

The Board of Trustees of the North Canton Public Library held a Records Commission meeting on Monday, April 17, 2017, at the Library. Mr. Streb called the meeting to order at 4:32 p.m., with the following members present: Mrs. Baxter, Mr. Fatzinger, Mrs. Pellegrino, Dr. Roden, and Mr. Streb. Absent: Mr. Fonte and Mr. Smetana. Staff: Sandra Lang, Kelly Boggs, Keri Burick and Christina Weyrick.

Mrs. Boggs presented the Certificate of Records Disposal for Records Not Requiring Form RC-3 to the commission (copy attached).

The meeting was adjourned at 4:33 p.m.

The Board of Trustees of the North Canton Public Library held a Regular Meeting on Monday, April 17, 2017, at the Library. Mr. Streb called the meeting to order at 4:34 p.m., with the following members present: Mrs. Baxter, Mr. Fatzinger, Mrs. Pellegrino, Dr. Roden, and Mr. Streb. Absent: Mr. Fonte and Mr. Smetana. Staff: Sandra Lang, Kelly Boggs, Keri Burick and Christina Weyrick.

Approval of Agenda:

Mr. Streb asked if there were any changes to the meeting agenda as presented. Dr. Roden requested that an executive session be added to the agenda.

Mr. Fatzinger moved and Dr. Roden seconded to approve the agenda for the regular meeting of the Board of Trustees on March 20, 2017, with the addition of an executive session to discuss appointment of a public official.

2017:024

Ayes: Mrs. Baxter, Mr. Fatzinger, Mrs. Pellegrino, Dr. Roden and Mr. Streb.

Minutes of Previous Meeting:

Mr. Streb asked if there were any corrections to the minutes presented from the March 20, 2017 meeting. There were none.

Mr. Fatzinger moved and Mrs. Baxter seconded to approve the minutes of the March 30, 2017 meeting.

2017:025

Ayes: Mrs. Baxter, Mr. Fatzinger, Mrs. Pellegrino, Dr. Roden and Mr. Streb.

Report of the Fiscal Officer:

Mrs. Boggs reviewed the Summary of Financial Information for March 2017. The cash balance in all funds at the end of March was \$2,275,125. Monthly and year-to-date revenues in all funds were \$99,634 and \$606,976, respectively. Monthly and year-to-date expenses for all funds were \$203,400 and \$594,262, respectively. Status reports, a list of payments, the investment report, and the Public Library Fund (PLF) reports were presented and accepted by the Board to be filed for audit (all copies attached). The PLF reports show a continuing downward trend in the amount received.

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

Memorial & Gift Fund

- On 3/10/17, Gary Baltusis donated \$500 in memory of Florence Rankin.
- On 3/20/17, Friends of the Little Art Gallery donated \$25.47 to reimburse for payment of gallery supplies.

Permanent Improvement Fund - none

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

2017:026

Report of the Director:

Mrs. Lang reported on the Statistics for March 2017, along with her Director's report (attached). Along with the monthly statistics, Mrs. Lang shared a copy of the annual statistics reported to the State of Ohio, as well as a 2016 by the Numbers sheet.

An error was discovered in the December 2015 statistics. Gate count was recorded as 1,669 and should be 16,669. A correction of this typographical error will be made to the Board minutes. Mrs. Lang apologized for the error.

Mrs. Lang gave a legislative update on the outlook for the State budget. Any increase to library funding is extremely unlikely.

Mrs. Lang also reported on a Chamber of Commerce meeting on the subject of sign ordinances in North Canton. The City may put a moratorium on enforcement while the current ordinances are reviewed and possibly restructured.

Mrs. Lang is currently waiting on an estimate for correction of a roof leak. One section of the roof will likely need to be replaced.

Committee Reports:

Art – The upcoming show at the Little Art Gallery will be the 75th Annual May Show, May 1 through 31; with an opening reception on April 30 from 5:30 to 7:30 p.m.

Building – N/A

Budget & Finance – N/A

Personnel – N/A

Strategic Planning – N/A

Nominating – the Nominating Committee met on April 7 to review applications for the upcoming Board vacancy, and made a recommendation to the Board that Nancy Beinlich be selected (committee meeting minutes attached).

Dr. Roden moved and Mr. Fatzinger seconded to adjourn to executive session at 4:53 p.m. to consider the appointment of a public official. 2017:027

Roll call vote: Mrs. Baxter, aye; Mr. Fonte, absent; Mr. Fatzinger, aye; Mrs. Pellegrino, aye; Dr. Roden, aye; Mr. Smetana, absent; Mr. Streb, aye.

Mrs. Pellegrino moved and Mr. Fatzinger seconded to return to regular session at 5:11 p.m. 2017:028

Ayes: Mrs. Baxter, Mr. Fatzinger, Mrs. Pellegrino, Dr. Roden and Mr. Streb.

Mrs. Pellegrino moved and Dr. Roden seconded to recommend to the North Canton 2017:029

City School Board that Nancy Beinlich be appointed as a member of the Library Board of Trustees for the unexpired term ending December 31, 2021.

Ayes: Mrs. Baxter, Mr. Fatzinger, Mrs. Pellegrino, Dr. Roden and Mr. Streb.

Records Retention –

Mr. Fatzinger moved and Mrs. Pellegrino seconded to approve the attached Certificate of Records Disposal for Records not Requiring Form RC-3, as recommended by the Records Commission. 2017:030

Ayes: Mrs. Baxter, Mr. Fatzinger, Mrs. Pellegrino, Dr. Roden and Mr. Streb.

Communications: none.

Old Business: none.

New Business:

Mrs. Boggs requested the Board to approve a Request for Proposal for Property and Liability Insurance for the next three years.

Mrs. Baxter moved and Mr. Fatzinger seconded to approve the attached Request for Proposal for Property and Liability Insurance for the period of July 1, 2017 through June 30, 2020. 2017:031

Ayes: Mrs. Baxter, Mr. Fatzinger, Mrs. Pellegrino, Dr. Roden and Mr. Streb.

Mrs. Boggs presented quotes for the lease and maintenance of a new copier with coin box for public use. ComDoc is currently providing the staff use copier, and their product and service has been satisfactory. Mrs. Boggs recommended that the Board accept ComDoc's quote.

Dr. Roden moved and Mrs. Pellegrino seconded to enter into a document management agreement with ComDoc for the lease and maintenance of a Xerox WorkCentre 5330 copier with coin box for the term of 63 months at a cost of \$103.00 per month, plus \$0.009_ per copy for each copy over 1,000 per month. 2017:032

Ayes: Mr. Fatzinger, Mrs. Pellegrino, Dr. Roden and Mr. Streb.

There was a discussion of the Bike Smart program. Stark County District Library (SCDL) began the program two years ago. Bike Smart allows library patrons to borrow a bike for free. This year, SCDL is inviting other library systems in Stark

County to participate in the program. SCDL's proposed Memorandum of Understanding (MOU) was presented, which would require payment of \$10,800 to Zagster to participate in the program for one year and placement of a bike station on North Canton Public Library's property. The deadline for approval of the MOU is the end of April. No funds have been budgeted for the project, which was only recently proposed to Mrs. Lang.

After discussion, the Board decided not to participate in Bike Smart this year. The project can be reconsidered for 2018, when more details may be available and there will be an opportunity to budget for it.

Staff Presentation: none.

Public Presentation: none.

Next Meeting:

The next regular meeting of the North Canton Public Library Board of Trustees is scheduled to be Monday, May 15, 2017, at 4:30 p.m.

Adjournment:

Dr. Roden moved and Mr. Fatzinger seconded to adjourn the regular meeting at 5:32 p.m.

Ayes: Mrs. Baxter, Mr. Fatzinger, Mrs. Pellegrino and Mr. Streb.

2017:033

Jude Streb, President

Megan Pellegrino, Secretary