

CANAL FULTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
MAY 10, 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, future Director Cathy Morgan, and Fiscal Officer Debbie Kerr

Bob Richmond, Board President, called the meeting to order at 7:00 P.M.

Approve Minutes Linda moved to approve the April 12, 2023 minutes, second by Michelle, all yes motion carried. Linda moved to approve the special meeting minutes of April 19, 2023, second by James, all yes motion carried.

Fiscal Officer Reports Michelle moved to approve the April 2023 Bank Reconciliation, second by Matt, all yes motion carried.

Matt moved to approve the financial reports for the period ending April 30, 2023, second by Linda, all yes motion carried.

Bills James moved to approve the list of bills in the amount of \$208,307.14 second by Michelle, all yes motion carried.

Fund Transfers Michelle moved to approve the fund transfers totaling \$150,000 listed below, second by James, all yes motion carried:

TRANSFER AMOUNT \$	FUND	FROM CODE	FROM CODE DESCRIPTION		TO CODE	TO CODE DESCRIPTION	REASON
\$113,500	General	1000-910-910-0000	Transfer-Out		3001-931-0000	Debt Service Fund	Annual Budget
\$36,500	General	1000-910-910-0000	Transfer-Out		4001-931-0000	Capital Projects Fund	Annual Budget

Line Item Transfers Linda moved to approve the line item transfers totaling \$7,000 listed below, second by Michelle, all yes motion carried:

TRANSFER AMOUNT \$	FUND	FROM CODE	FROM CODE DESCRIPTION		TO CODE	TO CODE DESCRIPTION	REASON
\$2,000	General	1000-230-590-0000	Other-Other		1000-230-322-0000	Postage/shipping	State increase
\$5,000	General	1000-230-590-0000	Other-Other		1000-230-390-0000	Other Purch & Contracted Services	Local History Prog. Assmt Consultnt

Director's Report (Attached)

Buildings & Grounds Painting the library exterior is planned for mid-July.

Financial A grant application for \$2,500 from the OH Historical Records Advisory Board (OHRAB) was approved to match the cost of hiring a consultant to partner with the Canal Fulton Heritage Society and assess the historical collections archival program. **Linda moved to accept the \$2,500 grant from OHRAB, second by James, all yes motion carried.**

Friends of the Library The next meeting is 5/15/23. The FOL Book Sale is May 18-21. The FOL minutes of Feb. 20 and March 20, 2023 are included in the Director's Report.

Human Resources The Board chose to hire from within and selected Cathy Morgan to be the next Director. She has accepted the position and will start July 1st as Director.

Policy David explained that, in the process of reformatting all policies, a "Notification Policy" was discovered from about 2010 that apparently wasn't ever approved by the Board. **Michelle moved to acknowledge that the document "Notification Policy" is not a policy, but is a procedure that can be amended as needed by the Director, second by James, all yes motion carried.**

Items included in the Director's Reports or passed around:

- Social Media Contacts, Hoopla, Overdrive, Circulation, Collection, Patron and Program statistics for April;
- 2003 addition project plaque artwork draft;
- EAP (Employee Assistance Program) summary of services;
- OLC membership cards.

Committee Reports

Building & Grounds David distributed copies of Bud's email with a drawing in regards to placing a wheelchair lift outside the west side of the building with a family restroom on the main floor – accessible between floors by the lift. Then the children's bathroom will be renovated into a storage closet.

New Business The Board talked about makerspace areas in libraries.

Unfinished Business None

Next meeting The next meeting will be held on June 14, 2023, at 7:00 PM.

James moved to adjourn, second by Linda, all yes motion carried.

James Westbrooks, Secretary

Robert Richmond, President