

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

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

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.

Approve Minutes Linda moved to approve the June 12, 2024 minutes, second by Michelle, all yes motion carried.

Fiscal Officer Reports James moved to approve the June 2024 Bank Reconciliation, second by Matt, all yes motion carried.

Linda moved to accept the financial reports for the period ending June 30, 2024, second by Michelle, all yes motion carried.

Bills Michelle moved to approve the list of bills in the amount of \$112,689.36, second by Linda, all yes motion carried.

Grant Bud moved to accept the Guiding Ohio Online (GOO) Grant as co-applicants with the North Canton Public Library for a tech trainer; CFPL estimated grant is \$13,797.50 and our estimated match amount is \$4,632.50; the project period is 7/1/24 – 6/30/25, second by Michelle, all yes motion carried.

Rescind Retention and Disposal of Records Policy Debbie explained that this policy lists records and retention schedules that are out-dated. Also, records retention is included in the "Public Records" policy (Managing Records section). The Board approves records retention and disposal following State laws, ORC 149.411 and 149.381. Michelle moved to rescind the "Retention and Disposal of Records Policy – Adopted 4/10/13" and acknowledge the "Annual Records Retention & Disposal Procedures" that can be amended as needed by the Director or Fiscal Office, second by Linda, all yes motion carried.

Director's Report (Attached)

Administration Public Library Fund (PLF) Cathy explained that the library directors in Stark County discussed the PLF distribution for Stark County and agreed to continue the same percentages that we have been receiving the past few years. Linda moved to approve that the Board of Trustees of Canal Fulton Public Library

will accept a fixed Stark County PLF distribution rate of 3.57481275 percent for the distribution years 2026 – 2030, second by James, all yes motion carried.

Building & Grounds Re: Air Cond/Furnace – Cathy explained that Forquer recommends replacing the smaller condenser unit on the second roof given the age of the unit, low refrigerant level and price of R22. The Board talked about the differences in the quotes. Bud moved to purchase the unit and approve a purchase order of \$10,853 for Option 1, the more efficient equipment, if it's a better fit, second by Michelle, all yes motion carried.

Friends of the Library The next FOL meeting is 7/15/24. FOL currently has 100 members. They had a booth at Olde Canal Days, but the parade was cancelled due to weather. They are moving forward with their endowment fund plans through the Stark Community Foundation.

Items included in the Director's Report:

- Social Media Contacts, Hoopla, Overdrive, Stark Imagination Library, Circulation, Collection, Patron, Program and departmental monthly statistics for June.

Committee Reports Building & Grounds – Outside Design and Build Company selection - Bud provided a "Budget for West Addition" chart with a total estimate of \$282,410 for a platform lift, family restroom, and local history room. There was discussion about the uncertainty of the PLF receipts trending lower, saving for the debt balloon payment, and the "Plan & Save" capital budget. The Board agreed that the West Addition should be tabled for now.

New Business None

Unfinished Business Bob asked if there was an update on the church bell placement and concrete pad. Matt advised that his contact is no longer available to help with this.

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

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

James Westbrooks, Secretary

Robert Richmond, President