

CANAL FULTON PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
SEPTEMBER 10, 2025

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

Others in Attendance Director Cathy Morgan, Fiscal Officer Paige Caskey and Debbie Kerr

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

Paige was introduced and Board members introduced themselves.

Linda moved to approve the appointment of Paige Caskey as Fiscal Officer effective 9/2/25 and set compensation per the step rate chart year 3 of \$23.40 hourly rate, second by Bud, all yes motion carried.

Linda moved to approve Fiscal Officer Paige Caskey's surety bond effective 9/2/25 of \$50,000, second by James, all yes motion carried.

Linda moved to authorize Fiscal Officer Paige Caskey to be a signer on all library financial accounts, second by Matt, all yes motion carried.

Approve Minutes Linda moved to approve the August 13, 2025 minutes, second by James, all yes motion carried.

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

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

Bills James moved to approve the list of bills in the amount of \$98,617.22, second by Bud, all yes motion carried.

Vacation Cash-out Request Linda moved to approve Debbie Kerr's request for vacation cash-out of 10 hours for training purposes, second by Matt, all yes motion carried.

Updated Bylaws Linda moved to approve the updated bylaws dated August 25, 2025, second by Michelle, all yes motion carried.

Ethics and Conflicts of Interest Policy Linda moved to approve the new Ethics and Conflicts of Interest Policy dated September 10, 2025, second by Michelle, all yes motion carried.

Line Item Transfer Michelle moved to approve the line item transfers totaling \$4,791.00, as listed below, second by Linda, all yes motion carried:

TRANSFER AMOUNT	FUND	FROM CODE	FROM CODE DESCRIPTION		TO CODE	TO CODE DESCRIPTION	REASON
\$2,200.00	General	1000-230-590-0000	Other-other		1000-210-331-0000	Maint/Repair facilities	FDC fix
\$920.00	General	1000-230-590-0000	Other-other		1000-210-333-0000	Security services	5 yr inspection
\$1,371.00	General	1000-230-590-0000	Other-other		1000-210-750-0000	Furniture & Equipt	sofa
\$300.00	General	1000-230-590-0000	Other-other		1000-230-343-0000	Fidelity Bonds	New FO

Director's Report (Attached)

Financial We received a \$1,000 donation from Walter and Doris Walker.

Friends of the Library The FOL confirmed the book sale for the 3<sup>rd</sup> weekend of May.

Items included in the Director's Report:

- Social media contacts, Hoopla, Imagination Library, Overdrive, circulation, new cards, collection, patron, program and departmental monthly statistics for August;
- Information from the OH Library Council (OLC) regarding various State updates.

Committee Reports *Personnel* – Linda moved to approve the attached resolution in recognition of the retirement of Debbie Kerr, second by James, all yes motion carried. Linda moved to approve a bonus pay of \$500 to Debbie Kerr, second by Matt, all yes motion carried.

*Building & Grounds* – Bud advised that the church reps with the Church Bell are attending the city HPC meeting for approval of bell placement on library grounds. The church is funding the entire bell placement.

New Business James moved to recommend the appointment of Matt Moellendick for a new four year term starting 1/1/2026, second by Linda, all yes motion carried.

Unfinished Business None

Next meeting The next meeting will be held on October 8th, 2025, 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