

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

Trustees Present Tim Feaser, Bud Graham, Bob Richmond, Michelle Studer, James Westbrooks and Linda Zahirsky. Absent: Matt Moellendick
Others in Attendance Director Cathy Morgan and Fiscal Officer Debbie Kerr

Bob Richmond, Board President, called the meeting to order at 7:00 P.M.
Cathy introduced Kellie Nodo, our new Circulation Dept. Customer Service Specialist 1

Approve Minutes Linda moved to approve the October 11, 2023 minutes, second by James, all yes motion carried.

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

Linda moved to accept the financial reports for the period ending October 31, 2023, second by Bud, all yes motion carried.

Bills Linda moved to approve the list of bills in the amount of \$118,112.15 second by Michelle, all yes motion carried.

2024 Budget/Appropriations Draft Debbie provided to the Board a list of estimated 2024 revenue and appropriations. The draft 2024 total appropriations are \$2,022,687.60 and cannot exceed \$2,261,618.24, which is the total of the estimated 12/31/23 carryover plus the estimated 2024 revenues. Debbie explained that Cathy had some revisions to increase or decrease some line items. We'll verify if Jennifer has any changes for the Juvenile dept. The 2024 appropriations will need Board approval at the 12/13/23 meeting.

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

TRANSFER AMOUNT \$	FUND	FROM CODE	FROM CODE DESCRIPTION		TO CODE	TO CODE DE-SCRIPTION	REASON
\$3,000	General	1000-230-590-0000	Other-Other		1000-110-211-0000	OPERS	Dec pymt estimate
\$2,000	General	1000-230-590-0000	Other-Other		1000-230-451-0000	Admin Supplies	Dec pymt estimate
\$2,000	General	1000-120-411-4111	Adult Books		1000-110-329-3293	Adult Programs	Add'l Programs

Director's Report (Attached)

Administration Tim, Bud, and Michelle attended the virtual meeting of the Summit County Library Trustee's Council on 10/19/23. Bud moved to accept Summit County's apportionment of the Public Library Fund at the .5 percent, second by Linda, all yes motion carried.

Friends of the Library The next FOL meeting is 11/20/23. The FOL gift basket raffle ends at 11 am on 12/9/23 when FOL hosts a holiday party with cookies and cocoa as they draw the winners of the baskets.

Human Resources After reviewing over 30 applications for the new 26-hour part-time circulation position, Kellie Nodo was selected and started on 10/23/23. Custodian Matt Mitchell will be celebrating his 10-year work anniversary at CFPL this month.

Policy James moved to update the personnel policy to reflect the following changes as recommended by Cathy: add Martin Luther King Jr. Day to the list of paid, closed holidays, include Juneteenth as an open holiday, and change the name of Columbus Day to Indigenous Peoples' Day, second by Linda, all yes motion carried.

Bud moved to update the 'Rules of Conduct Policy' based on the changes that were recommended by the prosecutor's office in light of the updated laws regarding knives and firearms, second by Michelle, all yes motion carried.

Linda moved to approve the list of 'Proposed Closed Days-2024' included in the Director's Report, second by Michelle, all yes motion carried.

Items included in the Director's Report:

- Social Media Contacts, Hoopla, Overdrive, Stark Imagination Library, Circulation, Collection, Patron and Program and departmental monthly statistics for October;
- Correspondence from the Northwest Local Board of Education advising of their approval of the appointment of Robert Richmond as a library trustee effective January 1, 2024.

Committee Reports

Personnel & Compensation The committee met before the regular meeting today to discuss employee compensation. Linda moved to pay a bonus on the 12/8/23 pay date to employees as follows: to the 13 fulltime employees \$300; to the 6 parttime employees \$150; to employees that have reached wage-chart maximum additional \$150, second by James, all yes motion carried.

Linda moved to approve a 3.5% increase across the board for the 2024 pay ranges and wage chart, second by James, all yes motion carried.

Building & Grounds Regarding the 'Walnut Street side' platform lift area, Bud reported that he is waiting on the city to see how deep the sewer line goes. Bud recommends installing a drinking fountain and using that space as a dedicated local history room instead of another family restroom, since we already have restrooms on the main floor.

New Business None

Unfinished Business None

Next meeting The next meeting will be held on December 13, 2023, at 7:00 PM.

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

James Westbrooks, Secretary

Robert Richmond, President