

The Board of Trustees of the North Canton Public Library held a Regular Meeting on Monday, August 20, 2018, at the Library. Mr. Fatzinger called the meeting to order at 4:30 p.m., with the following members present: Mrs. Baxter, Mrs. Beinlich, Mr. Fatzinger, Mr Harris, Mrs. Pellegrino and Mr. Streb. Mr. Griffith arrived at 4:33 p.m. Absent: None. Staff: Sandra Lang, Kelly Boggs, Stephanie Shaffer and Christina Weyrick.

Approval of Agenda:

Mr. Fatzinger asked if there were any changes to the meeting agenda as presented. There were none.

Mr. Streb moved and Mrs. Baxter seconded to approve the agenda for the regular meeting of the Board of Trustees on August 20, 2018.

2018:049

Ayes: Mrs. Baxter, Mrs. Beinlich, Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Pellegrino and Mr. Streb.

Minutes of Previous Meeting:

Mr. Fatzinger asked if there were any corrections to the minutes presented from the July 16, 2018 meeting. There were none.

Mr. Streb moved and Mrs. Pellegrino seconded to approve the minutes of the July 16, 2018 meeting.

2018:050

Ayes: Mrs. Baxter, Mrs. Beinlich, Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Pellegrino and Mr. Streb.

Report of the Fiscal Officer:

Mrs. Boggs reviewed the Summary of Financial Information for July 2018. The cash balance in all funds at the end of July was \$2,799,217. Monthly and year-to-date revenues in all funds were \$439,015 and \$1,648,000 respectively. Monthly and year-to-date expenses for all funds were \$171,890 and \$1,257,940 respectively. Status reports, a list of payments, the investment report, and the Public Library Fund (PLF) reports were presented and accepted by the Board to be filed for audit (all copies attached).

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

Memorial & Gift Fund

- On 7/11/18, John B. Alexander donated \$30 as a May Show sales percentage for gallery use
- On 7/18/18, Jack A. Fetzer donated \$150 as a percentage of exhibit sales for gallery use
- On 7/18/18, \$1 was received through the Fresh Thyme program Permanent Improvement Fund

On 7/5/18, the North Canton Library Association donated \$33,570.74 from investment proceeds.

Mrs. Pellegrino moved and Mr. Harris seconded to accept the gifts listed above with much appreciation. 2018:051

Ayes: Mrs. Baxter, Mrs. Beinlich, Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Pellegrino and Mr. Streb.

Report of the Director:

Mrs. Lang reported on the Statistics for July 2018, along with her Director's report (attached).

Committee Reports:

Art:

The upcoming show is the Celebration of Lowell E. Smith which runs September 2 through November 4, 2018. The opening reception is on Sunday, September 2, from 2:00 - 4:00 p.m.

Building:

The Building Committee discussed the August 20, 2018 meeting held at 4:00 p.m. Mr. Harris reported that the committee has recommended PTA Engineering for the HVAC and roofing project. The committee will request PTA to provide a contract for the Board to review.

Budget & Finance / Personnel:

Mr. Griffith moved and Mrs. Beinlich seconded to approve the resignation of Emma Chufar, Page, effective 8/4/18; the resignation of Holly Cooper, Page, effective 8/10/18 and the change in classification for Dillon Barton, from variable part-time Page, to variable part-time Custodian, with a new hourly rate of \$9.09, effective 7/29/18.

2018:052

Ayes: Mrs. Baxter, Mrs. Beinlich, Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Pellegrino and Mr. Streb.

Mr. Griffith moved and Mrs. Baxter seconded to revise the Credit Card policy, as attached.

2018:053

Ayes: Mrs. Baxter, Mrs. Beinlich, Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Pellegrino and Mr. Streb.

Mr. Griffith moved and Mr. Harris seconded to approve the 2019 Tax budget, as attached.

2018:054

Ayes: Mrs. Baxter, Mrs. Beinlich, Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Pellegrino and Mr. Streb.

Mrs. Beinlich moved and Mrs. Pellegrino seconded to revise the Employee Handbook, as attached.

2018:055

Ayes: Mrs. Baxter, Mrs. Beinlich, Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Pellegrino and Mr. Streb.

Mr. Griffith moved and Mrs. Baxter seconded to revise the job description of the Fiscal Officer, as attached.

2018:056

Ayes: Mrs. Baxter, Mrs. Beinlich, Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Pellegrino and Mr. Streb.

Strategic Planning: N/A

Nominating: N/A

Negotiating: N/A

Records Retention: N/A

Communications: N/A

Old Business: N/A

New Business: N/A

Staff Presentation: N/A

Public Presentation: N/A

Next Meeting:

The next regular meeting of the North Canton Public Library Board of Trustees is scheduled to be October 15, 2018 at 4:30 p.m.

Executive Session:

Mrs. Baxter moved and Mrs. Beinlich seconded to adjourn to Executive Session at 5:00 p.m. to consider the compensation of public employees.

2018:057

Roll call vote: Mrs. Baxter, yes; Mrs. Beinlich, yes; Mr. Fatzinger, yes; Mr. Griffith, yes; Mr. Harris, yes; Mrs. Pellegrino, yes; and Mr. Streb, yes.

Mr. Streb moved and Mrs. Beinlich seconded to return to regular session at 5:20 p.m.

2018:058

Ayes: Mrs. Baxter, Mrs. Beinlich, Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Pellegrino and Mr. Streb.

Mrs. Baxter left after the return to regular session.

Mr. Griffith moved and Mr. Streb seconded to approve new salary amounts for management employees, effective July 1, 2018, as recommended by Director Sandra Lang and the Personnel Committee, as follows:

2018:059

Keri Burick	Outreach Services Manager	47,175.65	
Carrie Hayes	System Administrator	50,689.18	
Jamie Macris	Children's Manager		45,376.03
Nancy Myers	Head of Circulation		38,391.81
Stephanie Shaffer	Deputy Fiscal Officer (30 hrs/wk)		24,584.04
Anne Weissfeld	Technical Services Manager	49,296.62	

Christina Weyrick Community Relations Manager 45,804.51
Ayes: Mrs. Beinlich, Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Pellegrino and Mr. Streb.

Mr. Griffith moved and Mr. Streb seconded to approve new salary amounts for the Fiscal Officer and Director, effective July 1, 2018, as recommended by the Personnel Committee, as follows:

2018:060

Sandra Lang	Director	83,510.75
Kelly Boggs	Fiscal Officer	61,679.70

Ayes: Mrs. Beinlich, Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Pellegrino and Mr. Streb.

Mr. Griffith moved and Mrs. Pellegrino seconded to increase life insurance coverage for non-bargaining unit employees to an amount equal to each employee's annualized compensation based on the employee's regularly scheduled work hours as of January 1st of each year, rounded to the nearest one thousand dollars with a minimum policy amount of \$10,000. The board shall select the carrier and has the right to change carriers in its sole discretion.
Ayes: Mrs. Beinlich, Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Pellegrino and Mr. Streb.

2018:061

Adjournment:

Mrs. Pellegrino moved and Mr. Harris seconded to adjourn the regular meeting at 5:28 p.m.

2018:062

Ayes: Mrs. Beinlich, Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Pellegrino and Mr. Streb.

Brent Fatzinger, President

Julie Baxter, Secretary