

CANAL FULTON PUBLIC LIBRARY
 BOARD OF TRUSTEES MEETING MINUTES
 DECEMBER 10, 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 November 12, 2025 minutes, second by Michelle, all yes motion carried.

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

Michelle moved to accept the financial reports for the period ending November 30, 2025, second by Linda, all yes motion carried.

Bills Linda moved to approve the list of bills in the amount of \$108,344.13, second by James, all yes motion carried.

2026 Temporary Budget/Appropriations Paige provided to the Board a list of estimated 2026 revenue and temporary Q1 appropriations. The temporary 2026 appropriations are \$862,138.80 and should not exceed \$2,154,955.95, which is the total of the estimated 12/31/25 carryover plus the estimated 2026 revenues. Michelle moved to approve the temporary budget, second by James, all yes motion carried. The full year 2026 appropriations will to be approved and implemented prior to 3/31/26.

Linda moved to authorize the regular bi-weekly pay to continue for all employees by calculating their hourly pay rate by the number of hours worked each payday, for 27 paydates in 2026. Second by James, all yes motion carried.

Line Item Transfer Michelle moved to approve the line item transfer totaling \$50.00, as listed below, second by Linda, all yes motion carried:

TRANSFER AMOUNT	FUND	FROM CODE	FROM CODE DESCRIPTION		TO CODE	TO CODE DESCRIPTION	REASON
\$50.00	General	1000-120-411-4112	Juv Books		1000-120-413-4145	Juv Video Games	Jenn Request

Director's Report (Attached)

Administration Cathy provided the letter from the Northwest Local School District Board of Education with library board members' current term years. Cathy sent a letter with the board's acceptance of the percentage of LLGSF monies from Summit County.

Financial We received a \$100 donation from Peggy Noel.

Friends of the Library Over 100 people purchased basket raffle ticket. Working on registering a second Little Free Library.

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.

Committee Reports

Personnel & Compensation – Executive session:

Linda moved to enter into executive session to discuss the compensation of public employees with only the Board members present, second by James, all yes motion carried. Linda moved to move out of executive session where discussion was held about the compensation of public employees and no action was taken, second by James, all yes motion carried.

Linda moved to approve Director Cathy Morgan at the "After 6 years" step on the wage chart on the effective date of 1/1/26, second by Jim, all yes motion carried.

Building & Grounds – Discussion on potential options for the elevator project. No decisions at this time.

New Business Reviewed the 2026 Committees list, no changes at this time.

Michelle moved to approve the Annual Board Calendar of the second Wednesday of the month for calendar year 2026, second by Linda, all yes motion carried.

Unfinished Business Discussion was held on the Strategic Plan. Will revisit after Cathy completes the initial plan.

Next meeting The next meeting will be held on January 14th, 2026, at 7:00 PM.

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

James Westbrooks, Secretary

Robert Richmond, President