

CANAL FULTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
MAY 8, 2024

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

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 April 10, 2024 minutes, second by Michelle, all yes motion carried.

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

Linda moved to accept the financial reports for the period ending April 30, 2024, second by Bud, all yes motion carried.

Bills Michelle moved to approve the list of bills in the amount of \$185,522.20, second by Bud, all yes motion carried.

Fiscal Officer Job Description Debbie provided the Board with an updated Fiscal Officer job description for review.

Wage Chart Question Debbie asked for clarification on what to do on Cathy's 1 year anniversary date of 7/1 in the Director position since her rate is in the middle of 2 rates on the wage step chart. This happened because she was promoted to a salary amount and the hourly rate wasn't on the chart.

Executive session:

Linda moved to enter into executive session to discuss the Director's salary with all Board members and the Fiscal Officer, second by Matt, all yes motion carried. Michelle moved to move out of executive session where discussion was held about the Director's pay rate on the chart and no action was taken, second by Linda, all yes motion carried.

Tim moved to approve Director Cathy Morgan at the "After 4 years" step on the wage chart effective on her Director anniversary date of 7/1/24, second by Matt, all yes motion carried.

Director's Report (Attached)

Human Resources John Lysenko from the Stark County Prosecutor's Office reviewed our Personnel Policy and he does not believe that we need to change any of our current language at this time.

Friends of the Library The next FOL meeting is 5/20/24. They are preparing for the May book sale and they are still looking into endowment fund options.

Policy In light of recent legal changes, Cathy asked John Lysenko from the prosecutor's office to review and make recommendations to update our "Privacy/Confidentiality of User Records Policy". Michelle moved to approve the "Privacy/Confidentiality of User Records Policy" revised 5/8/24 with the changes as discussed by the Board, second by Linda, all yes motion carried.

Items included in the Director's Report:

- Social Media Contacts, Hoopla, Overdrive, Stark Imagination Library, Circulation, Collection, Patron, Program and departmental monthly statistics for April.

Committee Reports Building & Grounds Discussion was held about angle-striping the parking lot and the number of days needed for the resealing and restriping. Bud advised that the air conditioners were serviced and all are in working order.

New Business None

Unfinished Business None

Next meeting The next meeting will be held on June 12, 2024, at 7:00 PM.

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

James Westbrooks, Secretary

Robert Richmond, President