

CANAL FULTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
OCTOBER 12, 2022

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

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 Lillian Wise, the new Children's Dept. customer service/shelver.

Approve Minutes The minutes of September 14, 2022 were presented for approval. Linda moved to approve the minutes, seconded by Bud, all yeas motion carried.

Friends of the Library Brian Sommers, FOL's president, reported that they have t-shirts for sale, they're getting ready for the holiday basket raffle, and will have a membership push in November & December.

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

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

Bills A list of bills for 9/15/22 – 10/14/22 in the amount of \$93,676.78 was presented for payment. Michelle moved to pay the bills seconded by Jim, all yeas motion carried.

Purchase Orders Michelle moved and Matt seconded a motion to approve the following 3 purchase orders: All yeas, motion carried.

- 38-2022 Baughman Finishing \$29,800 for exterior painting;
- 39-2022 Baughman Finishing \$27,363 for interior painting;
- 40-2022 Corrigan Moving Systems \$14,760 to move materials for painting.

Stark County Schools' Council of Governments Resolution Linda moved and Bud seconded approval of the attached Resolution to become a member of the Stark County Schools' Council of Governments and to participate in the insurance coverages offered. Upon roll call, all yeas, motion carried.

2023 Tax Levies Resolution Jim moved and Linda seconded approval of the attached Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the Stark County Auditor for 2023. Upon roll call, all yeas, motion carried.

2023 Alternative County Tax Budget Debbie advised that a letter was received from the Northwest Local School District advising that the Board of Education approved the Library's 2023 Alternative Tax Budget at its regular meeting on September 26, 2022.

Director's Report Attached

Human Resources A representative from the Stark County Schools' Council of Governments will be here 10/13/22 to explain health insurance and other benefits available to library employees, effective 11/1/22. Four candidates were interviewed for the Local History & Genealogy Librarian position, and it has been narrowed down to two.

Items included in the Director's Reports:

- Social Media Contacts, Hoopla, Overdrive, Circulation, Collection, Patron and Program statistics for September;
- Summit County Library Trustees Council PLF Allocation for 2023 information. Michelle Studer confirmed that she would attend the annual meeting.

Committee Reports

Personnel & Compensation The committee met on 10/5/22 to discuss various employee benefits. Linda moved and Tim seconded a motion to enter into executive session to discuss staff compensation and benefits. All yeas, motion carried.

Linda moved and Jim seconded a motion to move out of executive session where wages & compensation was discussed, and no action was taken. All yeas, motion carried.

Linda moved and Tim seconded a motion to use the **2022 salary ranges wage scale** as the basis for the 10-year steps of beginning rates through the 'after 10 years' rates to begin 10/9/22. All yeas, motion carried.

Linda moved and Tim seconded a motion to approve an **annual wage adjustment of 8%** for 2023. All yeas, motion carried.

Linda made a motion beginning 10/9/22, that current **full time employees' (and new full time employees upon hire) vacation accrues each pay date** per the vacation schedule (with a catch-up provision of hours earned since their last anniversary date) that the accrual for full time employees is the annual vacation hours divided by 26 pay periods, that the maximum cap is one year's accrual plus one week of vacation and that new hires may use vacation earned after six months of employment. Matt seconded the motion. All yeas, motion carried.

Linda made a motion beginning 10/9/22, that current **part time employees (and new part time employees upon hire) begin to earn vacation**, it accrues each pay date at .04 hour for every hour worked or paid, that the maximum cap is one year's accrual plus one week of vacation and that new hires may use vacation earned after six months of employment, and that there be no payout of vacation balance upon termination of employment. Matt seconded the motion. All yeas, motion carried.

Linda made a motion to **eliminate "Election Day" starting in November of 2023 as a holiday**. And therefore, revise the language of the personnel policy to read that **floating holidays for full time employees** will be four days each year beginning on January 1st to use within the year with no carryover balance. Full-time employees hired after June 30th will earn 2 floating holidays to use for the remainder of the year with no carryover balance. Michelle seconded the motion. All yeas, motion carried.

Linda made a motion that **Emergency Leave for full and part time employees** will be three days each year beginning on January 1st to use within the year with no carryover balance. Employees hired after June 30th will earn 1.5 days to use for the remainder of the year with no carryover balance. As a reminder, pay for part time hourly employees will be determined by total regular hours per week divided by 5 working days. Jim seconded the motion. All yeas, motion carried.

Linda made a motion to approve an increase in full time employees' carryover **compensatory time to a cap of 32 hours**. Bud seconded the motion. All yeas except Linda voted no, motion carried.

Linda made a motion to pay the premiums for **\$25,000 coverage in life insurance** through the Stark County Schools' COG for full time and part time employees. Michelle seconded the motion. All yeas, motion carried.

Linda made a motion to move the **Fiscal Officer position** to full time at 30 hours per week, effective 11/1/22. Jim seconded the motion. All yeas, motion carried.

Linda made a motion to establish a **sick leave donation program** that follows the Bexley Public Library program effective 1/1/23, and the Board still needs to approve a revised clean policy for Canal Fulton. Michelle seconded the motion. All yeas, motion carried.

Building & Grounds Bud reviewed and explained to the Board his excel sheet "Discovery Phase – Preliminary Estimate of Probable Costs" dated 10/8/22. Interior painting will be this November and exterior painting will be in the Spring of 2023. The asphalt shingle roof is estimated to have a 5-year life remaining. It is estimated that the concrete siding will need to be painted in 5 years, and the wood siding in 3 years. The consultant advised to put the elevator where the stairs are to have the maintenance room down below it,

and add a spiral staircase within the square footage of the library, then build the addition beside Walnut Street.

New Business None

Unfinished Business None

Next meeting The next meeting will be held on November 9, 2022 at 7:00 PM.

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

Jim Westbrooks, Secretary

Robert Richmond, President