

CANAL FULTON PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
FEBRUARY 8, 2023

Trustees Present Tim Feaser, Bud Graham, Bob Richmond, James Westbrook and Linda Zahirsky. Absent: Matt Moellendick and Michelle Studer.

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 January 11, 2023, were presented for approval. Linda moved to approve the minutes, seconded by James, all yeas motion carried.

Fiscal Officer Reports Debbie presented the January 2023 Bank Reconciliation for approval. James moved to approve the reconciliation, seconded by Linda, all yeas motion carried.

The financial reports for the period ending January 31, 2023, were presented. Linda moved to approve the financial reports, seconded by James, all yeas motion carried.

Bills A list of bills for 1/12/23 – 2/9/23 in the amount of \$98,318.14 was presented for payment. James moved to pay the bills seconded by Linda, all yeas motion carried.

Director's Report (Attached)

Buildings & Grounds The information dept. will be closed for construction 3/20 – 3/22 and patrons will need to access the Children's dept. via the exterior Market St. entrance for those 3 days.

Community David & Cathy Morgan will be giving a presentation (READ THINK CREATE) about the library and its resources at the Canal Fulton Chamber of Commerce meeting on March 23<sup>rd</sup>.

Financial On Jan. 19<sup>th</sup> the Canal Fulton Rotary Club presented the library with a check for \$300 which will help us get started toward our goal of digitizing our local history collection.

Human Resources Kim Al-Abid's 25-year anniversary will be March 4<sup>th</sup> but we'll celebrate on Monday, March 6<sup>th</sup>. Linda moved and James seconded a motion to approve the resolution honoring Kim for 25 years of service. All yeas, motion carried.

Policy The Rules of Conduct Policy states: "Examples of inappropriate behavior include: 5. Possession, sale, or use of alcoholic beverages, illegal substances, or

weapons on library property.” David suggested a revision due to Senate Bill 140 (under ORC 2923.12) and Senate Bill 156. Linda moved and Tim seconded a motion to include the word “deadly” before the word “weapon” in the Rules of Conduct Policy. All yeas, motion carried.

Items included in the Director’s Reports:

- Social Media Contacts, Hoopla, Overdrive, Circulation, Collection, Patron and Program statistics for January;
- Dolly Parton’s Imagination Library of Ohio information;
- A *Library Journal* article “America’s Star Libraries”;
- David’s To Do List for February – June 30, 2023.

Committee Reports

Building & Grounds Bud advised the Board that Johnson-Laux architect’s quote for the emergency exit on Walnut Street side was way too high. The heat tape will be installed when there is a break in the weather. The smell in the children’s dept. is still being researched and Bud is trying to find ways to get to the source/origin. The Board agreed that a device should be rented that measures and records the smells in real time as it’s isolated to certain areas. Painters need to paint the entrance lobby ceiling and window arch on the west side.

Personnel Linda advised that she and David met to review the Director’s job description. A company in Canton, Bradbury Miller Associates, can be hired to search for directors. They are very expensive and very busy right now (doing 17), but Karen Miller, the President of that company, offered to review the job description. Organizational Architecture is another company. Karen suggested to look internally first. There are 2 directors already retiring in Stark County and she said there is not a large pool to select from.

New Business None

Unfinished Business None

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

Linda moved to adjourn, seconded by Bud, all yeas motion carried.

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James Westbrooks, Secretary

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Robert Richmond, President