

CANAL FULTON PUBLIC LIBRARY  
 BOARD OF TRUSTEES MEETING MINUTES  
 NOVEMBER 13, 2024

Trustees Present Tim Feaser, Bud Graham, Matt Moellendick, Bob Richmond, Michelle Studer, James Westbrook 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 October 9, 2024 minutes, second by Michelle, all yes motion carried.

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

Linda moved to accept the financial reports for the period ending October 31, 2024, second by James, all yes motion carried.

Bills Michelle moved to approve the list of bills in the amount of \$97,341.34, second by Linda, all yes motion carried.

Line Item Transfers James moved to approve the line item transfer totaling \$350 as listed below, second by Michelle, all yes motion carried:

TRANSFER AMOUNT	FUND	FROM CODE	FROM CODE DESCRIPTION		TO CODE	TO CODE DESCRIPTION	REASON
\$350	General	1000-120-413-4135	Juv DVD's		1000-120-413-4145	Juv video games	Jenn request

Utility Rates Debbie provided a chart showing the current electric and natural gas suppliers and rates as compared to the new suppliers and lower rates.

2025 Budget/Appropriations Draft Debbie provided to the Board a list of estimated 2025 revenue and appropriations. The draft 2025 total appropriations are \$1,988,985.83 and cannot exceed \$2,255,761.88, which is the total of the estimated 12/31/24 carryover plus the estimated 2025 revenues. Debbie explained that there were revisions to decrease a few line items to bring the budget more in line with actual amounts spent. The 2025 appropriations will need Board approval at the 12/11/24 meeting.

Records Commission Meeting Michelle moved to suspend the regular meeting to go into the Records Commissions meeting, second by James, all yes motion carried.

Members of the Record Commission present: Tim, Bud, Matt, Bob, Michelle, James, Linda and Debbie. Linda moved to approve the Form RC-2 Records Retention Schedule amendments, second by Michelle, all yes motion carried. Linda moved to approve the internal Certificate of Records Disposal Form RC-3, second by Matt, all yes motion carried.

James moved to return to the regular meeting, second by Linda, all yes motion carried.

### Director's Report (Attached)

Administration Cathy and Michelle attended the virtual meeting of the Summit County Library Trustee's Council on 10/10/24. Michelle moved to accept Summit County's apportionment of the Public Library Fund at .5 percent, second by Bud, all yes motion carried.

Linda moved to approve the list of 'Proposed Closed Days-2025' included in the Director's Report, second by James, all yes motion carried.

The Board agreed to extend the current strategic plan due to an unknown begin date for the State Library of Ohio to begin our Strategic Planning process.

Friends of the Library The next FOL meeting is 11/18/24. The FOL is moving forward with a fundraising event in February to raise money for the endowment fund. The basket raffle winning tickets will be pulled at their regular meeting on 12/16/24.

### Items included in the Director's Report:

- Social Media contacts, Hoopla, Overdrive, Stark Imagination Library, Circulation, Collection, Patron, Program and departmental monthly statistics for October;
- A copy of the October 10, 2024, Summit County Library Trustees' Council minutes of the annual meeting.

### Committee Reports

Personnel & Compensation The committee met before the regular meeting today to discuss employee compensation and have 3 items to recommend. Linda moved to approve the following:

1. Increase the wage chart minimum and maximum rates by 2.5%;
2. Approve Director Cathy Morgan's jump to Year 6 on the wage chart on her 2025 anniversary date;
3. pay a bonus on the 12/6/24 pay date to employees as follows: to the 14 fulltime employees \$400; to the 6 part-time employees \$200; to employees that have reached wage-chart maximum an additional \$150; second by James, all yes motion carried.

New Business None

Unfinished Business None

Next meeting The next meeting will be held on December 11, 2024, at 7:00 PM.

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

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James Westbrook, Secretary

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Robert Richmond, President