

**CANAL FULTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
AUGUST 10, 2022**

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

Others in Attendance Director David Brown, Fiscal Officer Debbie Kerr, and FOL Vice President Jon Freeman.

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

Approve Minutes The minutes of **July 13, 2022** were presented for approval. Linda moved to approve the minutes, seconded by Tim, all yeas motion carried.

Friends of the Library Jon Freeman, FOL’s vice president, reported that there are 47 members and updated the Board on their activities and funds.

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

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

Bills A list of bills for 7/14/22 – 8/10/22 in the amount of \$103,035.63 was presented for payment. Linda moved to pay the bills, seconded by Tim, all yeas motion carried.

Copies of the State Audit Report for “Agreed Upon Procedures” for 2020 and 2021 (no exceptions) were provided to the Board.

2023 Alternative Tax Budget: Matt moved to approve the 2023 Alternative County Tax Budget and submit it to the Northwest Local School District for approval, seconded by Linda, all yeas motion carried.

Line Item Transfer Jim moved and Linda seconded a motion to approve the line item transfer of \$200.00 listed below: All yeas, motion carried.

TRANSFER AMOUNT \$	FUND	FROM CODE	FROM CODE DESCRIPTION		TO CODE	TO CODE DESCRIPTION	REASON
\$200.00	General	1000-230-590-0000	Other-Other		1000-230-322-0000	Postage	Small increase

Director's Report Attached

Human Resources Ava Gerber will be quitting effective 8/20/22 and Angelica Aronson will be quitting 9/7/22. Carolanne Tkach, the new tech trainer through the Guiding OH online grant, started at our library on 7/25/22.

David presented and the Board discussed a list showing “Paid Days Closed at Other Local Libraries”.

David presented and the Board discussed a chart showing “Comparison of Stark County Council of Govts Health Insurance” for premiums and current Library premiums for medical, vision, and dental coverages. Debbie will prepare a chart to compare deductibles and co-pays.

David explained the 5 quotes and information he received regarding Employee Assistance Plans (EAP's), as on page 19 of the Director's Report. The Board discussed the various options. **Linda moved and Matt seconded a motion to approve Pro Medica EAP Services. All yeas, motion carried.**

Policy Rules of Conduct Policy-John Lysenko, Asst. Prosecutor in the Civil Division at the Stark County Prosecutor's Office, responded by e-mail August 2nd to questions about skateboarding, signs, and liability. Discussion was held and the Board agreed to review a clean copy of revisions at the next meeting on September 14th.

Notary Policy-The Board reviewed the 3 examples and the list of allowable forms to be notarized. Discussion was held and the Board agreed to review a clean copy of revisions at the next meeting on September 14th.

Items included in the Director's Reports:

- Social Media Contacts, Hoopla, Overdrive, Circulation, Collection, Patron and Program statistics for July;
- Library Board & Admin list of information as of 8/1/22;
- Friends of the Library meeting minutes of 6/13/22 and 7/11/22.

Committee Reports

Building & Grounds The Board reviewed the packet that Bud prepared - “August 2022 Project review for CFPL” and also the lists that Debbie prepared on Bud's request as of 8/10: “Amounts Available for Projects/Building-Land Improvements” and “List of Expenses & open PO by vendor for work to improve CFPL in 2022”.

Jim moved and Tim seconded a motion to approve a maximum amount of \$30,000 to Henderson Roofing (North Canton) for labor and materials to replace the wood crown molding gutter encasements with AZEK crown molding gutter encasements. All yeas, motion carried.

Matt moved and Jim seconded a motion to approve a maximum amount of \$14,730 to Henderson Roofing (North Canton) for labor and materials to inspect the library's flat roof and make repairs as needed, including the vent chimney (furnace exhaust) siding and rubber roof cover. All yeas, motion carried.

Personnel & Compensation This committee decided to meet on 9/14/22 at 6 PM to review and discuss a proposed paid leaves-earned-by-accrual policy, paid holidays, and employee health coverage information.

New Business None

Unfinished Business None

Next meeting The next meeting will be held on September 14, 2022 at 7:00 PM.

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

Jim Westbrooks, Secretary

Robert Richmond, President