

The Board of Trustees of the North Canton Public Library held a regular meeting on Monday, November 21, 2016, at the Library. Mr. Fatzinger called the meeting to order at 4:30 p.m., with the following members present: Mrs. Baxter, Mr. Fonte, Mr. Fatzinger, Mrs. Pellegrino and Dr. Roden. Absent: Mr. Smetana and Mr. Streb. Staff: Sandra Lang, Kelly Boggs, Terri Mayer, Keri Burick, Christina Weyrick, Carolyn McBee, Nancy Myers, Jamie Macris. Guests: Studio Techne professional staff.

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

Dr. Roden moved and Mr. Fonte seconded to approve the agenda, as presented, for the regular meeting of the Board of Trustees on November 21, 2016. Ayes: Mrs. Baxter, Mr. Fonte, Mr. Fatzinger, Mrs. Pellegrino and Dr. Roden.

2016:067

Studio Techne provided their presentation for upgrades and renovations to the North Canton Public Library. After the presenters left, Mr. Fonte initiated discussion of the library's next steps. The Building Committee and Finance Committee will hold joint meetings to determine the fiscal needs, complete financial analyses, and explore possible funding options.

Mr. Fatzinger presented the minutes from the October 17, 2016, meeting and asked if there were any corrections to the minutes presented. There were none.

Mrs. Baxter moved and Mr. Fonte seconded to approve the minutes of the October 17, 2016, meeting. Ayes: Mrs. Baxter, Mr. Fonte, Mr. Fatzinger, Mrs. Pellegrino and Dr. Roden.

2016:068

Report of the Fiscal Officer:

Mrs. Boggs reviewed the financial reports for October, 2016 (copies attached). The cash balance in all funds at the end of October was about \$2,381,700.00. The unencumbered appropriation balance in all funds at the end of October was about \$750,700.00. In October, month to date and year to date revenues in all funds were about \$163,100.00 and \$2,040,900.00, respectively. In October, month to date and year to date expenses for all funds were about \$182,400.00 and \$1,757,300.00, respectively. Mrs. Boggs presented the investment report for October and the list of checks written for the month of October. The Fiscal Officer's reports for October, 2016 were accepted as presented to be filed for audit.

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

GIFTS – Mrs. Boggs reported the following gifts for October.

General Fund – N/A
Memorial & Gift Fund

On October 17, 2016, the Friends of the North Canton Public Library donated \$50.00, in memory of Becky Swinehart.

Permanent Improvement Fund – N/A

Capital Art Fund – N/A

Dr. Roden moved and Mr. Fonte seconded to accept the gifts as listed with much appreciation. Ayes: Mrs. Baxter, Mr. Fonte, Mr. Fatzinger, Mrs. Pellegrino and Dr. Roden. 2016:069

Report of the Director:

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

Committee Reports:

Building – Mr. Fonte referred to the minutes of the committee's October 31, 2016, meeting (copies attached) and stated the necessary discussion had already take place at the beginning of this meeting and he had nothing more to add.

Art – Mrs. Lang reported the current show, running through December 4, 2016, is "Fabrical and Digital: The Art of Karen and Bill Bogdan".

The upcoming show will be the "Permanent Collection Exhibit" and will run from December 8, 2016 through January 22, 2017.

Budget & Finance – Mr. Fatzinger referred to the minutes of the joint Budget/Finance & Personnel Committee meeting of November 7, 2016. (Copies attached.)

The committee reviewed the budget and worksheets as presented by Mrs. Boggs. A final 2017 Permanent Appropriations Budget is attached. Mrs. Boggs also recommended a transfer of funds in the amount of \$200,000.00 from the General Fund to the Permanent Improvement Fund.

Mrs. Lang presented updated job descriptions for management positions to reflect current duties and remove any reference to exempt status in light of the upcoming changes under the Fair Labor Standards Act.

In response to the committee’s recommendations, the following board action was taken.

Dr. Roden moved and Mrs. Baxter seconded to amend the 2016 Appropriation for the General Fund in the amount of \$100,000.00, for a new total appropriation amount of \$2,631,275.00, for the fund and to approve the transfer of funds in the amount of \$200,000.00 from the General Fund to the Permanent Improvement Fund. Roll call vote: 2016:070

Mrs. Baxter	Aye	
Mr. Fonte	Aye	
Mr. Fatzinger		Aye
Mrs. Pellegrino	Aye	
Dr. Roden	Aye	

Mrs. Pellegrino moved and Mr. Fonte seconded to approve the 2017 Permanent Appropriations, per the attached resolution, in the following amounts: 2016:071

General Fund-	Estimated Carryover + Revenues:	3,017,555
	Appropriations:	2,558,825
Memorial & Gift -	Estimated Carryover + Revenues:	73,778
	Appropriations:	35,000
Permanent Improvement -	Estimated Carryover + Revenues:	1,511,353
	Appropriations:	250,000
Capital Art -	Estimated Carryover + Revenues:	217
	Appropriations:	217
Totals	Estimated Carryover + Revenues:	4,602,903
	Appropriations:	2,854,042

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

Mrs. Baxter moved and Dr. Roden seconded to approve the updated management job descriptions, as attached. Ayes: Mrs. Baxter, Mr. Fonte, Mr. Fatzinger, Mrs. Pellegrino and Dr. Roden. 2016:072

Personnel – Mrs. Lang announced the resignation of two employees.

Dr. Roden moved and Mrs. Pellegrino seconded to accept the resignation of Amber Forrer, Page, effective November 5, 2016, and Alexis Hill, Page, effective November 9, 2016. Ayes: Mrs. Baxter, Mr. Fonte, Mr. Fatzinger, Mrs. Pellegrino and Dr. Roden. 2016:073

Strategic Planning – N/A

Nominating – N/A

Negotiating – N/A

Records Retention – N/A

By-Laws Ad Hoc – N/A

Communications:

Mrs. Lang presented a letter the library received from the North Canton City Schools Board of Education (copy attached) approving the appointment of Jude Streb to the North Canton Public Library Board of Trustees, for a seven year term, effective January 1, 2017, through December 31, 2023.

Old Business:

New Business:

Staff Presentation:

Next Meeting:

The board will not meet during the month of December, 2016.

The next regular meeting of the North Canton Public Library Board of Trustees is scheduled to be Monday, January 16, 2017, at 4:30 p.m.

Adjournment:

The meeting was adjourned at 6:00 p.m.

Dr. Roden moved and Mrs. Pellegrino seconded to adjourn the regular meeting at 6:00 p.m. Ayes: Mrs. Baxter, Mr. Fonte, Mr. Fatzinger, Mrs. Pellegrino and Dr. Roden.

2016:074

Jude Streb, President

Megan Pellegrino, Secretary