

CANAL FULTON PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
APRIL 12, 2023

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

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

Fiscal Officer Reports Debbie presented the March 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 March 31, 2023, were presented. Michelle moved to approve the financial reports, seconded by Matt, all yeas motion carried.

Bills A list of bills for 3/11/23 – 4/14/23 in the amount of \$162,055.41 was presented for payment. Linda moved to pay the bills seconded by James, all yeas motion carried.

Purchase Orders Michelle moved and Linda seconded a motion to approve purchase orders: #21-2023 \$88,516.65 to First Commonwealth for annual loan payment #3 of 10 and #22-2023 \$15,899 to LiteZilla LLC for the children’s dept. LiteZilla equipment. All yeas, motion carried.

Line Item Transfers Linda moved and Michelle seconded a motion to approve the line item transfers totaling \$14,885.00 listed below: All yeas, motion carried.

TRANSFER AMOUNT \$	FUND	FROM CODE	FROM CODE DESCRIPTION	TO CODE	TO CODE DESCRIPTION	REASON
\$50	General	1000-110-329-3294	Teen Programs	1000-110-329-3292	Juvenile Programs	Actual donation split differ
\$11,000	General	1000-210-740-0000	Bldg Improv	1000-210-750-0000	Furn & Equipt	LiteZilla
\$3,835	General	1000-230-590-0000	Other-Other	1000-110-411-4110	Books-Imagination Library	New code to track separately

Director’s Report (Attached)

Financial We received grants from the Stark Community Foundation (\$1,345), and from the Ferguson Foundation (\$3,500).

Friends of the Library There were expenses approved for books/materials in honor of the Deans, the Information/Reference wish list, and Imagination Library. The next meeting is 4/17/23. The FOL Book Sale is May 18-21.

Items included in the Director's Reports:

- Social Media Contacts, Hoopla, Overdrive, Circulation, Collection, Patron and Program statistics for March;
- Dolly Parton's Imagination Library of Ohio information;
- List of # of employees by year for 2006-2023;
- 2022 Annual Report showing library statistics and 2022 financial pie charts.

Committee Reports

Personnel to be held later in the meeting

Building & Grounds Tim said that Bud advised that the smell-meter device in the children's dept. did not detect anything.

New Business Tim advised that he would attend the OLC Trustees dinner on May 4<sup>th</sup>. Matt and James are members of an educational carving club and asked if the Library's display case could be used sometime between now and December to promote items and a rocking horse to be raffled. David said that he will get an application to them.

Unfinished Business Matt advised that Mark Stewart is trying to find a mason for the Trinity Church bell installation on the Library grounds.

Committee Report

Personnel

- David distributed the Director's job description, a copy of the internal posting for the position, and the summary list of benefits.
- At 7:45 PM Linda moved and Michelle seconded a motion to enter into **executive session** with the Board members and David to discuss hiring a director. All yeas, motion carried.
- At 8:00 PM Linda moved and James seconded a motion to return to **regular session** – there was no action taken in the executive session. All yeas, motion carried.
- Linda moved and Michelle seconded a motion to hold a special meeting on Wednesday, April 19<sup>th</sup>, at 6 PM to discuss hiring personnel. All yeas, motion carried.

Next meeting The next regular meeting will be held on May 10, 2023, at 7:00 PM.

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

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James Westbrooks, Secretary

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Robert Richmond, President