

CANAL FULTON PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
JANUARY 11, 2023

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.

Election of Officers Bob opened the floor for nomination of officers. James moved and Linda seconded a motion that the current officers be nominated for 2023: Bob Richmond as President, Michelle Studer as Vice-President, and James Westbrook as Secretary. All yeas, motion carried.

Board Member New Term Tim Feaser answered the oath of office and was sworn-in by Linda Zahirsky for his reappointed seven-year term of 1/1/23 – 12/31/29. The Northwest Local School Board sent a letter approving of the reappointment at their 10/24/22 Board meeting.

Annual Reappointment of Director and Fiscal Officer Michelle moved and Linda seconded a motion for 2023 to reappoint David Brown as Library Director and Debbie Kerr as Fiscal Officer. All yeas, motion carried.

Friends of the Library – Jon Freeman, FOL VP, gave various updates to the Board. The FOL started 2023 with 50 members. The next meeting is 1/16/23.

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

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

The financial reports for the period ending December 31, 2022 were presented. Debbie advised that the General fund 12/31 unencumbered carryover is \$480,397. Linda moved to approve the financial reports, seconded by Michelle, all yeas motion carried.

Bills A list of bills for 12/16/22 – 1/11/23 in the amount of \$170,975.92 was presented for payment. Michelle moved to pay the bills seconded by Linda, all yeas motion carried.

Purchase Order Michelle moved and Bud seconded a motion to approve purchase order **#BC38-2023** for **\$73,751** for the 2022-2023 Plan & Save amounts. Debbie explained that the PO will be closed on 12/31/23 and a new PO opened in 2024 for the new amount, which sets aside estimated future funds needed for the metal roof, HVAC replacements, and future exterior painting. All yeas, motion carried.

Credit Card Rewards Debbie advised that the Library received a total of \$250 during 2022 from First Commonwealth Bank for company credit card rewards. This is received quarterly if we qualify.

#### Director's Report Attached

Administration Due to the extreme weather forecast, the library was closed 12/23/22.

Human Resources David announced his retirement as of June 30, 2023 and distributed copies of his retirement letter. The Board discussed the search for a new director. Linda will investigate recruitment companies for assistance.

Staff David explained that everything listed for the 'staff development goals' is completed for the most part.

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

- Social Media Contacts, Hoopla, Overdrive, Circulation, Collection, Patron and Program statistics for December;
- Dolly Parton's Imagination Library of Ohio information
- Library 'chain of command' list
- Various newspaper articles about the library and a patron appreciation letter

#### Committee Reports

Building & Grounds Bud updated the Board regarding projects. The exterior painting is planned for the Spring. He and David met with Johnson-Laux for pricing on the Walnut side stairs, emergency exit, and floor to replace steps (all needed before elevator installation). It continues to be a challenge finding the smell coming from the children's dept. bathroom. The heat tape still needs to be installed by Henderson Roofing.

New Business

- Debbie advised that the Covid Leave (special sick pay) that the Board approved to extend on 7/13/22 will expire today. **James moved and Linda seconded a motion to extend employees' current balance of Covid Leave (special sick pay) through the July Board meeting on 7/12/2023. All yeas, motion carried.**
- **Church bell display** – Mark Stewart, member of the Trinity United Church of Christ transition team, was present to request consideration of placing the church bell on library property to promote historical evidence of the church's many years of existence in our community, since the church has closed. Per Mark's letter, the church would cover all costs involved. The Board asked questions and discussed the matter. **James moved and Bud seconded a motion to accept the offer from the Trinity UCC to place the bell on library grounds and control the placement, pending HPC (Historical Preservation Commission) approval. All yeas, motion carried.**

Unfinished Business None

Next meeting The next meeting will be held on February 8, 2023 at 7:00 PM.

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

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James Westbrooks, Secretary

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Robert Richmond, President