

CANAL FULTON PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
NOVEMBER 12, 2025

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

Others in Attendance Director Cathy Morgan, Fiscal Officer Paige Caskey

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

Approve Minutes Linda moved to approve the October 8, 2025 minutes, second by Michelle, all yes motion carried.

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

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

Bills Tim moved to approve the list of bills in the amount of \$109,174.22, second by Bud, all yes motion carried.

Draft 2026 Budget/Appropriations Paige provided to the Board a list of estimated 2026 revenue and appropriations. The draft 2026 total appropriations are \$2,036,424.00 and should exceed \$2,113,383.64, which is the total of the estimated 12/31/25 carryover plus the estimated 2026 revenues. Paige explained that there may still be some minor adjustments to the appropriation lines as the budget is finalized. The 2026 appropriations will need Board approval at the 12/10/25 meeting.

Reimbursement of Sales Tax by Tax-Exempt Public Offices Policy Linda moved to approve the new Reimbursement of Sales Tax by Tax-Exempt Public Policy dated November 12, 2025, second by Bud, all yes motion carried.

Director's Report (Attached)

Administration Cathy, Paige, and Matt attended the virtual meeting of the Summit County Library Trustee's Council on 10/9/25. Bud moved to accept Summit County's apportionment of the Public Library Fund at .5 percent, second by Jim, all yes motion carried.

Linda moved to approve the list of 'Proposed Closed Days-2026' included in the Director's Report, second by Bud, all yes motion carried.

Friends of the Library October 19<sup>th</sup>-25<sup>th</sup> was National Friends of Libraries week. This year's FOL Basket raffle included 23 baskets.

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 October;
- Information from the OH Library Council (OLC) regarding various State updates, including the voting results from the 20 library levies on the 11/4/25 ballot across Ohio.
- A letter from the Northwest Local Board of Education advising that, at the regular meeting held 9/22/26, they approved the appointment of Matt Moellendick as a Library trustee effective 1/1/26.

Committee Reports

*Personnel & Compensation* – The committee met before the regular meeting today to discuss employee compensation and have 2 items to recommend. Linda moved to approve the following:

1. Increase the wage chart minimum and maximum rates by 2.8%;
  2. Pay a one-time stipend of \$350 to the employees at the wage chart maximum on their anniversary date
- second by Tim, all yes motion carried.

*Building & Grounds* – Bud discussed the status of the elevator/lift expansion project, no immediate actions at this time.

New Business None

Unfinished Business None

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

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

---

James Westbrooks, Secretary

---

Robert Richmond, President