

**CANAL FULTON PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
SEPTEMBER 14, 2022**

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

**Others in Attendance** Director David Brown, Fiscal Officer Debbie Kerr, and FOL President Brian Sommers

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

David introduced Carolanne Tkach, the tech trainer who works here Mondays & Tuesdays as part of the Guiding OH Online grant with N. Canton Public Library.

**Approve Minutes** The minutes of **August 10, 2022** were presented for approval. Linda moved to approve the minutes, seconded by Michelle, all yeas motion carried.

**Friends of the Library** Brian Sommers, FOL’s president, reported that there are 49 members and updated the Board on their activities and funds. There are more details included in the Director’s Report.

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

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

**Bills** A list of bills for 8/10/22 – 9/16/22 in the amount of \$103,455.65 was presented for payment. Linda moved to pay the bills with the exception of check #31524, seconded by Tim, all yeas motion carried. Linda moved and Tim seconded a motion to approve check # 31524 to Welded Tube Pros LLC for \$38.32, all yeas except Bud abstained.

**Line Item Transfer** Michelle moved and Linda seconded a motion to approve the line item transfer of \$1,000.00 listed below: All yeas, motion carried.

TRANSFER AMOUNT \$	FUND	FROM CODE	FROM CODE DESCRIPTION		TO CODE	TO CODE DESCRIPTION	REASON
\$1,000.00	General	1000-230-590-0000	Other-Other		1000-230-373-3251	Tax Collection Fees	State increase

**Pay Periods** Debbie requested this 1 day change for administrative efficiency and has already talked to the pension system for approval. Michelle moved and Tim seconded a motion to revise the pay periods to end bi-weekly on a Saturday, 1 day ahead of the current Sunday, effective with the pay period ending 9/24/2022. All yeas, motion carried.

### **Director's Report Attached**

**Human Resources** Lillian Wise was hired to fill the open Customer Service position in the Children's dept. effective 9/19/22. The open part-time Information Program Specialist position in the Information Dept will now be a full-time position as a Local History & Genealogy Librarian. Applications received by 9/17/22 will have first consideration.

Our current health insurance plan year ends 10/31/22. The current provider, *The Health Plan*, intends to raise rates by 24.3%. Doug Brown will "shop" our group to other providers and get quotes. Debbie & I have also been looking into health insurance through the Stark County Schools' Council of Governments.

**Insurance** We have applied for a new cyber insurance policy.

**Policy** A draft Videotaping & Photography policy is included for the Board's review.

### **Items included in the Director's Reports:**

- Social Media Contacts, Imagination Library, Hoopla, Overdrive, Circulation, Collection, Patron and Program statistics for August;
- OLC legal update on the knife law regulation changes;
- Friends of the Library meeting minutes of 8/8/22.

### **Committee Reports**

**Building & Grounds** Bud showed drone video and photos of building work needed and completed. In the Spring, the building should be pressure-washed annually. In the Fall, the gutters need to be cleaned annually. Interior painting options of minimalist, or concurrent with the window replacement (1-2 days) & move items against walls & close for 7-10 days. All old HVAC systems total \$64,000 to replace individually and as needed, and it is not included in the building improvement budget list. Bud will get quotes from Hardlines to plan the elevator on the Walnut St. side of the building. The windows' expected delivery is mid-October.

Personnel & Compensation The committee met at 6 PM today and would like to make one recommendation at this time to the Board regarding employee health benefits. The Board discussed coverages, costs, and premiums. **Linda moved and Tim seconded a motion to obtain health insurance through the Stark County Schools' Council of Governments with the Library paying 90% of health & vision premiums (as current), and 50% of dental premiums. This is subject to review of the 2 other quotes in-process (Aultcare & Summa). All yeas, motion carried.**

New Business 2023 Board member appointment – Tim Feaser’s term expires 12/31/22. Tim advised that he would like to serve another term.

Unfinished Business

1. Rules of Conduct Policy – Michelle moved and Jim seconded a motion to approve the Rules of Conduct Policy as presented in the Sept. Director’s Report. All yeas, motion carried.
2. Notary Policy – Jim moved and Bud seconded a motion to approve the Notary Policy effective 9/15/22 as presented in the Sept. Director’s Report. All yeas, motion carried.

Next meeting The next meeting will be held on October 12, 2022 at 7:00 PM.

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

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Jim Westbrooks, Secretary

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Robert Richmond, President