

The Board of Trustees of the North Canton Public Library held a Records Commission meeting on Monday, April 18, 2016, at the Library. Mr. Streb called the meeting to order at 4:35 p.m., with the following members present: Mrs. Baxter, Mr. Fatzinger, Mr. Fonte and Mr. Streb. Absent: Mrs. Pellegrino, Dr. Roden and Mr. Smetana. Staff: Sandra Lang, Kelly Boggs, Terri Mayer 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 4:36 p.m.

The Board of Trustees of the North Canton Public Library held a regular meeting on Monday, April 18, 2016, at the Library. Mr. Streb called the meeting to order at 4:36 p.m., with the following members present: Mrs. Baxter, Mr. Fatzinger, Mr. Fonte and Mr. Streb. Absent: Mrs. Pellegrino, Dr. Roden and Mr. Smetana. Staff: Sandra Lang, Kelly Boggs, Terri Mayer and Christina Weyrick.

Mr. Streb asked if there were any changes or additions to the agenda. There were none.

Mr. Fatzinger moved and Mr. Fonte seconded to approve the agenda, as presented, for the regular meeting of the Board of Trustees on April 2018, 2016. Ayes: Mrs. Baxter, Mr. Fatzinger, Mr. Fonte and Mr. Streb.

2016:018

Mr. Streb asked if there were any corrections to the minutes presented from the March 21, 2016, meeting. There were none.

Mr. Fatzinger moved and Mrs. Baxter seconded to approve the minutes of the March 21, 2016 meeting. Ayes: Mrs. Baxter, Mr. Fatzinger, Mr. Fonte and Mr. Streb.

2016:019

Report of the Fiscal Officer:

Mrs. Boggs reviewed the financial reports for March, 2016 (copies attached). The cash balance in all funds at the end of March was about \$2,197,400.00. The unencumbered appropriation balance in all funds at the end of March was about \$1,534,800.00. In March, month to date and year to date revenues in all funds

were about \$91,600.00 and \$627,100.00, respectively. In March, month to date and year to date expenses for all funds were about \$178,000.00 and \$527,800.00, respectively. Mrs. Boggs presented the investment report for March and the list of checks written for the month of March. The Fiscal Officer's reports for March, 2016 were accepted as presented to be filed for audit.

Mrs. Boggs presented the 2016 Public Library Fund reports (copy attached).

GIFTS – There were no gifts received in the month of March, 2016.

General Fund – N/A

Memorial & Gift Fund – N/A

Permanent Improvement Fund – N/A

Capital Art Fund – N/A

Report of the Director:

Mrs. Lang reported on the Statistics for March, 2016, along with her Director's report (attached).

Mrs. Lang reported that the Friends of the Library Spring book sale took in \$7,948.00.

Mrs. Lang also reported the Earth Week Kick-Off, held on Saturday, April 16, brought 1,260 people to the library.

Committee Reports:

Building – Mr. Fonte reported the parking lot catch basins will need repairs. Mrs. Lang will contact the contractor and schedule the needed repairs.

Mr. Fonte discussed the updated timeline of our building assessment as submitted by Studio Techne. The library has received and paid the first billing from the contractor.

Art – Mrs. Lang reported the upcoming show will be the Annual May Show, featuring local artists and will run from May 1 through May 31, 2016. An opening reception, by invitation only, will be held May 1, 2016, from 5:30 to 7:30 p.m.

Budget & Finance – Mr. Fatzinger reported on the committee meeting that was held on April 7, 2016. Copies of the meeting minutes are attached.

As reviewed by the committee, Mr. Fatzinger presented revised Financial and Fiscal Office Policies to the board. (Copies attached). He stated it is the committee's consensus and recommendation to adopt the policies, as revised.

Mr. Fatzinger moved and Mrs. Baxter seconded to approve the attached Financial and Fiscal Office Policies, as revised, and to supersede existing Financial and Fiscal Office Policies. Ayes: Mrs. Baxter, Mr. Fatzinger, Mr. Fonte and Mr. Streb.

2016:020

Personnel – Mr. Fatzinger reported on the committee meeting that was held on April 12, 2016. Copies of the meeting minutes are attached.

As reviewed by the committee, legal counsel and the bargaining unit, Mr. Fatzinger presented the Employee Handbook to the board for approval. (Copy attached).

Mr. Fatzinger moved and Mr. Fonte seconded to approve the attached Employee Handbook. Ayes: Mrs. Baxter, Mr. Fatzinger, Mr. Fonte and Mr. Streb.

2016:021

As reviewed by the committee and legal counsel, Mr. Fatzinger presented revised Personnel Policies to the board for approval. (Copies attached).

Mrs. Baxter moved and Mr. Fatzinger seconded to approve the attached Personnel Policies, as revised, and to supersede existing Personnel Policies. Ayes: Mrs. Baxter, Mr. Fatzinger, Mr. Fonte, and Mr. Streb.

2016:022

As reviewed by the committee and legal counsel, Mr. Fatzinger presented a revised policy on Volunteers to the board for approval. (Copy attached).

Mr. Fatzinger moved and Mr. Fonte seconded to approve the attached Volunteers policy, as revised, and to supersede the existing policy. Ayes: Mrs. Baxter, Mr. Fatzinger, Mr. Fonte, and Mr. Streb.

2016:023

Mrs. Lang reported two employee separations of employment to the board.

Mr. Fatzinger moved and Mr. Fonte seconded to approve the following separations from employment: Tessa Poulain, Page, did not complete the

2016:024

probationary period, effective March 24, 2016 and Rhonda Menzemer, Page, resigned effective March 31, 2016. Ayes: Mrs. Baxter, Mr. Fatzinger, Mr. Fonte and Mr. Streb.

Strategic Planning – N/A

Nominating – N/A

Negotiating – N/A

Records Retention –

Mr. Fatzinger moved and Mr. Fonte seconded to approve the attached Certificate of Records Disposal for Records not Requiring Form RC-3, as reviewed by the Records Commission at today's meeting. Ayes: Mrs. Baxter, Mr. Fatzinger, Mr. Fonte, and Mr. Streb.

2016:025

By-Laws Ad Hoc – N/A

Communications:

Mrs. Lang reported receiving a letter from the City of North Canton, Ohio announcing a public hearing and meeting held by the North Canton Planning Commission to address vacating portions of city streets. A copy of the letter is attached.

Old Business:

New Business:

Staff Presentation:

Mrs. Lang presented a flyer (copy attached) of the library's Epic Summer Kick-Off Party scheduled for Saturday, May 28th from 11:00 a.m. to 2:00 p.m.

Next Meeting:

The next regular meeting of the North Canton Public Library Board of Trustees is scheduled to be Monday, May 16, 2016, at 4:30 p.m.

Adjournment:

Mrs. Baxter moved and Mr. Fatzinger seconded to adjourn the regular meeting at 5:06 p.m. Ayes: Mrs. Baxter, Mr. Fatzinger, Mr. Fonte and Mr. Streb.

2016:026

Jude Streb, President

Megan Pellegrino, Secretary