

CANAL FULTON PUBLIC LIBRARY
 BOARD OF TRUSTEES MEETING MINUTES
 NOVEMBER 9, 2022

Trustees Present Tim Feaser, Bud Graham, Matt Moellendick, Bob Richmond, Michelle Studer, James Westbrook 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 October 12, 2022 were presented for approval. Linda moved to approve the minutes, seconded by Bud, all yeas motion carried.

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

The financial reports for the period ending October 31, 2022 were presented. Linda moved to approve the financial reports, seconded by Matt, all yeas motion carried.

Bills A list of bills for 10/14/22 – 11/11/22 in the amount of \$93,435.28 was presented for payment. Michelle moved to pay the bills seconded by Bud, all yeas motion carried.

Purchase Orders James moved and Bud seconded a motion to approve purchase order **#44-2022 to Stark County ESC, \$38,931.98** for premium holiday buy-in. All yeas, motion carried. Bud moved and James seconded a motion to approve purchase order **#48-2022 to Corrigan Moving Systems, \$6,000.00** for addendum to remove 86 additional shelves with materials and return them upon delivery, for interior painting preparation. All yeas, motion carried.

Star Ohio Capital Savings Account Debbie advised that she and Bud discussed this previously, and it is similar to a new law passed for HOA's to accumulate funds for projects. Bud moved and James seconded a motion to establish a separate STAR OHIO account for capital savings. All yeas, motion carried.

Line-Item Transfers Michelle moved and Linda seconded a motion to approve line item transfers totaling \$4,920.00 listed below: All yeas, motion carried.

TRANSFER AMOUNT \$	FUND	FROM CODE	FROM CODE DESCRIPTION	TO CODE	TO CODE DESCRIPTION	REASON
\$4,800.00	General	1000-230-590-0000	Other	1000-110-221-0000	Health Insuran	Prem Buy-In
\$120.00	General	1000-230-590-0000	Other	1000-110-222-0000	Life Insurance	New Benefit

Director's Report Attached

Administration The Board reviewed the 2023 'Closed Days Proposal' list on page 19 of the Director's Report. Michelle moved and Linda seconded a motion to approve the list. All yeas, motion carried.

Buildings & Grounds David reviewed the proposal from Library Design Associates, Inc. for the renovation of the Information Services area. This will not include the 6 lounge chairs for patrons. The goal is to provide a more open, less cluttered, comfortable space for patrons. Bud moved and Matt seconded a motion to approve purchase order #49-2022 and the proposal from Library Design Associates, Inc. for \$46,635. All yeas, motion carried.

Friends of the Library The raffle basket fundraiser runs from Nov. 1st thru Dec. 10th and the price is \$1 per ticket.

Human Resources Rob Hodges will be our new Information Services Specialist 1, and will start work on 11/14/22. In addition to providing reference services, he will focus on local history and genealogy.

Policy James moved and Michelle seconded a motion to approve the "Request for Reconsideration of Resources" policy. All yeas, motion carried.

Safety According to the architect's plans (G2.1.1 dated 3/20/19, "Code Compliance and Life Safety Plans"), the Program room is designed for up to 106 occupants.

Items included in the Director's Reports:

- Social Media Contacts, Hoopla, Overdrive, Circulation, Collection, Patron and Program statistics for October;
- Correspondence from the Northwest Local Board of Education advising of their approval of the appointment of Tim Feaser as a library trustee effective 1/1/23.

Committee Reports

Personnel & Compensation The committee met before the regular meeting today to discuss employee compensation. Linda explained that they determined that the committee doesn't address individual pay requests, but the Director has discretion to place employees at another pay step on the chart.

Building & Grounds Bud explained the roof/chimney project. The gutter repairs will start on or before 11/26/22. Interior painting starts on 11/14/22. All furnaces have been serviced for the winter. Hardlines will design the elevator project, and there is no firm decision on the contractor yet.

New Business The Board reviewed the 2023 draft budget/appropriations totaling \$1,940,555.77. Debbie explained the Capital fund budget will be finalized after some old purchase orders are closed and some of the current planned projects are encumbered.

Unfinished Business **Sick Leave Donation Program** Linda moved and James seconded a motion to approve the Sick Leave Donation Program Policy effective 1-1-2023. All yeas, motion carried.

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

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

James Westbrooks, Secretary

Robert Richmond, President