

CANAL FULTON PUBLIC LIBRARY  
 BOARD OF TRUSTEES MEETING MINUTES  
 AUGUST 13, 2025

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

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 July 9, 2025 minutes, second by Bud, all yes motion carried.

Fiscal Officer Reports Matt moved to approve the July 2025 Bank Reconciliation, second by Linda, all yes motion carried.

Linda moved to accept the financial reports for the period ending July 31, 2025, second by James, all yes motion carried.

Bills James moved to approve the list of bills in the amount of \$132,629.54, second by Linda, all yes motion carried.

2026 Alternative County Tax Budget Debbie advised that an e-mail was received on July 29<sup>th</sup> from the Northwest Local School District Treasurer advising that the Board of Education approved the Library's 2026 Alternative Tax Budget at its regular meeting on July 28, 2025.

Board Information List Debbie distributed the Board information list so contact or employment information can be verified or updated by the Board members.

Line Item Transfer James moved to approve the line item transfers totaling \$3,370.00, as listed below, second by Matt, all yes motion carried:

TRANSFER AMOUNT	FUND	FROM CODE	FROM CODE DESCRIPTION		TO CODE	TO CODE DESCRIPTION	REASON
\$2,500.00	General	1000-120-411-4111	Adult Books		1000-120-419-4139	Electronic Mtrls	Est needed
\$870.00	General	1000-230-590-0000	Other-other		1000-230-342-0000	Liability Insur.	Est invoice

Director's Report (Attached)

Financial We received a \$150 donation from a patron.

Friends of the Library The FOL now has 113 members. The FOL signed the contract with the Stark Community Foundation to establish the Endowment Fund. The Library is

designated by FOL as the backup if the FOL would ever cease to exist. The next FOL meeting is August 18th at 5:45 PM.

Human Resources We are in the process of interviewing for a new Fiscal Officer. Brittany McMaster's (Children's Dept.) ten-year anniversary of working for CFPL is August 17th.

Policy Discussion was held about the Rules of Conduct Policy and no loitering. Linda moved to approve adding to our Rules of Conduct Policy: "12. No loitering, or congregating on or around entrances/exits, stairways or any other library property in a manner that blocks easy access to the library's facilities for other patrons or the staff", second by James, all yes motion carried.

Items included in the Director's Report:

- Social media contacts, Hoopla, OH Imagination Library, Overdrive, circulation, new cards, collection, patron, program and departmental monthly statistics for July;
- Information from the OH Library Council (OLC) regarding HB 96 – State Budget Analysis.

Committee Reports *Personnel* – Linda explained that they met last Thursday to interview two candidates. Linda moved to hire Paige Caskey as Fiscal Officer, who has a Bachelor's degree and some experience, pending a clean background and reference checks, at \$23.40 on the wage chart, second by James, all yes motion carried.

*Building & Grounds* - Bud reported that furnace checks in the Fall are easier than A/C checks in the Spring. He provided paint specs to Cathy for the future. The previous paint job has held up well. The Fall gutters cleanout will be upcoming. There is a concern about the bell that it may need to be anchored, but Matt stated that the bell is even too heavy for six Boy Scouts to move! Bob asked if a footer below the frost line will be needed. A security camera will be placed watching the bell.

New Business Cathy advised that the new Ohio law R.C. 3375.15 changes the Board members' terms from seven to four years beginning with any new terms. Matt Moellendick advised that he will be renewing his term that ends 12/31/25.

Unfinished Business Cathy explained the cons of getting event and program sponsorships and how it could create a conflict of interest in doing business with vendors.

Next meeting The next meeting will be held on September 10, 2025, at 7:00 PM.

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

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James Westbrooks, Secretary

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Robert Richmond, President