

**CANAL FULTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
JULY 13, 2022**

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

Approve Minutes The minutes of **June 8, 2022** were presented for approval. Jim moved to approve the minutes, seconded by Tim, all yeas motion carried.

Friends of the Library This is included in the Director's Report.

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

The financial reports for the period ending June 30, 2022 were presented. Jim moved to approve the financial reports, seconded by Michelle, all yeas motion carried.

Bills A list of bills for 6/13/22 – 7/13/22 in the amount of \$113,757.75 was presented for payment. Michelle moved to pay the bills, seconded by Jim, all yeas, except Bud abstained from approving check #31462 to WTP for \$7.99, motion carried.

Bills from the 2/9/22 meeting – retroactive correction (per Auditor's suggestion), Michelle moved to pay \$170,208.64 and Jim seconded, all yeas, except Bud abstained from approving check #31321 to WTP for \$168.71, motion carried.

Grant Bud moved and Michelle seconded a motion to accept the Guiding Ohio Online (GOO) Grant as co-applicants with the North Canton Public Library for a tech trainer. CFPL estimated grant is \$12,500 and our estimated match amount is \$4,200 and the project period is 7/1/22 – 6/30/23. All yeas, motion carried.

Director's Report Attached

Administration There is information and an example policy for our library to provide a Notary Service, as an idea that staff generated from the 2021 staff development day. The Board agreed it's a good idea and David will discuss it at the next managers meeting and include it for next month's Board meeting.

Financial David received a mailing from Stark Community Foundation that says an endowment fund can be started with a minimum of \$10,000. Debbie asked the auditor about the sources of funding and was told that it must be gifts. This will need further research.

Human Resources Missy Little (N. Canton Library) and Cathy Morgan (CFPL) set up interviews for the GOO tech trainer position. Carolanne Tkach has the most skills and experience with teaching tech to all ages and also worked for this same grant position before.

Policy David advised the Board and there was discussion of the background and reason for a proposed policy for employee coffee, refreshments, and other amenities. **Bud moved and Jim seconded a motion to approve the attached “Employee Coffee, Refreshments, and Other Amenities Policy”. All yeas, motion carried.**

Items included in the Director’s Reports:

- Social Media Contacts, Hoopla, Overdrive, Circulation, Collection, Patron and Program statistics for June;
- A Building/Grounds Chronology from 1870 – 2021;
- Friends of the Library report dated 7/13/22 listing their success at the Olde Canal Days festival and current membership.

Committee Reports

Building & Grounds Bud reviewed and explained the following items:

- Repair of cracks from foundation – Don Brogan & Sons Concrete quoted \$6700;
- Periwinkle for the entire devil strip on High St. side – Walsh Farms quoted \$7678;
- Vent chimney (furnace exhaust) rubber roof cover needs replaced and the siding needs repaired;
- The exterior wood crown molding needs replaced before painting;
- Power-washing of the building was last done in 2014. Bud recommends power-washing the building every Spring and getting the gutters cleaned out every Fall. Power-washing quote is \$2450;
- There are 2 quotes for 32 thermal pane windows for the Sullivan House section and past additions: Galehouse Lumber Co. (Doylestown) - \$25,092.88 and Graves Lumber (Copley) - \$25,785.49. **Michelle moved and Jim seconded a motion to approve a maximum amount of \$30,000 for replacement windows. All yeas, Bud abstained, motion carried.**

- The quote for installation and labor of the replacement windows from Eric Schroeder Construction (Seville) is \$20,470 and does not include permits, painting, moving furniture, or extra trim. **Jim moved and Michelle seconded a motion to approve a maximum amount of \$30,000 for labor and installation of the replacement windows. All yeas, Bud abstained, motion carried.**
- There are quotes for the children's dept. flood abatement remediation – 3 for the outside portion of work and 2 for the inside work. **Tim moved and Michelle seconded a motion to approve a maximum amount of \$20,000 for the children's dept. flood abatement remediation for inside and outside work. All yeas, Bud abstained, motion carried.**

New Business Debbie advised that David Brown's vacation balance of 6.25 hours as of 6/17/22 needs to be a carry-over, a pay-out, or deleted. Michelle moved and Tim seconded a motion to pay-out 6.25 hours of vacation leave to Director David Brown for unused vacation hours as of his anniversary date of 6/17/22. All yeas, motion carried.

Debbie advised that the Covid Leave (special sick pay) that the Board approved to extend on 2/9/22 will expire today. Michelle moved and Jim seconded a motion to extend employees' current balance of Covid Leave (special sick pay) through the January Board meeting on 1/11/2023. All yeas, motion carried.

Unfinished Business Rules of Conduct Policy – tabled until next month

Next meeting The next meeting will be held on August 10, 2022 at 7:00 PM.

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

Jim Westbrooks, Secretary

Robert Richmond, President