

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

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 February 8, 2023 were presented for approval. Linda moved to approve the minutes, seconded by James, all yeas motion carried.

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

The financial reports for the period ending February 28, 2023, were presented. Michelle moved to approve the financial reports, seconded by Linda, all yeas motion carried.

Bills A list of bills for 2/10/23 – 3/10/23 in the amount of \$89,047.16 was presented for payment. Linda moved to pay the bills seconded by Bud, all yeas motion carried.

Purchase Order Bud moved and Linda seconded a motion to approve purchase order #17- 2023 for the children's dept. redesign proposal from Library Design Associates, Inc. for \$53,568. All yeas, motion carried.

Director's Report (Attached)

Furniture & Equipment The new ComDoc copier has been installed, and credit card and digital payments are now functioning. The 10-year-old copier has been moved upstairs and will continue to be used by staff until it dies.

Human Resources Bud moved and Michelle seconded a motion to approve allowing Tracey Hayward to retain 39.47 hours of vacation leave until August 16, 2023, that she would otherwise lose due to the change in the accrual system in October. All yeas, motion carried.

Items included in the Director's Reports:

- Social Media Contacts, Hoopla, Overdrive, Circulation, Collection, Patron and Program statistics for February;

- Dolly Parton’s Imagination Library of Ohio information;
- List of 2023 department goals;
- Information and articles on House Bill (HB) 1 (flat tax) from OH Library Council (OLC), The Plain Dealer “cleveland.com”, and Howard Fleeter’s article “On The Money”;
- 2023 County Auditor property tax and Public Library Fund (PLF) estimates;
- Friends of the Library (FOL) 1/16/23 meeting minutes and book sale flier.

Committee Reports

Personnel

- David distributed the draft Director’s job description.
- At 7:50 PM Linda moved and Michelle seconded a motion to enter into **executive session** with the Board members present, David and Debbie, to discuss the possibility of hiring a director. All yeas, motion carried.
- At 8:10 PM Linda moved and Bud seconded a motion to return to **regular session** – there were no decisions made in the executive session. All yeas, motion carried.
- Linda moved and James seconded a motion to post the Director position internally on or before March 15th, to use the current director pay range, and all inquiries be made to Board President Bob Richmond. All yeas, motion carried.

Building & Grounds Bud advised the Board that Henderson Roofing is almost finished with the heat trace cables. The smell-meter device will be used in the Children’s dept. starting Friday. The exterior painting is planned for this spring. Hardlines will get estimates for the elevator.

New Business None

Unfinished Business None

Next meeting The next meeting will be held on April 12, 2023, at 7:00 PM.

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

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James Westbrooks, Secretary

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Robert Richmond, President