



Canton Public Library Board of Trustees General Meeting Minutes

April 20, 2023 – 7:30 PM

The Chairperson, A. Iqbal, called the meeting to order at 7:30 PM.

Present: M. Farrell, A. Iqbal, J. Lee, C. Spas, A. Watts

Absent: N. Eggenberger

Also Present: E. Davis, S. Bewick

CALL TO AUDIENCE

Present: K. Bounds, L. Golden, D. McHugh, D. Helisek, M. Nicholson, C. Swanberg, K. Szymanski

No comments

APPROVAL OF AGENDA

The agenda, as amended, was approved by unanimous consent.

APPROVAL OF GENERAL MEETING MINUTES

The minutes were approved by unanimous consent.

APPROVAL OF CLOSED SESSION MINUTES

The minutes were approved by unanimous consent.

NEW BUSINESS

2022 Audit Presentation, Plante Moran – Keith Szymanski and David Helisek of Plante Moran presented the findings from their audit of the library's 2022 fiscal year. The library received an *unmodified* opinion without any significant findings in accordance with generally accepted accounting standards (GAAS). Helisek summarized the report by saying, when the board receives information throughout the year, they can count on the accuracy of that information because there are so few adjustments needed.

Accept the 2022 audit as presented – A. Watts moved and M. Farrell supported a motion to accept the 2022 audit as presented by Plante Moran.

The motion passed unanimously 23/4-20-1 (5-0-0)

COMMUNICATIONS

None

DIRECTOR'S REPORT

Director Eva Davis addressed the March financials. As of March 31, we are 25% of the way through the year. Expenditures that are trending higher than 25% include items that are typically trending higher this time of year: library materials, prepaid fringe benefits, professional & contractual due to maintenance contracts and licensing agreements that are paid at the beginning of the year, and insurance that is prepaid for the year. Davis advised accountant D. McHugh has prepared the 2022 Pension Report summary, which confirms our pension plan funding is within compliance; this report will also be included in the 2022 Statistical Dashboard. Department Head M. Nicholson and D. McHugh are working

on updating our financial policy, which will be presented to the board for approval after it has been reviewed by legal.

TRUSTEE COMMENTS

None

NEW BUSINESS

Approve 1st Quarter Budget Amendment – M. Farrell moved and J. Lee supported a motion to accept the 1st Quarter Budget Amendment as presented.

The motion passed unanimously 23/4-20-2 (5-0-0)

2024 Budget Discussion – Expenditures

Salaries – Davis reiterated the findings outlined in the salaries recommendation, based on market research by Element One. A. Watts expressed that, although she recognizes the need to offer competitive pay, the percent increase is somewhat concerning. M. Nicholson confirmed the presented figures are based on the currently-projected minimum wage of \$10.10; if minimum wage is increased, the salary schedule would need to be updated. The board requested a comparative salary schedule which includes all zones within positions. This subject will be revisited at the May meeting.

CALL TO AUDIENCE

None

ADJOURN

The meeting was adjourned at 8:21 PM.

Claire Spas, Secretary-Treasurer