

The Board of Trustees of the North Canton Public Library held a Records Commission Meeting on Monday, March 16, 2020, at the Library. Mrs. Pellegrino called the meeting to order at 4:30 p.m., with the following members present: Mrs. Beinlich, Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Mallamaci, Mrs. Pellegrino and Mr. Streb. Staff present: Sandra Lang, Kelly Boggs, Stephanie Shaffer, Christina Weyrick, Carolyn McBee and Jamie Macris.

Mrs. Boggs reported on the Certificate of Records Disposal for Records Not Requiring Form RC-3 and the Revised Records Retention Schedule RC-2. The Record Retentions vote was then handled at the regular meeting of the Board of Trustees that followed.

The meeting adjourned at 4:32 p.m.

The Board of Trustees of the North Canton Public Library held a Regular Meeting on Monday, March 16, 2020, at the Library. Mrs. Pellegrino called the meeting to order at 4:33 p.m., with the following members present: Mrs. Beinlich, Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Mallamaci, Mrs. Pellegrino and Mr. Streb. Staff present: Sandra Lang, Kelly Boggs, Stephanie Shaffer, Christina Weyrick, Carolyn McBee and Jamie Macris.

Mrs. Pellegrino asked if there were any changes to the meeting agenda as presented. There were none.

**Mr. Griffith moved and Mr. Fatzinger seconded** to approve the agenda for the regular meeting of the Board of Trustees on March 16, 2020. Ayes: Mrs. Beinlich, Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Mallamaci, Mrs. Pellegrino and Mr. Streb.

2020:015

Mrs. Pellegrino asked if there were any corrections to the minutes presented from the January 20, 2020 Regular & Organizational meeting and the February 23, 2020 Special meeting. There were none.

**Mr. Griffith moved and Mr. Streb seconded** to approve the minutes of the January 20, 2020 Regular & Organizational meeting and the February 23, 2020 Special meeting. Ayes: Mrs. Beinlich, Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Mallamaci, Mrs. Pellegrino and Mr. Streb.

2020:016

**Report of the Fiscal Officer:**

Mrs. Boggs reviewed the financial reports for January and February, 2020 (copies attached). The cash balance in all funds at the end of February was \$1,930,003. In January, month to date revenues in all funds were \$173,219. In January month to date expenses for all funds were \$418,994. In February, month to date and year to date revenues in all funds were \$143,204 and \$316,422, respectively. In February, month to date and year to date expenses for all funds were \$149,007 and \$568,002, respectively. Mrs. Boggs presented the investment reports and the lists of checks written for the months of January and February. 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 months of January and February.

#### Memorial & Gift Fund

- Friends of the North Canton Public Library donated \$15,800 for programs and seasonal periodicals
- Mike and Jan Prengaman donated \$40 in memory of Sandy Prentice
- Memorial Gifts in honor of Kate Stein:
  - \$100 from Scott & Karen Fitzpatrick
  - \$50 from William & Patricia Griffing
  - \$30 from Susan Moellering
  - \$100 from the Monday Night Book Club
  - \$40 from Karen Pack
  - \$50 from Susan Greene
- Kathy DeFrancesco donated \$20 to be used for Children's Story Times
- CSB donated \$400 for sponsorship of Family Film Fridays
- Arts in Stark donated \$800 for tent activities at the Main Street Festival (another \$200 is forthcoming)

#### Permanent Improvement Fund

- North Canton Library Association donated \$36,619.35 from investment proceeds.

**Mr. Fatzinger moved and Mrs. Beinlich seconded** to accept the gifts listed above with much appreciation. 2020:017

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

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

Mrs. Lang reported on the Statistics for January and February 2020, along with her Director's report (attached).

Mrs. Lang reported on the new Library App that will soon be available via Communico.

### **Committee Reports:**

#### Art:

The current show is Art from the Classroom: High School which is held through March 22, 2020.

The upcoming show is the 78th Annual May Show to run from April 27, 2020 through May 30, 2020. An opening reception will be held on April 26, 2020 from 5:30 to 7:30 pm.

Mr. Harris reported on a new piece donated to the Library's Permanent Collection. The artist is Nancy Stewart Matin.

Budget & Finance: N/A

#### Building:

Mrs. Lang reported on the pending resolution of the roof's condenser by Standard Plumbing and Heating.

Mrs. Pellegrino suggested a water meter alert to prevent water damage.

**Mr. Harris moved and Mr. Streb seconded** to approve the attached change order for the Façade Restoration Project, with no increase in cost and an extension of 83 days to finish the work. Ayes: Mrs. Beinlich, Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Mallamaci, Mrs. Pellegrino and Mr. Streb.

2020:018

Negotiating: N/A

Nominating: N/A

#### Personnel:

**Mr. Griffith moved and Mr. Streb seconded** to approve the following personnel changes:

2020:019

- Hire Patricia VanNest as a variable part-time Page, effective 2/24/2020, at an hourly rate of \$8.70
- Hire Christy Williams as a variable part-time Clerk, effective 3/9/2020, at an hourly rate of \$8.84
- Accept the resignation of James Miller, Page, effective 1/16/2020
- Accept the resignation of Patricia VanNest, Page, effective 2/29/2020
- Accept the resignation of Keri Burick, Outreach Services Manager, effective 4/3/2020
  
- Promote Victoria Suba from variable part-time Clerk to regular part-time Library Associate, effective 2/23/2020, with a new hourly rate of \$14.31

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

Strategic Planning: N/A

Records Retention:

**Mr. Harris moved and Mrs. Mallamaci seconded** to revise Form RC2 Records Retention Schedule, as attached, and to approve the attached Certificate of Records Disposal, as recommended by the Records Commission.

2020:020

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

Committee of the Whole:

Mrs. Pellegrino reported on the Committee Minutes for the following 2020 meetings: February 3, February 11, February 12, February 17 and February 19.

**Mr. Streb moved and Mr. Harris seconded** to hire Andrea Legg on April 13, 2020, at an annual salary of \$80,000, to train with retiring Director Sandra Lang through April 30, 2020, and to assume the duties of Director effective May 1, 2020. Ayes: Mrs. Beinlich, Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Mallamaci, Mrs. Pellegrino and Mr. Streb.

2020:021

Communications:

Mrs. Lang reported on the letter received from David F. Depasquale (Attorney at Law) regarding the Trust/Estate Summary of Kathleen H.

Stein. A distribution in the amount of \$5,000 will be made to the Library.

Old Business:

**Mr. Fatzinger moved and Mr. Griffith seconded** to accept a fixed Stark County PLF distribution rate of 10.62771031% for the distribution years 2021-2025. This rate is calculated as the average of the sum of the 2016-2020 distribution rates averaged with the 2020 distribution rate. Ayes: Mrs. Beinlich, Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Mallamaci, Mrs. Pellegrino and Mr. Streb.

2020:022

New Business:

**Mr. Streb moved and Mrs. Beinlich seconded** to permit the Friends of the Little Art Gallery to hold a private reception and serve alcohol, at no charge to the guests, for the May Show opening on April 26, 2020 from 5:30 to 7:30 p.m., in accordance with the legal opinion previously provided by the Stark County Prosecutor. Ayes: Mrs. Beinlich, Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Mallamaci, Mrs. Pellegrino and Mr. Streb.

2020:023

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 Monday, April 20, 2020 at 4:30 p.m.

Due to the Corona Virus Pandemic this may be via video conferencing pending legislative approval.

**Executive Session:**

**Mr. Griffith moved and Mrs. Beinlich seconded** to adjourn to executive session at 5:01 p.m. to consider details relative to the security arrangements and emergency response protocols for a public body or a public office. Roll call vote: Mrs. Beinlich, yes; Mr. Fatzinger, yes; Mr. Griffith, yes; Mr. Harris, yes; Mrs. Mallamaci, yes; Mrs. Pellegrino, yes; and Mr. Streb, yes.

2020:024

**Mr. Streb moved and Mr. Harris seconded** to return to regular session at 5:40 p.m. Ayes: Mrs. Beinlich, Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Mallamaci, Mrs. Pellegrino and Mr. Streb.

2020:025

**Mr. Fatzinger moved and Mr. Harris seconded** to approve the attached Pandemic Preparedness Plan and Library Closure documents. Ayes: Mrs. Beinlich, Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Mallamaci, Mrs. Pellegrino and Mr. Streb.

2020:026

**Adjournment:**

**Mr. Harris moved and Mrs. Mallamaci seconded** to adjourn the regular meeting at 5:40 p.m. Ayes: Mrs. Beinlich, Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Mallamaci, Mrs. Pellegrino and Mr. Streb.

2020:027

---

Megan Pellegrino, President

---

Bryan Harris, Secretary