

The Board of Trustees of the North Canton Public Library held a regular meeting on Monday, November 16, 2015, at the Library. Mrs. Baxter called the meeting to order at 4:31 p.m., with the following members present: Mrs. Baxter, Mr. Fonte, Mr. Fatzinger, Mrs. Pellegrino, Mr. Shoup and Mr. Smetana. Mr. Streb arrived at 4:32 p.m. Absent: None. Staff: Sandra Lang, Kelly Boggs, Terri Mayer, Keri Burick, Christina Weyrick and Nate Moran.

Mrs. Baxter indicated an addition to the agenda. Under Personnel, the resignation of Teresa O'Harrow, effective December 30, 2015

**Mr. Fatzinger moved and Mr. Shoup seconded** to approve the agenda, as amended, for the regular meeting of the Board of Trustees on November 16, 2015. Ayes: Mrs. Baxter, Mr. Fonte, Mr. Fatzinger, Mrs. Pellegrino, Mr. Shoup and Mr. Smetana.

2015:062

Mrs. Baxter asked if there were any corrections to the minutes presented from the October 19, 2015, meeting. There were none.

**Mr. Fonte moved and Mrs. Pellegrino seconded** to approve the minutes of the October 19, 2015 meeting. Ayes: Mrs. Baxter, Mr. Fonte, Mr. Fatzinger, Mrs. Pellegrino, Mr. Shoup, Mr. Smetana and Mr. Streb.

2015:063

### **Report of the Fiscal Officer:**

Mrs. Boggs reviewed the financial reports for October, 2015 (copies attached). The cash balance in all funds at the end of October was about \$2,222,100.00. The unencumbered appropriation balance in all funds at the end of October was about \$673,900.00. In October, month to date and year to date revenues in all funds were about \$115,100.00 and \$2,043,500.00, respectively. In October, month to date and year to date expenses for all funds were about \$231,200.00 and \$1,765,400.00, respectively. Mrs. Boggs presented the investment reports for October and the list of checks written for the month of October. The Fiscal Officer's reports for October, 2015 were accepted as presented to be filed for audit.

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

GIFTS –

General Fund – N/A

Memorial & Gift Fund

On October 19, 2015, the Friends of the Little Art Gallery donated \$1,232.43, to reimburse the library for half of the cost of new archival pedestals for the gallery.

Permanent Improvement – N/A  
Capital Art Fund – N/A

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

2015:064

### **Report of the Director:**

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

In addition to her report, Mrs. Lang reported that she attended a Directors Meeting at Rodman Library in Alliance. The main topic of the meeting was our library's automatic renewal program and how it will increase our circulation count on the PLF Funding Formula. Mrs. Lang replied that it will also decrease our door count, as people will not be coming in the library as often. The consensus of those at the meeting was that the PLF Funding Formula was set for a five year period and when that time nears this issue will then be discussed.

Mrs. Lang also reported that she has received requests from parents for programs that their children can participate in as performance of "service hours" for the community.

### **Committee Reports:**

Building – Mrs. Lang reported that we have received the signed contract from Studio

Techne for our Facility Assessment and Capital Improvement Program.

Art – Mr. Smetana spoke on the upcoming show which will feature the Permanent Collection, curated by M. J. Albacete, former Director of the Canton Museum of Art. The show will run from November 22, 2015 through January 3, 2016. An opening reception will be held on Sunday, November 22, 2015, from 5:30 p.m. to 7:30 p.m.

Budget & Finance - A joint meeting of the Budget & Finance and Personnel Committees was held on November 2, 2015. A copy of the minutes from that meeting are attached.

Personnel – Mr. Shoup reported personnel changes to the board.

**Mr. Fatzinger moved and Mr. Fonte seconded** to approve/accept the following personnel changes:

2015:065

Approve hiring Emily Weiss as a Page at an hourly rate of \$8.10, beginning October 29, 2015.

Approve hiring Elizabeth Flynn as a Page at an hourly rate of \$8.10, beginning November 16, 2015.

Accept the resignation of Teresa O’Harrow, effective December 30, 2015.

Ayes: Mrs. Baxter, Mr. Fonte, Mr. Fatzinger, Mrs. Pellegrino, Mr. Shoup, Mr. Smetana and Mr. Streb.

Mrs. Lang reported there are still three items on the committee meeting minutes that are still under legal review and no board action needs taken at this time.

Mrs. Lang reported that she provided draft copies of the proposed Employee Handbook to management and the union President. A copy is attached.

**Mr. Fatzinger moved and Mr. Streb seconded** to adopt the North Canton Public Library Employee Handbook.

Some discussion took place and it was decided to make some changes/corrections and not adopt it in its current form.

**Mr. Fonte moved and Mrs. Pellegrino seconded** to table the motion to adopt the North Canton Public Library Employee Handbook. Ayes: Mrs. Baxter, Mr. Fonte, Mr. Fatzinger, Mrs. Pellegrino, Mr. Shoup, Mr. Smetana and Mr. Streb.

2015:066

Mrs. Boggs presented the 2016 Permanent Appropriation Budget. A copy, with detail, is attached.

**Mr. Shoup moved and Mr. Fonte seconded** to approve the 2016 Permanent Appropriation at the following amounts:

2015:067

General Fund	Estimated Carryover + Revenues:
2,990,768	

	Appropriations:	2,531,275
Memorial & Gift	Estimated Carryover + Revenues:	
80,020		
	Appropriations:	35,350
Permanent Improvement	Estimated Carryover + Revenues:	
1,269,263		
	Appropriations:	250,000
Capital Art	Estimated Carryover + Revenues:	
1,911		
<b>Totals</b>	<b>Appropriations:</b>	<b>1,900</b>
<b>4,341,962</b>	<b>Estimated Carryover + Revenues:</b>	
	<b>Appropriations:</b>	<b>2,818,525</b>

Ayes: Mrs. Baxter, Mr. Fonte, Mr. Fatzinger, Mrs. Pellegrino, Mr. Shoup, Mr. Smetana and Mr. Streb.

Mrs. Boggs suggested a transfer of funds from the General Fund to the Permanent Improvement Fund, in the amount of \$100,000.

**Mr. Fatzinger moved and Mr. Smetana seconded** to approve the transfer of funds from the General Fund to the Permanent Improvement Fund, in the amount of \$100,000.

2015:068

**Roll call vote:**

Mrs. Baxter	Aye	
Mr. Fonte	Aye	
Mr. Fatzinger		Aye
Mrs. Pellegrino	Aye	
Mr. Shoup	Aye	
Mr. Smetana		Aye
Mr. Streb	Aye	

Strategic Planning – N/A

Negotiating – N/A

Nominating – An executive session was held at the end of the meeting to consider candidates for a term beginning January 1, 2016 and expiring December 31, 2022.

Records Retention – N/A

By-Laws Ad Hoc – N/A

**Communications:**

Mrs. Lang reported she received a thank-you from Megan Pellegrino for the library's participation in the British War Children Series. A copy of her thank-you is attached.

**Old Business:**

**New Business:**

Mrs. Lang asked the board to consider closing the library on Thursday, January 14, 2016, for a Polaris upgrade and staff development day.

**Mr. Fonte moved and Mr. Streb seconded** to close the library on Thursday, January 14, 2016, for a Polaris upgrade and staff development day. Ayes: Mrs. Baxter, Mr. Fonte, Mr. Fatzinger, Mrs. Pellegrino, Mr. Shoup, Mr. Smetana and Mr. Streb.

2015:069

**Staff Presentation:**

**Public presentation:**

**Next Meeting:**

The next regular meeting of the North Canton Public Library Board of Trustees is scheduled to be Monday, December 21, 2015, at 4:30 p.m.

**Executive Session:**

**Mr. Fonte moved and Mr. Shoup seconded** to adjourn to executive session at 5:44 p.m. to consider the appointment of a public employee or official.

<b>Roll call vote:</b>	Mrs. Baxter	Aye	
	Mr. Fonte	Aye	
	Mr. Fatzinger		Aye
	Mrs. Pellegrino	Aye	
	Mr. Shoup	Aye	
	Mr. Smetana		Aye
	Mr. Streb	Aye	

Return to regular session at 5:55 p.m.

**Mr. Fonte moved and Mr. Smetana seconded** to recommend to the North Canton School Board that Dr. Robert P. Roden be appointed as a member of the Library Board of Trustees for a term beginning January 1, 2016 and expiring December 31, 2022. Ayes: Mrs. Baxter, Mr. Fonte, Mr. Fatzinger, Mrs. Pellegrino, Mr. Shoup, Mr. Smetana and Mr. Streb.

2015:070

**Adjournment:**

**Mr. Fatzinger moved and Mrs. Pellegrino seconded** to adjourn the regular meeting at 5:56 p.m. Ayes: Mrs. Baxter, Mr. Fonte, Mr. Fatzinger, Mrs. Pellegrino, Mr. Shoup, Mr. Smetana and Mr. Streb.

2015:071

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Julie Baxter, President

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Brent Fatzinger, Secretary