

**CANAL FULTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
MAY 11, 2022**

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

Others in Attendance Director David Brown and Fiscal Officer Debbie Kerr.

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

Jessica Conley, new Children's Program Specialist started 4-20-22, and Ava Gerber, new Children's Customer Service Specialist started 5-2-22, was introduced to the Board.

Approve Minutes The minutes of **April 20, 2022** were presented for approval. Linda moved to approve the minutes, seconded by Matt, all yeas motion carried.

Friends of the Library The FOL are currently holding a book sale in the program room.

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

The financial reports for the period ending April 30, 2022 were presented. Matt moved to approve the financial reports, seconded by Bud, all yeas motion carried.

Bills A list of bills for 4/21/22 – 5/13/22 in the amount of \$72,555.31 was presented for payment. Linda moved to pay the bills, seconded by Matt, all yeas motion carried.

Fund Transfers Debbie requested the 2022 budgeted fund transfer of \$150,000.00 to accumulate monies to pay off the loan for the addition and to capital fund. Bud moved and Linda seconded to transfer \$150,000.00 from the General Fund 1000-910-910-0000 with \$113,500 to the Debt Service Fund 3001-931-0000; and \$36,500 to the Capital Projects Fund 4001-931-0000. All yeas, motion carried.

Director's Report Attached

Buildings & Grounds Brad Curtis from Hardlines met with David on 5/11/22 for site assessment. Brad will make a "shopping list" of building repairs (power washing, paint, plan to address Children's room flooding, etc.) with estimates.

Furniture & Equipment Harv got 3 quotes for copiers and we think COMDOC would be the least expensive with a quality machine (Xerox) and service. We would pay \$320 per month for 63 months, and that includes toner, maintenance, parts, & travel, with a \$1 purchase option at the end. **Bud moved and Linda seconded a motion to approve the copier contract with COMDOC. All yeas, motion passed.**

Strategic Plan Linda moved and Tim seconded a motion to approve the three year Strategic Plan 2022 - 2024. All yeas, motion passed.

Items included in the Director's Reports:

- Social Media Contacts, Circulation, Collection, Patron and Program statistics for April;
- Inter-library Loan delivery service update;
- Ohio Sunshine Laws power point presentation from a webinar that David attended on 5/10/22.

Committee Reports

Building & Grounds The building walk-around is scheduled for 5/17/22 at 4 PM. The program room ceiling cracks are caused by heat shrinkage.

Personnel The vacation for part-time employees will be discussed soon.

New Business None

Unfinished Business None

Next meeting The next meeting will be held on June 8, 2022 at 7:00 PM.

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

Jim Westbrooks, Secretary

Robert Richmond, President