

The Board of Trustees of the North Canton Public Library held its Organizational Meeting on Monday, January 19, 2015, at the Library. Mrs. Baxter called the meeting to order at 4:32 p.m., with the following members present: Mrs. Baxter, Mr. Fatzinger, Mrs. Pellegrino, Mr. Shoup, Mr. Smetana and Mr. Streb. Absent: Mr. Fonte. Staff: Sandra Lang, Kelly Boggs, Terri Mayer, Keri Burick, Christina Weyrick-Cooper and Carrie Hayes.

Mrs. Baxter announced the North Canton City Schools Board of Education approved the re-appointment of David Smetana to the North Canton Public Library Board of Trustees for a term which shall run from January 1, 2015 to December 31, 2021. Mrs. Boggs, Notary Public, administered the Oath of Office to Mr. Smetana.

Mr. Smetana moved and Mr. Streb seconded to accept and close the nominations for the Election of Officers for 2015 as follows: President – Julie Baxter, Vice-President – Jude Streb, Secretary – Brent Fatzinger. Ayes: Mrs. Baxter, Mr. Fatzinger, Mrs. Pellegrino, Mr. Shoup, Mr. Smetana and Mr. Streb. 2015:001

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

Mr. Shoup moved and Mr. Streb seconded to appoint Kelly J. Boggs, Fiscal Officer, effective, January 1, 2015 at an annual (current) salary of \$55,073.20. Ayes: Mrs. Baxter, Mr. Fatzinger, Mrs. Pellegrino, Mr. Shoup, Mr. Smetana and Mr. Streb. 2015:002

Mr. Smetana moved and Mr. Fatzinger seconded to appoint Teresa M. Mayer, Deputy Fiscal Officer, effective, January 1, 2015 at an hourly (current) rate of \$17.48 per hour. Ayes: Mrs. Baxter, Mr. Fatzinger, Mrs. Pellegrino, Mr. Shoup, Mr. Smetana and Mr. Streb. 2015:003

The Oath of Office was administered to Mrs. Boggs and Ms. Mayer by Notary Public, Jude Streb.

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, Mrs. Pellegrino, Mr. Fatzinger, Mr. Shoup, Mr. Smetana and Mr. Streb. 2015:004

Mr. Streb moved and Mrs. Pellegrino seconded to set the time of the 2015 Board of Trustees Regular Meetings, to be held on the 3rd Monday of each month, from March through December, at 4:30 p.m. at the library. Ayes: Mrs. Baxter, Mr. Fatzinger, Mr. Shoup, Mr. Smetana and Mr. Streb. 2015:005

No meeting was scheduled for February, 2015.

Mrs. Baxter presented the committee assignments for 2015 as follows:

Art: Mr. Smetana*, Mrs. Pellegrino
Building: Mr. Fonte*, Mr. Fatzinger, Mrs. Pellegrino
Budget & Finance: Mr. Shoup*, Mr. Streb, Mr. Smetana, Mr. Fatzinger
Records Retention: Mr. Fonte*, all Board members and Fiscal Officer
Personnel: Mr. Shoup*, Mr. Smetana, Mr. Fatzinger
Nominating: Mr. Streb*, Mrs. Pellegrino
Strategic Planning: Mr. Streb*, Mrs. Pellegrino, Mr. Shoup
Negotiating: Mr. Fatzinger*, Mr. Shoup, Mr. Streb
By-laws Ad Hoc: Mr. Shoup*

The committee assignments were approved by all present.

Mr. Shoup moved and Mr. Streb seconded to adjourn the Organizational meeting at 4:43 p.m. Ayes: Mrs. Baxter, Mr. Fatzinger, Mrs. Pellegrino, Mr. Shoup, Mr. Smetana and Mr. Streb.

2015:006

The Board of Trustees of the North Canton Public Library held a Regular Meeting on Monday, January 19, 2015, at the Library, immediately following the Organizational Meeting. Mrs. Baxter called the meeting to order at 4:44 p.m., with the following members present: Mrs. Baxter, Mr. Fatzinger, Mrs. Pellegrino, Mr. Shoup, Mr. Smetana and Mr. Streb. Absent: Mr. Fonte. Staff: Sandra Lang, Kelly Boggs, Terri Mayer, Keri Burick, Christina Weyrick-Cooper and Carrie Hayes.

Mrs. Baxter asked if there were any changes to the meeting agenda as presented. Mrs. Baxter added an item to the Art Committee Report.

Mr. Fatzinger moved and Mrs. Pellegrino seconded to approve the agenda for the regular meeting of the Board of Trustees on January 19, 2015. Ayes: Mrs. Baxter, Mr. Fatzinger, Mrs. Pellegrino, Mr. Shoup, Mr. Smetana and Mr. Streb.

2015:007

Mrs. Baxter asked if there were any corrections to the minutes presented from the December 15, 2014 meeting. There were none.

Mr. Smetana moved and Mrs. Pellegrino seconded to approve the minutes of the December 15, 2014 meeting. Ayes: Mrs. Baxter, Mr. Fatzinger, Mrs. Pellegrino, Mr. Shoup, Mr. Smetana and Mr. Streb.

2015:008

Report of the Fiscal Officer:

Mrs. Boggs reviewed the financial reports for December, 2014 (copies attached). The cash balance in all funds at the end of December was about \$1,943,800.00. The unencumbered appropriation balance in all funds at the end of December was about \$466,500.00. In December, month to date and year to date revenues in all funds were about \$119,500.00 and \$2,258,900.00, respectively. In December, month to date and year to date expenses for all funds were about \$184,900.00 and \$2,224,600.00, 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, 2014 was accepted as presented to be filed for audit.

Mrs. Boggs presented the 2014 Public Library Fund report along with a Financial Summary report for 2013 and 2014 actual and 2015 budgeted. (Copies attached).

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

General Fund – N/A

Memorial & Gift Fund –

On December 4, 2014, the Friends of the North Canton Public Library donated \$8,200 to be used for programming and periodicals in 2015. The Friends have also agreed to pay \$4,000 in performers' and speakers' fees.

The W. Henry Hoover Fund donated \$5,000, on December 8, 2014.

The North Canton Repair Shop & Greenhouse Employees donated \$90 in memory of Kathryn Garcia on December 15, 2014.

Permanent Improvement Fund – N/A

Capital Art Fund – N/A

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

2015:009

Report of the Director:

Mrs. Lang reported on the Statistics for December, 2014, along with her Director's report (attached).

Mrs. Lang reported that over the holiday break we had a roof leak. A temporary fix was done to hold until weather conditions improve and further repairs can be done, if necessary.

Mrs. Lang reported that the IRS tax forms will be delayed and the IRS will not be sending the 1040 Instruction books as they have done in the past. The library did receive a loose leaf version that patrons can copy from.

Committee Reports:

Building – Mrs. Lang reported that she and Mrs. Boggs were working on the request for qualifications for the building assessment and space utilization project. Mrs. Lang indicated that she and Mrs. Boggs have acquired documentation from other facilities that have done similar projects to help in drafting the request for qualifications. The next step would then be to have a building committee meeting to review the request for qualifications for submission to the board.

Art – Current and 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:

High School – 1/15/2015 through 2/1/2015, opening reception was held on 1/15/2015.

Middle School – 2/5/2015 through 2/22/2015, opening reception will be held on 2/5/2015, from 5:00 to 6:30 p.m.

Intermediate School – 2/26/2015 through 3/15/2015, opening reception will be held on 2/26/2015, from 5:00 to 6:30 p.m.

Elementary School – 3/19/2015 through 4/5/2015, opening reception will be held on 3/19/2015, from 5:00 to 6:30 p.m.

An Art Committee meeting was held at 3:30 p.m. today to discuss the acceptance of a donation of a piece of artwork by Ferdinand Brader. The piece was displayed in the Little Art Gallery during the exhibit in December.

Mr. Smetana indicated that the library's policy on accepting non-cash donations was vague and the committee would address updating and revising the policy in the near future.

Mr. Smetana stated that the library will need to update the insurance coverage to cover the drawing. The library will also need get a letter from the donor representing that they are the rightful owners and stating it is their intention to donate the piece of artwork to the library. Mrs. Pellegrino added that the letter should also include a statement that the donor understands that as the donee, the library will have the right of disposal.

Mr. Fatzinger moved and Mr. Streb seconded to approve Elizabeth Blakemore, Curator, to pursue the Brader donation. Ayes: Mrs. Baxter, Mr. Fatzinger, Mrs. Pellegrino, Mr. Shoup, Mr. Smetana and Mr. Streb. Mr. Smetana left the meeting at 5:26 p.m.

2015:010

Budget & Finance – N/A

Personnel – Mrs. Lang reported the resignation of Susan Czekansky, effective December 29, 2014.

Mr. Shoup moved and Mrs. Pellegrino seconded to accept the resignation of Susan Czekansky, effective December 29, 2014. Ayes: Mrs. Baxter, Mr. Fatzinger, Mrs. Pellegrino, Mr. Shoup and Mr. Streb.

2015:011

Strategic Planning – Mrs. Lang reported that a draft of the Strategic Plan has been compiled. She would like to schedule a committee meeting to present to the committee for review.

Nominating – N/A

Records Retention – N/A

By-Laws Ad Hoc – N/A

Communications: N/A

Old Business: N/A

New Business:

Mrs. Lang would like to close the library on Tuesday, April 7, 2015, for an ILS upgrade and staff development day.

2015:012

Mr. Streb moved and Mr. Fatzinger seconded to approve closing the library on Tuesday, April 7, 2015, for an ILS upgrade and staff development day. Ayes: Mrs. Baxter, Mr. Fatzinger, Mrs. Pellegrino, Mr. Shoup and Mr. Streb.

Staff Presentation:

Carrie Hayes gave a demonstration of the library's new mobile app. Her demonstration also covered two new on-line learning products, Universal Classes and Gale Courses, which patrons can access through our website.

Public Presentation: N/A

Next Meeting:

The next regular meeting of the North Canton Public Library Board of Trustees is scheduled to be Monday, March 16, 2015, at 4:30 p.m.

Adjournment:

Mr. Streb moved and Mrs. Pellegrino seconded to adjourn the regular meeting at 5:37 p.m. Ayes: Mrs. Baxter, Mr. Fatzinger, Mrs. Pellegrino, Mr. Shoup and Mr. Streb.

2015:013

Julie Baxter, President

Brent Fatzinger, Secretary