

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

Trustees Present Tim Feaser, Bud Graham, Bob Richmond, Michelle Studer, James Westbrooks and Linda Zahirsky; Absent - Matt Moellendick

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 November 9, 2022 were presented for approval. Linda moved to approve the minutes, seconded by Bud, all yeas motion carried.

Friends of the Library – Franny Buell, FOL Secretary, reported that in November of 2021 when the new group took over, the cash count was \$2765. Today they have a full Board, 41 members and cash count of about \$6000. The baskets raffle raised \$921. In 2023, the FOL meetings will be held the 3rd Monday of the month.

David introduced Rob Hodges, the new local history and genealogy librarian in the information/reference dept. who started on 11/14/22.

Fiscal Officer Reports Debbie presented the November 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 November 30, 2022 were presented. Linda moved to approve the financial reports, seconded by James, all yeas motion carried.

Bills A list of bills for 11/10/22 – 12/15/22 in the amount of \$139,136.67 was presented for payment. Michelle moved to pay the bills seconded by Linda. Michelle withdrew her motion and Linda withdrew her second. Michelle moved and Linda seconded a motion to approve the list for \$139,136.67 plus approve the \$27,363 check #31600 for the interior painting to Baughman Finishing, contingent on Bud's review and approval, all yeas motion carried.

2023 Appropriations Debbie explained that the list has 2 new budget codes for video games and a few increases/decreases from the list that was e-mailed to the Board and reviewed last month. James moved and Bud seconded a motion to approve 2023 appropriations of \$1,955,685.29 per the list attached. All yeas, motion carried.

Checkbook.gov Debbie advised that she has been working with the Treasurer of State's Office to set up the library's checkbook.gov data and this needs the Board's approval. Michelle moved and Bud seconded a motion to grant permission to the library fiscal officer to access, submit, and share expenditure information with the Ohio Treasurer of State for posting on Checkbook.gov. All yeas, motion carried.

Director's Report Attached

Correspondence The Library received a request to sign a 'Waiver of Notice of Probate of Will' for any archeology and history books bequeathed in the will of Emma Johnson.

Friends of the Library The FOL purchased glassware, Correl plates/bowls and flatware, which are in the kitchenette and available for programs. Notes for the 10/20/22 and 11/14/22 meetings are included in the Director's Report.

Furniture & Equipment The new copier from ComDoc will arrive Dec. 28th, and installation will be in January.

Human Resources Jennifer Hendricks received a 'Certificate of 10 Year Service Award' in recognition of her 10 years of outstanding and dedicated service to the library.

Policy John Lysenko at the Stark County Prosecutors Office reviewed the "Request for Reconsideration of Resources" policy and form. He advised that he found each item to be appropriate for their intended purposes and did not recommend any material changes.

Staff Recognition Plan David presented a revised plan to now include a monthly compliment board treat up to \$10 and to increase each gift card by \$10. Michelle moved and Linda seconded a motion to approve the revised staff recognition plan. All yeas, motion carried.

Items included in the Director's Reports:

- Social Media Contacts, Hoopla, Overdrive, Circulation, Collection, Patron and Program statistics for November;
- Dolly Parton's Imagination Library of Ohio information

Committee Reports

Building & Grounds Bud advised that the interior painting is complete. Henderson Roofing has installed the Azek material. The heat tape still needs to be installed. He met with Johnson-Laux regarding the elevator and mechanical room. This would be accomplished in 2 phases and would not be completed in 2023. Stairs are needed on

the Walnut Street side of the building before the elevator project. Hardlines is working on the plans.

New Business

2023 Committees - the Board reviewed the 2022 committee list and decided to not make any changes for 2023 at this time.

2023 Annual Board Meetings - James moved and Linda seconded a motion to approve no changes to the Board meeting schedule and keep the current schedule as the 2nd Wednesday of the month. All yeas, motion carried.

Unfinished Business None

Next meeting The next meeting will be held on January 11, 2023 at 7:00 PM.

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

James Westbrook, Secretary

Robert Richmond, President