

CANAL FULTON PUBLIC LIBRARY  
 BOARD OF TRUSTEES MEETING MINUTES  
 DECEMBER 13, 2023

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

Others in Attendance Fiscal Officer Debbie Kerr. Director Cathy Morgan attended remotely via telephone/microphone/bluetooth.

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

Approve Minutes Linda moved to approve the November 8, 2023 minutes, second by Michelle, all yes motion carried.

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

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

Bills Linda moved to approve the list of bills in the amount of \$113,465.66, second by Michelle, all yes motion carried.

2024 Budget/Appropriations Debbie provided to the Board a list of estimated 2024 revenue and appropriations. The 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 and Jennifer had a few increases/decreases from the list that was e-mailed to the Board and reviewed last month. James moved to approve the 2024 appropriations of \$2,022,687.60 per the list attached, second by Michelle, all yes motion carried.

Line Item Transfers Michelle moved to approve the line item transfers totaling \$2,200 as listed below, second by Linda, all yes motion carried:

TRANSFER AMOUNT	FUND	FROM CODE	FROM CODE DESCRIPTION		TO CODE	TO CODE DESCRIPTION	REASON
\$400	General	1000-120-413-4132	Juv Music CD		1000-110-329-3292	Juv Programs	Jenn's request
\$1,700	General	1000-120-413-4135	Juv Videos		1000-120-411-4112	Juv Books	Jenn's request
\$100	General	1000-120-413-4135	Juv Videos		1000-120-413-4145	Juv Video Games	Jenn's request

## Director's Report (Attached)

Friends of the Library The next FOL meeting is 12/18/23. The FOL is exploring the possibility of creating an endowment fund through the Stark Community Foundation. Bridgette Neisel, the VP of Advancement for the Foundation, will be at the FOL meeting on 2/12/24 at 5:45 pm to meet with FOL and answer questions. FOL is inviting the library board to attend if they are interested. FOL voted to fund the gift cards for the staff compliment board for 2024, as well as the years of service gift card for 2024.

Human Resources Jessica Conley, Children's Programming Specialist 2 (part-time) has submitted her resignation, and her last day is December 22, 2023.

### 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 November;
- Information from the OH Library Council (OLC) regarding the December PLF, and legislative updates regarding Issue 2 (marijuana law) and the virtual meetings bill.

## Committee Reports

### Personnel & Compensation

- Linda moved to set up a personnel committee meeting to finalize 2024 compensation on 1/10/24 at 6 PM, second by James, all yes motion carried.
- Linda moved to enter into executive session to discuss 2024 employee compensation, second by James, all yes motion carried.
- At 8:05 PM, Linda moved to return to the regular meeting and exit executive session where 2024 compensation was discussed and no action was taken, second by James, all yes motion carried.
- Linda moved to reinstate the special COVID sick leave pay of 5 days through 12/11/24, second by Michelle, all yes motion carried.
- Linda moved to amend the prior motion so that the special COVID sick leave pay of 5 days begins retroactively on 12/1/23, second by Michelle, all yes motion carried.
- Linda moved to increase the 2024 salary range of the Customer Service Specialist 1 category, after applying the prior 3.5% increase for 2024, by adding \$1 per hour to the beginning rate and adding \$1 per hour to the ending rate of the range, second by James, all yes motion carried.
- Linda moved to revise the Technology Manager 2024 salary range by keeping the 2024 beginning rate of \$18.89 per hour (rate after applying the prior 3.5% increase for 2024) and increasing the ending rate of the range to \$31.12 per hour, second by Matt, all yes motion carried.
- Linda moved to approve a vacation cash-out request of 147.56 hours for Director Cathy Morgan, second by Michelle, all yes motion carried.

- Linda moved to cancel the previously approved personnel committee meeting for 1/10/24 since all 2024 compensation decisions have been finalized by the Board, second by James, all yes motion carried.

Building & Grounds Bud reported that a few walls in the program room have cracks from settling and we may need the contractor to repair them. Regarding the 'Walnut Street side' platform lift area, Bud reported that he is still waiting on the city to see how deep the sewer line goes. Bud passed around the drawings for the platform lift area and advised that he is trying to get quotes from 2 local contractors. The shelving system for the historical records storage room is estimated to cost in the ballpark of \$10,000.

New Business

- 2024 Committees - the Board reviewed the 2023 committee list and decided to keep it the same for 2024.
- 2024 Annual Board Meetings - Michelle moved to approve the current Board meeting schedule as the 2<sup>nd</sup> Wednesday of the month, second by Matt, all yes motion carried.

Unfinished Business None

Next meeting The next meeting will be held on January 10, 2024, at 7:00 PM.

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

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James Westbrooks, Secretary

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Robert Richmond, President