrs. DeWine ensured all children between birth and age five, regardless of where they live in Ohio, are eligible to be enrolled in the Ohio Governor’s Imagination Library; and

WHEREAS, Mrs. DeWine continues to recognize the value of public libraries and the role they play in supporting early childhood education; and

FURTHER, that Mrs. DeWine shares our library’s goal of ensuring every child experiences the joy of reading and enters kindergarten prepared for success.

Therefore, be it resolved on this 9th day of February 2022 that the Board of Trustees of the Canal Fulton Public Library formally commends and gratefully acknowledges Ohio First Lady Fran DeWine for her lasting contributions to early childhood literacy in our community and across the state.

Robert Richmond, Chair
2022 Board of Trustees
Canal Fulton Public Library

Committee Reports

Personnel & Compensation

As recommended by the personnel committee, Linda moved and Jim seconded a motion to increase the salary ranges of all positions by 4.5% for 2022. All yeas, motion carried.

Building & Grounds

The Board talked about the building repairs needed and Hardline's quote for the management of the repairs project, which Bud said it makes more sense if Hardline's past study is reviewed. Debbie advised that there are unbudgeted carryover monies of \$350,000 available for needed repairs. Bud recommends going forward. Bud moved and Matt seconded a motion to accept Hardline's proposal after definition of fee schedule with a limit of \$25,000. Discussion was held. Bud and Matt withdrew their motions. Bud moved and Matt seconded a motion to accept Hardline's proposal and to include an entire roof evaluation, and if the fee structure is not increased by 10%, to go forward. All yeas, motion carried.

New Business Michelle moved and Linda seconded a motion to continue the Covid Leave (special sick pay) for employees retroactive from 1-1-2022 through the July Board meeting on 7-13-2022. All yeas, motion carried.

Unfinished Business None

Next meeting The next meeting will be held on March 9, 2022 at 7:00 PM.

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

Jim Westbrooks, Secretary

Robert Richmond, President