

The Board of Trustees of the North Canton Public Library held a regular meeting on Monday, April 20, 2015, at the Library. Mrs. Baxter called the meeting to order at 4:35 p.m., with the following members present: Mrs. Baxter, Mr. Fatzinger, Mr. Fonte, Mrs. Pellegrino and Mr. Shoup. Absent: Mr. Streb and Mr. Smetana. Staff: Sandra Lang, Kelly Boggs, Terri Mayer, Keri Burick, Christina Weyrick-Cooper and Nate Moran.

Mrs. Baxter added two items to the agenda. Under Item 9 – Review recommendations from insurance carrier. Under Item 10 – Discuss the May Show opening.

Mr. Fonte moved and Mrs. Pellegrino seconded to approve the agenda, as amended, for the regular meeting of the Board of Trustees on April 20, 2015. Ayes: Mrs. Baxter, Mr. Fatzinger, Mr. Fonte, Mrs. Pellegrino and Mr. Shoup.

2015:020

Mrs. Baxter asked if there were any corrections to the minutes presented from the March 16, 2015, meeting. There were none.

Mr. Fatzinger moved and Mrs. Pellegrino seconded to approve the minutes of the March 16, 2015 meeting. Ayes: Mrs. Baxter, Mr. Fatzinger, Mr. Fonte Mrs. Pellegrino and Mr. Shoup.

2015:021

Report of the Fiscal Officer:

Mrs. Boggs reviewed the financial reports for March, 2015 (copies attached). The cash balance in all funds at the end of March was about \$2,160,900.00. The unencumbered appropriation balance in all funds at the end of March was about \$1,433,200.00. In March, month to date and year to date revenues in all funds were about \$241,500.00 and \$732,600.00, respectively. In March, month to date and year to date expenses for all funds were about \$193,300.00 and \$515,400.00, 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, 2015 were accepted as presented to be filed for audit.

Mrs. Boggs presented the 2015 Public Library Fund reports (copy attached).

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

General Fund – N/A

Memorial & Gift Fund

On March 3, 2015, the North Canton Public Library Employees Sunshine Fund gave memorial donations totaling \$50.00, in memory of family members of NCPL employees Jean Ramsey and Terri Mayer.

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, Mr. Fonte Mrs. Pellegrino and Mr. Shoup.

2015:022

Report of the Director:

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

Mrs. Lang reported plans to increase the dollar amount that patron accounts are turned over for collection. Currently the amount is \$25.00. Plans are to raise this amount to \$50.00.

Mrs. Lang reported that on May 1, 2015, the library will begin automatic renewal within Polaris, the library's integrated library system. Patrons will receive notifications of which materials are not renewable and which materials will be renewed.

Mrs. Lang reported that the Friends of the Library Spring book sale took in \$6,731.66.

Mr. Fonte commented that our statistics and trends should be incorporated into the upcoming building assessment and space utilization project.

Committee Reports:

Building – Mr. Fonte reported that we now have responses from the Request For Qualifications (RFQ) that was published in the Repository. The building committee would need to set a meeting date to review and score the RFQ's that were received.

Mr. Fonte asked if there were any roof issues with the rainfall. Mrs. Lang responded that there were no problems so far.

Mrs. Pellegrino asked how the sidewalk railing was damaged. Mrs. Lang explained that a patron's car had jumped the sidewalk and ran into the railing. Nobody was hurt and we are waiting to hear back from the insurance company regarding coverage for the repair.

Art – The upcoming show will be the Annual May Show, featuring local artists and will run from May 3 through May 30, 2015. An opening reception, by invitation only, will be held May 3, 2015, from 5:30 to 7:30 p.m.

Budget & Finance – N/A

Personnel –

Mrs. Pellegrino moved and Mr. Shoup seconded to adjourn to executive session, at 5:05 p.m., to consider the compensation of a public employee. 2015:023

Roll call:	Mrs. Baxter	Aye	
	Mr. Fonte	Aye	
	Mr. Fatzinger		Aye
	Mrs. Pellegrino	Aye	
	Mr. Shoup	Aye	
	Mr. Smetana		Absent
	Mr. Streb		Absent

Mr. Fatzinger moved and Mr. Fonte seconded to return to regular session at 5:19 p.m. Ayes: Mrs. Baxter, Mr. Fatzinger, Mr. Fonte, Mrs. Pellegrino and Mr. Shoup 2015:024

Mr. Fonte moved and Mrs. Pellegrino seconded to approve payment to Carolyn McBee, Library Associate, in the amount of \$3,503.64, for 194 hours of vacation time accrued, but not awarded, in accordance with ORC 9.44 (prior public service). Ayes: Mrs. Baxter, Mr. Fatzinger, Mr. Fonte, Mrs. Pellegrino and Mr. Shoup. 2015:025

Strategic Planning – N/A

Nominating – N/A

Negotiating – N/A

Records Retention –

Mr. Fonte moved and Mr. Shoup seconded to approve the attached Certificate of Records Disposal for Records not Requiring Form RC-3, as reviewed by the 2015:026

Records Commission at today's meeting. Ayes: Mrs. Baxter, Mr. Fatzinger, Mr. Fonte, Mrs. Pellegrino and Mr. Shoup.

By-Laws Ad Hoc – N/A

Communications:

Mrs. Lang reported receiving a letter with a recommendation from the library's insurance carrier (copy attached). The recommendation was to consider adopting a policy to conduct background checks on volunteers who perform certain tasks for the library. Action will be taken to develop a policy to submit to the board for approval.

Old Business:

After continued discussions with the library's insurance carrier regarding the Friends of the Little Art Gallery (FLAG) serving wine at the May Show opening, Mrs. Boggs recommended to the board that the library add the Friends of the North Canton Public Library and the Friends of the Little Art Gallery onto our policy as additional insured. There would be no additional cost to add them. The board agreed that this addition should be made.

New Business:

Next Meeting:

The next regular meeting of the North Canton Public Library Board of Trustees is scheduled to be Monday, May 18, 2015, at 4:30 p.m.

Adjournment:

Mr. Fonte moved and Mr. Fatzinger seconded to adjourn the regular meeting at 5:41 p.m. Ayes: Mrs. Baxter, Mr. Fatzinger, Mr. Fonte, Mrs. Pellegrino and Mr. Shoup.

2015:027

Julie Baxter, President

Brent Fatzinger, Secretary