

**CANAL FULTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
APRIL 20, 2022**

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

Approve Minutes The minutes of **March 9, 2022** were presented for approval. Linda moved to approve the minutes, seconded by Michelle, all yeas motion carried.

Friends of the Library The FOL book sale will be held May 11 – May 15. The March minutes are in the Director’s Report.

Fiscal Officer Reports Debbie presented the March 2022 Bank Reconciliation for approval. Michelle moved to approve the reconciliation, seconded by Linda, all yeas motion carried.

The financial reports for the period ending March 31, 2022 were presented. Jim moved to approve the financial reports, seconded by Matt, all yeas motion carried.

Bills A list of bills for 3/11/22 – 4/20/22 in the amount of \$181,927.90 was presented for payment. Linda moved to pay the bills, seconded by Jim, all yeas motion carried.

Line Item Transfer Michelle moved and Linda seconded a motion to approve the line item transfer of \$6,500.00 listed below: All yeas, motion carried.

TRANSFER AMOUNT \$	FUND	FROM CODE	FROM CODE DESCRIPTION		TO CODE	TO CODE DESCRIPTION	REASON
\$6,500.00	General	1000-230-590-0000	Other-Other		1000-120-419-4180	Processing Fees	New code to track separately

Purchase Order Jim moved and Michelle seconded a motion to approve PO# 14-2022 for \$88,516.65 to First Commonwealth Bank for the annual loan payment #2 of 10. All yeas, motion carried.

Director’s Report Attached

Administration Starting May 31st, our hours will be changing with a net increase of 2 hours per week.

Human Resources Jessica Conley, the new Children’s Program Specialist replacing Cindy, started April 20th. Ava Gerber, the new Customer Service Specialist 1 replacing Dominique, will start when her work permit is issued.

Policy Jim moved and Michelle seconded a motion to approve the revised Teacher Loan Policy on page 25. All yeas, motion passed.

Items included in the Director’s Reports:

- Overdrive, Hoopla, Social Media Contacts, Circulation, Collection, Patron and Program statistics for March;
- Inter-library Loan delivery service change information;
- Staff photos;
- Barberton Public Library’s ‘Meeting Room Policy’;
- Intellectual Freedom Core Documents;
- 2022-2024 Strategic Planning Report tabled for approval next month.

Committee Reports

Building & Grounds Michelle reported that she had talked to Bud regarding the following items: 1. HVAC in program room – the cold-air return ducts are currently in the ceiling and should be lowered to the floor; 2. Children’s Dept. flooding – an exterior sump pump is no longer being considered – it should be an interior, longer drain. The storm sewer can’t handle 2”+ of rain. Matt suggested a check valve to prevent water coming up into our drains. David said that Hardlines will look at this; 3. The B & G committee needs to schedule a Spring walk-through inspection.

New Business Michelle moved and Linda seconded a motion to reimburse Director David Brown for a portion of his 11/1/21-10/31/22 medicare premiums by paying a taxable payroll bonus of \$1044 in April, 2022 and \$1044 in October, 2022. All yeas, motion carried.

Unfinished Business None

Next meeting The next meeting will be held on May 11, 2022 at 7:00 PM.

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

Jim Westbrooks, Secretary

Robert Richmond, President