

**CANAL FULTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
JUNE 8, 2022**

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

Others in Attendance Director David Brown, Fiscal Officer Debbie Kerr, and Friends of the Library President, Brian Sommers.

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

Approve Minutes The minutes of **May 11, 2022** were presented for approval. Linda moved to approve the minutes, seconded by Bud, all yeas motion carried.

Friends of the Library Brian advised the Board that the membership count is increasing, the May book sale fundraiser sales were \$1938.90, and the IRS 501c3 has been reinstated.

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

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

Bills A list of bills for 5/13/22 – 6/10/22 in the amount of \$73,926.23 was presented for payment. Michelle moved to pay the bills, seconded by Linda, all yeas motion carried.

Fund Transfers Debbie requested a fund transfer of \$300,000.00 for capital building improvements per prior Board discussions. Linda moved and Jim seconded to transfer \$300,000.00 from the General Fund 1000-910-910-0000 to the Capital Projects Fund 4001-931-0000. All yeas, motion carried.

Supplemental Appropriations Debbie requested supplemental appropriations (appropriate from the unappropriated balances) for capital building improvements per prior Board discussions. Linda moved and Michelle seconded to approve supplemental appropriations of \$300,000 for General Fund Transfers-Out 1000-910-910-0000 and \$399,700.35 for Capital Projects Fund Building Improvements 4001-760-740-0000. All yeas, motion carried.

Director's Report Attached

Administration This year's Staff Training Day will be Oct. 10th. **Jim moved and Matt seconded a motion to approve closing the library on Monday, Oct. 10th for the Staff Training Day. All yeas, motion carried.**

As co-applicants with the North Canton Public Library, we were awarded the Guiding Ohio Online (GOO) grant. Our estimated portion of the grant is \$12,412.50 and our estimated portion of the match amount is \$4,137.50. The project period is 7/1/22-6/30/23.

We received another grant from the Canal Fulton Rotary for \$236.99 to replace our 3D printer.

Buildings & Grounds Matt Baughman, owner of Library Design Associates, Inc., was here June 7th and will be sending a contract to design a new layout for the Information and Children's Depts.

Policy The Board discussed the "Rules of Conduct Policy" and the suggested changes by the Circulation Manager. Jim moved to accept the suggested changes to revise all the highlighted portions. There was no second and Jim withdrew his motion. The Board agreed to address each section separately.

Section II. G. re: skateboarding on property changed to wheeled recreational vehicles, David will contact the County Prosecutor's Office to ask about this re: signage and liability.

Section II. H. **Linda moved and Matt seconded a motion to remove the "or texting" limitation. All yeas, motion carried.**

Section III. G. Michelle moved and Matt seconded a motion to remove this section re: facial masks. Linda asked if this could be revised and not removed. Matt and Michelle withdrew their motion and second. After discussion, the Board agreed to table this section until the July meeting.

Items included in the Director's Reports:

- Social Media Contacts, Hoopla, Overdrive, Circulation, Collection, Patron and Program statistics for May;
- Inter-library Loan delivery service update;
- The 5/17/22 Building/Grounds committee meeting minutes from Bud;
- Hardlines Design Company letter of 6/8/22 "Scope of Work" and preliminary estimate of probable costs.

Committee Reports

Building & Grounds Bud mentioned some items brought up during their walk-through: pear tree removal, front steps removal and the old bricks used to make new benches, sump pump check valve in children's dept., and Hardlines list of Discovery Phase 1 items. The sump pump is under the children's dept. stairs landing and it's very heavy for servicing and replacement, which leads to looking at other options for stairs and mechanical room placement. There was discussion about ADA and exits. Bud mentioned and provided a hand-out about bullet-resistant fiberglass panels. Bud explained each item in the Hardlines "Scope of Work" dated 6-8-22 and the windows quote (hand-out provided). The Board discussed the priorities as listed by Hardlines. **Michelle moved and Jim seconded a motion to approve Hardlines Design Company's "Scope of Work" and the priorities as listed. All yeas, motion carried.**

New Business Michelle advised that she will be moving out of the Northwest School District in a few months, so that will be 2 library board members outside of the district. A maximum of three members are allowed to live outside of the district.

Unfinished Business None

Next meeting The next meeting will be held on July 13, 2022 at 7:00 PM.

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

Jim Westbrooks, Secretary

Robert Richmond, President