

CANAL FULTON PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
JUNE 14, 2023

Trustees Present Tim Feaser, Bud Graham, Matt Moellendick, Bob Richmond, Michelle Studer, and James Westbrooks. Absent (but here for photo): Linda Zahirsky.

Others in Attendance Director David Brown, future Director Cathy Morgan, and Fiscal Officer Debbie Kerr

After a photographer took Board photos outdoors, Bob Richmond, Board President, called the meeting to order at 7:00 P.M.

Approve Minutes James moved to approve the May 10, 2023 minutes, second by Michelle, all yes motion carried.

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

Matt moved to accept the financial reports for the period ending May 31, 2023, second by James, all yes motion carried.

Bills James moved to approve the list of bills in the amount of \$88,596.26 second by Bud, all yes motion carried.

Director's Report (Attached)

Administration David received an Institution Notice for Liquor Permit from the Division of Liquor Control for Events on the Canal LLC, dba Warehouse on the Canal at 239 N. Canal St. The application says that the approx. distance from the library is 279 feet. Michelle moved to not object to the permit, second by Bud, all yes motion carried.

Friends of the Library The next meeting is 6/19/23. The FOL Book Sale in May raised \$3479 for FOL and \$389 for Dolly Parton's Imagination Library.

Human Resources Instead of replacing the Information Services Manager position, Cathy would like to hire an Information Services Programming & Community Relations Specialist. The pay range would be the same as the other two Information Services Programmers and would be a full-time position at 35 hours per week. The number of employees would remain at 19. Copies of the job descriptions are included in the Director's Report. Cathy explained this and answered questions and the Board agreed that this is a good idea, especially in light of the State's proposed budget and the possible decrease of PLF revenue.

Items included in the Director's Report:

- Social Media Contacts, Hoopla, Overdrive, Stark Imagination Library, Circulation, Collection, Patron and Program statistics for May;
- Director's letter to Senator Roegner regarding the PLF in the State budget;
- Copy of the brochure "Guide to Canal Fulton Public Library's Local History and Ohio History Collections and Use of Collections Materials Request Form".

Committee Reports

Building & Grounds Bud distributed copies of sketches and pictures of a platform lift and family restroom under consideration for the west side of the building. This would provide access to and from the lower level children's dept., with a family restroom on the main floor.

New Business

Depository Agreement Debbie advised the Board that the monthly bank fees still average less with First Commonwealth Bank than with the previous bank in 2018. Bud moved to approve the Agreement for Deposit of Public Funds with First Commonwealth Bank for the period of 8/31/2023 – 8/31/28, second by James, all yes motion carried.

Public Official Bonds Discussion was held about the need for surety bond coverage, since the library carries crime coverage in the liability policy and the Ohio Revised Code section 3375.32 only requires that a library fiscal officer (neither director nor circulation manager) execute a surety bond. Bud moved to require surety bond coverage only for the fiscal officer as required by ORC, second by James, all yes motion carried.

Public Records Policy The updated policy includes a log form, policy poster, and optional request form. Michelle moved to approve the revised public records policy, second by James, all yes motion carried.

Unfinished Business None

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

Michelle moved to adjourn, second by Bud, all yes motion carried.

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James Westbrooks, Secretary

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Robert Richmond, President