

The Board of Trustees of the North Canton Public Library held its Organizational Meeting on Monday, January 21, 2019, at the Library. Mr. Fatzinger called the meeting to order at 4:32 p.m. with the following members present: Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Pellegrino and Mr. Streb. Absent: Mrs. Baxter and Mrs. Beinlich. Staff: Sandra Lang, Kelly Boggs, Stephanie Shaffer, Keri Burick and Christina Weyrick.

Mrs. Boggs, Notary Public, administered the Oath of Office to Mrs. Megan Pellegrino. Last month the North Canton City Schools Board of Education approved the reappointment of Mrs. Megan Pellegrino to the North Canton Public Library Board of Trustees for a term which shall run from January 1, 2019 through December 31, 2025.

**Mr. Griffith moved and Mr. Streb seconded** to accept and close the nominations for the Election of Officers for 2019 as follows: President – Brent Fatzinger, Vice President – Megan Pellegrino and Secretary – Julie Baxter. Ayes: Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Pellegrino and Mr. Streb. 2019:001

The Oath of Office was administered to Brent Fatzinger and Megan Pellegrino by Notary Public, Kelly Boggs. Julie Baxter was absent.

**Mr. Griffith moved and Mr. Harris seconded** to reappoint Kelly J. Boggs, Fiscal Officer, effective, January 1, 2019 at an annual (current) salary of \$61,679.70. (Note: the salary amount was approved by the Board in August 2018.) Ayes: Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Pellegrino and Mr. Streb. 2019:002

**Mrs. Pellegrino moved and Mr. Streb seconded** to reappoint Stephanie A. Shaffer, Deputy Fiscal Officer, effective, January 1, 2019 at an hourly (current) rate of \$15.76 per hour. (Note: the hourly rate was approved by the Board in August 2018.) Ayes: Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Pellegrino and Mr. Streb. 2019:003

**Mr. Griffith moved and Mr. Streb seconded** to set the fiscal officer's bond at \$100,000 and set the deputy fiscal officer's bond at \$25,000. Ayes: Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Pellegrino and Mr. Streb. 2019:004

The Oath of Office was administered to Kelly Boggs and Stephanie Shaffer by Mr. Griffith.

**Mr. Streb moved and Mr. Griffith seconded** to set the time of the 2018 Board of Trustees Regular Meetings, to be held on the 3<sup>rd</sup> Monday of each month, at 4:30 p.m. at the library, with no meeting to be held in February. Ayes: Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Pellegrino and Mr. Streb.

2019:005

The Board members that were present agreed to keep the Committee assignments the same for 2019. The assignments continue as follows:

Art:	Mrs. Pellegrino*, Mrs. Baxter
Building:	Mr. Harris*, Mrs. Pellegrino, Mr. Streb
Budget & Finance:	Mr. Griffith*, Mrs. Baxter, Mrs. Beinlich
Records Retention: Officer	Mr. Fatzinger*, all Board members and Fiscal
Personnel:	Mrs. Baxter*, Mrs. Beinlich, Mr. Griffith
Nominating:	Mrs. Pellegrino*, Mrs. Baxter, Mrs. Beinlich
Strategic Planning:	Mrs. Beinlich*, Mrs. Baxter, Mr. Harris
Negotiating:	Mr. Streb*, Mr. Griffith

**Mr. Griffith moved and Mr. Streb seconded** to adjourn the 2019 Organizational Meeting at 4:41p.m. Ayes: Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Pellegrino and Mr. Streb.

2019:006

The Board of Trustees of the North Canton Public Library held a Regular Meeting on Monday, January 21, 2019, at the Library, immediately following the Organizational Meeting. Mr. Fatzinger called the meeting to order at 4:42 p.m., with the following members present: Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Pellegrino and Mr. Streb. Absent: Mrs. Baxter and Mrs. Beinlich. Staff: Sandra Lang, Kelly Boggs, Stephanie Shaffer, Keri Burick and Christina Weyrick.

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

**Mr. Griffith moved and Mr. Harris seconded** to approve the agenda for the regular meeting of the Board of Trustees on January 21, 2019. Ayes: Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Pellegrino and Mr. Streb.

2019:007

Mr. Fatzinger asked if there were any corrections to the minutes presented from the December 17, 2018 meeting. There were none.

**Mr. Streb moved and Mr. Griffith seconded** to approve the minutes of the December 17, 2018 meeting. Ayes: Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Pellegrino and Mr. Streb.

2019:008

**Report of the Fiscal Officer:**

Mrs. Boggs reviewed the Fiscal Officer's Report and the December 2018 financial reports (copies attached). The cash balance in all funds at the end of December was about \$2,592,338. The unencumbered appropriation balance in all funds at the end of December was \$403,958. The month-to-date and year-to-date revenues in all funds were \$134,409 and \$2,404,188, respectively. The month-to-date and year-to-date expenses for all funds were \$222,410 and \$2,221,008, 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). The unaudited Annual Financial Report for the year ended December 31, 2018 was presented. (Copy attached.)

GIFTS - Mrs. Boggs reported the following gifts were received during the month of December 2018.

Memorial & Gift Fund:

- Jeanne Leed donated \$50 in memory of Susan Wagner
- William Sumser donated \$50 in memory of Marion Sumser
- Amy Hockinson donated \$20 to be used for the Children's Department
- The Dan Sumser Family donated \$100 in memory of Marion Sumser
- David & Anne Shemenski donated \$100 in honor of Patricia Shemenski
- The W. Henry Hoover Fund donated \$5,000

**Mr. Griffith moved and Mrs. Pellegrino seconded** to accept the gifts listed above with much appreciation. Ayes: Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Pellegrino and Mr. Streb.

2019:009

**Report of the Director:**

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

Mrs. Lang also reported on the December 19, 2018 meeting of the North Canton Library Association. Mrs. Lang updated the North Canton Library Association on the library's upcoming HVAC and roofing project in 2019. The North Canton Library Association agreed to donate \$750,000 toward this project, and they were pleased with the Building Committee's work. Additionally, they appointed Mr. Harris as a member of their Board.

Mr. Fatzinger reported that the North Canton Library Association was pleased with Mrs. Lang and Mrs. Boggs' thorough communication of the HVAC and roofing project.

Mr. Griffith suggested that the North Canton Library Association hold on to the \$750,000 funds, and the library communicate with them as project bills come due.

Mrs. Lang also reported on the January 19, 2019 meeting with The Drive Mind Group regarding a product called School SAFEID. Mrs. Lang reported that the library will use this product to screen program presenters. The product has been successfully utilized in the North Canton City schools. Mrs. Lang provided The Drive Mind Group's quoted price, and the Board agreed to its implementation.

Mrs. Lang also reported on the library's five currently trained notaries. Since notary law requirements are changing, staff will need to update their training to apply these new laws.

### **Committee Reports:**

#### Art:

The current show features the "Walk on the Wild Side: Friends of the Little Art Gallery Tribute to Nancy Stewart Matin" and will be on display through January 20, 2019.

The upcoming shows at the Little Art Gallery will be "Artwork from the Classroom" and the scheduled showings are:

Primary will run from January 31, 2019 through February 10, 2019 with an opening reception held January 31, 2019 from 5:00 to 7:00 p.m.

Intermediate will run from February 14, 2019 through February 24, 2019 with an opening reception held February 14, 2019 from 5:00 to 7:00 p.m.

Middle will run from February 28, 2019 through March 10, 2019 with an opening reception held February 28, 2019 from 5:00 to 6:30 p.m.

High will run from March 14, 2019 through March 24, 2019 with an opening reception held March 14, 2019 from 5:00 to 6:30 p.m.

Building:

Mr. Harris reported that PTA Engineering has lost some of its employees; however, they are still planning a May 2019 start date. PTA Engineering will contact Mrs. Lang to schedule the 90% progress meeting.

Budget & Finance: none

Personnel: none

Strategic Planning: none

Nominating: none

Records Retention:

The next scheduled Records Retention meeting will be March 18, 2019.

Communications: none

Old Business: none

New Business:

**Mrs. Pellegrino moved and Mr. Streb seconded** to approve placement of a historical panel by the North Canton Heritage Society, as outlined in the attached agreement. Ayes: Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Pellegrino and Mr. Streb.

2019:010

Staff Presentation: none

Public Presentation: none

**Next Meeting:**

The next regular meeting of the North Canton Public Library Board of Trustees is scheduled to be Monday, March 18, 2019 immediately following the Records Retention Committee meeting that commences at 4:30 p.m.

**Adjournment:**

**Mr. Streb moved and Mr. Griffith seconded** to adjourn the regular meeting at 5:28 p.m. Ayes: Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Pellegrino and Mr. Streb.

2019:011

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Brent Fatzinger, President

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Julie Baxter, Secretary