

CANAL FULTON PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
JANUARY 10, 2024

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

Board Member New Term Michelle moved to reappoint Robert Richmond to a new term of 1/1/24 – 12/31/30, second by Linda, all yes motion carried. Mr. Richmond answered the oath of office and was sworn-in by Linda Zahirsky for his reappointed seven-year term. The Northwest Local School Board sent a letter approving of the reappointment at their 10/23/23 Board meeting.

Election of Officers Bob opened the floor for nomination of officers. Linda moved that the current officers be nominated for 2024: Bob Richmond as President, Michelle Studer as Vice-President, and James Westbrooks as Secretary, second by James, all yes motion carried.

Annual Reappointment of Director and Fiscal Officer Matt moved for 2024 to reappoint Cathy Morgan as Library Director and Debbie Kerr as Fiscal Officer, second by James, all yes motion carried.

Approve Minutes Linda moved to approve the December 13, 2023 minutes, second by Matt, all yes motion carried.

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

Linda moved to accept the financial reports for the period ending December 31, 2023, second by Matt, all yes motion carried. Debbie advised that the General fund 12/31 unencumbered carryover is \$423,698.

Bills Michelle moved to approve the list of bills in the amount of \$87,300.43, second by Linda, all yes motion carried.

Purchase Order Linda moved to approve purchase order **#BC38-2024** for **\$137,502** for the 2022-2023-2024 Plan & Save amounts, second by Michelle, all yes motion carried. Debbie explained that the PO will be closed on 12/31/24 and a new PO opened in 2025 for the new amount, which sets aside estimated future capital funds needed for the metal roof, HVAC replacements, and future exterior painting.

Credit Card Rewards Debbie advised that the Library received total rewards of \$330.78 during 2023 from First Commonwealth Bank (\$300) & Amazon Prime Rewards (\$30.78).

Director's Report (Attached)

Friends of the Library The next FOL meeting is 2/12/24. 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. The Friends brought in \$1,550 from the December basket raffle. The Friends will purchase four Akron Zoo passes needed for our community exploration program this year.

Human Resources Jessica Conley, Children's Programming Specialist 2 (part-time) submitted her resignation and her last day was December 22, 2023. We have posted for a full-time (35 hours per week) Children's Programming Specialist 1 and hope to be interviewing soon.

Notary Pending further review, the notary program has been suspended.

Items included in the Director's Report:

- Social Media Contacts, Hoopla, Overdrive, Stark Imagination Library, Circulation, Collection, Patron, Program and departmental monthly statistics for December;
- Information from the OH Library Council (OLC) regarding the January PLF, and the BWC Board approving a rate cut.

Committee Reports None

New Business None

Unfinished Business None

Next meeting The next meeting will be held on February 14, 2024, at 7:00 PM.

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

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James Westbrooks, Secretary

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Robert Richmond, President