

The Board of Trustees of the North Canton Public Library held its Organizational Meeting on Monday, January 18, 2016, at the Library. Mrs. Baxter called the meeting to order at 4:32 p.m., with the following members present: Mrs. Baxter, Mr. Fatzinger, Mr. Fonte, Mr. Smetana and Mr. Streb. Absent: Mrs. Pellegrino. Staff: Sandra Lang, Kelly Boggs, Terri Mayer, Keri Burick, Christina Weyrick. Public: Cynthia Burnell and Quentin Potter.

Mrs. Baxter announced the North Canton City Schools Board of Education approved the appointment of Dr. Robert Roden to the North Canton Public Library Board of Trustees for a term which shall run from January 1, 2016 to December 31, 2022. Mrs. Boggs, Notary Public, administered the Oath of Office to Dr. Robert Roden.

**Mr. Fonte moved and Mr. Fatzinger seconded** to accept and close the nominations for the Election of Officers for 2016 as follows: President – Jude Streb, Vice-President – Brent Fatzinger, Secretary – Megan Pellegrino. Ayes: Mrs. Baxter, Mr. Fatzinger, Mr. Fonte, Dr. Roden, Mr. Smetana and Mr. Streb. 2016:001

The Oath of Office was administered to Jude Streb and Brent Fatzinger by Notary Public, Kelly Boggs.

**Mr. Smetana moved and Mr. Fatzinger seconded** to appoint Kelly J. Boggs, Fiscal Officer, effective, January 1, 2016 at an annual (current) salary of \$57,268.20. Ayes: Mrs. Baxter, Mr. Fonte, Mr. Fatzinger, Dr. Roden, Mr. Smetana and Mr. Streb. 2016:002

The Oath of Office was administered to Mrs. Boggs by Notary Public, Teresa Mayer.

**Mr. Fonte moved and Mr. Streb seconded** to appoint Teresa M. Mayer, Deputy Fiscal Officer, effective, January 1, 2016 at an hourly (current) rate of \$18.18 per hour. Ayes: Mrs. Baxter, Mr. Fatzinger, Mr. Fonte, Dr. Roden, Mr. Smetana and Mr. Streb. 2016:003

The Oath of Office was administered to Ms. Mayer by Notary Public, Kelly Boggs.

**Mr. Fatzinger moved and Mr. Streb seconded** to set the fiscal officer's bond at \$100,000.00 and set the deputy fiscal officer's bond at \$25,000.00. Ayes: Mrs. Baxter, Mr. Fatzinger, Mr. Fonte, Dr. Roden, Mr. Smetana and Mr. Streb. 2016:004

**Mr. Fatzinger moved and Mr. Streb seconded** to set the time of the 2016 Board of Trustees Regular Meetings, to be held on the 3<sup>rd</sup> Monday of each 2016:005

month, from March through December, at 4:30 p.m. at the library. Ayes: Mrs. Baxter, Mr. Fatzinger, Mr. Fonte, Dr. Roden, Mr. Smetana and Mr. Streb.

No meeting was scheduled for February, 2016.

Mrs. Baxter presented the committee assignments for 2016 as follows:

Art:	Mr. Smetana*, Mrs. Pellegrino
Building:	Mr. Fonte*, Mr. Fatzinger, Mrs. Pellegrino
Budget & Finance:	Mr. Fatzinger*, Mrs. Baxter, Mr. Smetana, Dr. Roden
Records Retention:	Mr. Fonte*, all Board members and Fiscal Officer
Personnel:	Mr. Fatzinger*, Mrs. Baxter, Mr. Smetana, Dr. Roden
Nominating:	Mr. Pellegrino*, Mrs. Baxter,
Strategic Planning:	Mrs. Pellegrino*, Mrs. Baxter, Dr. Roden
Negotiating:	Mr. Fatzinger*, Dr. Roden

The committee assignments were approved by all present.

**Mr. Fonte moved and Dr. Roden seconded** to adjourn the Organizational meeting at 4:39 p.m. Ayes: Mrs. Baxter, Mr. Fatzinger, Mr. Fonte, Dr. Roden, Mr. Smetana and Mr. Streb.

2016:006

---

The Board of Trustees of the North Canton Public Library held a Regular Meeting on Monday, January 18, 2016, at the Library, immediately following the Organizational Meeting. Mr. Streb called the meeting to order at 4:39 p.m., with the following members present: Mrs. Baxter, Mr. Fatzinger, Mr. Fonte, Dr. Roden, Mr. Smetana and Mr. Streb. Absent: Mrs. Pellegrino. Staff: Sandra Lang, Kelly Boggs, Terri Mayer, Keri Burick and Christina Weyrick. Public: Cynthia Burnell and Quentin Potter.

Mr. Streb asked if there were any changes to the meeting agenda as presented. There were none.

**Mrs. Baxter moved and Mr. Fatzinger seconded** to approve the agenda for the regular meeting of the Board of Trustees on January 18, 2016. Ayes: Mrs. Baxter, Mr. Fatzinger, Mr. Fonte, Dr. Roden, Mr. Smetana and Mr. Streb.

2016:007

Mr. Streb asked if there were any corrections to the minutes presented from the December 21, 2015 meeting. There were none.

2016:008

**Mr. Fonte moved and Mrs. Baxter seconded** to approve the minutes of the December 21, 2015 meeting. Ayes: Mrs. Baxter, Mr. Fatzinger, Mr. Fonte, Dr. Roden, Mr. Smetana and Mr. Streb.

**Report of the Fiscal Officer:**

Mrs. Boggs reviewed the financial reports for December, 2015 (copies attached). The cash balance in all funds at the end of December was about \$2,098,100.00. The unencumbered appropriation balance in all funds at the end of December was about \$403,600.00. In December, month to date and year to date revenues in all funds were about \$121,000.00 and \$2,385,300.00, respectively. In December, month to date and year to date expenses for all funds were about \$209,500.00 and \$2,231,500.00, respectively. Mrs. Boggs presented the investment reports for December and the list of checks written for the month of December. The Fiscal Officer's report for December, 2015 was accepted as presented to be filed for audit.

Mrs. Boggs presented the 2015 Public Library Fund report along with a Financial Summary report for 2014 and 2015 actual and 2016 budgeted. (Copies attached).

GIFTS - Mrs. Boggs reported the following gifts received during the month of December.

General Fund – N/A

Memorial & Gift Fund –

Paul and Nancy Beinlich donated \$50.00, on December 22, 2015.

The W. Henry Hoover Fund donated \$5,000, on December 28, 2015.

L. E. Vandegrift and R. Vandegrift donated \$25.00, in memory of Teresa Harrison, on December 29, 2015.

Permanent Improvement Fund – N/A

Capital Art Fund – N/A

**Mr. Fatzinger moved and Dr. Roden seconded** to accept the gifts listed above with much appreciation. Ayes: Mrs. Baxter, Mr. Fatzinger, Mr. Fonte, Dr. Roden, Mr. Smetana and Mr. Streb.

2016:009

### **Report of the Director:**

Mrs. Lang reported on the Statistics for December, 2015, and for the year 2015, along with her Director's report (attached).

Mrs. Lang reported that circulation for 2015 was 1.1 million. This was partly due to the implementation of automatic renewal. She also indicated that automatic renewal also contributed to a decrease in door count.

Mrs. Lang reported on the Staff Day which was held on January 14, 2016. There was a system upgrade to Polaris done the same day.

### **Committee Reports:**

Building – Mr. Fonte reported that Studio Techne had started their evaluation which included meetings with staff and the public and will continue with the assessment of the building.

Art – Mr. Smetana commented on how nicely the Permanent Collection was presented and how well-attended the opening reception was for this show.

The upcoming shows at the Little Art Gallery will be Artwork from the Classroom. The students in North Canton City Schools and St. Paul's of North Canton will be featured. Following is the schedule:

Feb 4 – 14 Primary Schools, opening reception held February 4, 2016, from 5:00 to 6:30 p.m.

Feb 18 – 28 Intermediate Schools, opening reception held February 18, 2016, from 5:00 to 6:30 p.m.

Mar 3 - 13 Middle Schools, opening reception held March 3, 2016, from 5:00 to 6:30 p.m.

Mar 17 – 27 High School, opening reception held March 17, 2016, from 5:00 to 6:30 p.m.

Budget & Finance – N/A

Personnel – Mr. Streb reported the following changes in the status of library staff and the hiring of two pages.

Ryan Kibby – move from variable part-time Clerk to regular part-time Clerk, no rate change, effective December 20, 2016.

Lisa Bucklew – move from Page to regular part-time Clerk, new hourly rate \$8.67, effective December 21, 2016.

Kathleen Greenlese – additional position of variable part-time Clerk, at an hourly rate of \$8.67, effective January 3, 2016. She will also retain her Page position.

Hire Karen Pollard, variable part-time Page, at the hourly rate of \$8.10, effective January 6, 2016.

Hire Dillon Bartol, variable part-time Page, at the hourly rate of \$8.10, effective January 6, 2016.

**Mr. Fatzinger moved and Mr. Fonte seconded** to approve the changes and hiring of personnel as stated above. Ayes: Mrs. Baxter, Mr. Fatzinger, Mr. Fonte, Dr. Roden, Mr. Smetana and Mr. Streb. 2016:010

Strategic Planning – N/A

Nominating – N/A

Records Retention – N/A

By-Laws Ad Hoc – N/A

**Communications:** N/A

**Old Business:** N/A

**New Business:**

**Staff Presentation:**

**Public Presentation:**

Mrs. Lang introduced Cindy Burnell and Quentin Potter, co-presidents of the Friends of the Library (Friends). Ms. Burnell and Mr. Potter presented information (copies attached) on the purpose of the Friends and how they support the library.

**Next Meeting:**

The next regular meeting of the North Canton Public Library Board of Trustees is scheduled to be Monday, March 21, 2016, at 4:30 p.m.

**Adjournment:**

**Dr. Roden moved and Mr. Smetana seconded** to adjourn the regular meeting at 5:02 p.m. Ayes: Mrs. Baxter, Mr. Fatzinger, Mr. Fonte, Dr. Roden, Mr. Smetana and Mr. Streb.

2016:011

---

Jude Streb, President

---

Megan Pellegrino, Secretary