

The Board of Trustees of the North Canton Public Library met virtually for a Special Meeting on Monday, August 31, 2020, at 4:31 p.m. via a Zoom Meeting. A notice of said meeting pursuant to O.R.C. 121 was posted.

Board Members Present: Nancy Beinlich, Brent Fatzinger, Dan Griffith, Bryan Harris, Megan Pellegrino and Jude Streb. Absent: Sarah Mallamaci
Staff Members present: Andrea Legg, Kelly Boggs and Stephanie Shaffer.

Budget & Finance Committee

Mrs. Legg advised that the Library has received a \$25,000 grant from the State of Ohio through the Federal Coronavirus Relief Fund provided under the CARES Act to offset the unanticipated costs of increased sanitation of public library buildings and the purchase of PPE supplies.

Based on a webinar that both Mrs. Legg and Mrs. Boggs viewed, the money must be used for COVID-19 related items such as sanitation and Plexiglas shields, but not for personnel items. She asked specifically about remote lockers. Because they provide staff and patrons with a no-contact avenue to access library materials, they are a permissible purchase. Libraries nationwide are using remote lockers, and some of their benefits include: a digital library scan, 24/7 accessibility with no library entrance required, and a long lasting contribution after the pandemic. Remote locker vendor, Bibliotheca, is already used at NCPL for self-checkout out stations and the ILS system. The location of these lockers will be near the Ream street entrance where there is an overhang for protection. The total cost for 24 lockers is \$29,000. The Library has the additional funds needed to cover the cost over and beyond the grant. These could be installed by year end, perhaps even late fall.

Mr. Harris described the ease of remote locker use. Patrons place requests online, select locker as the pick-up location and then receive further instructions on how to proceed. Upon arrival to pick up locker items, the patron scans a library card, and the door will open for materials to be retrieved.

Mrs. Legg addressed Mrs. Pellegrino's concern for warranty due to any wear and tear from outside elements. A one-year warranty comes with the purchase, and the overhang will help protect them as well. Mrs. Pellegrino suggested the Atrium as an alternative location.

Mrs. Legg addressed Mrs. Beinlich's concern for wiping down the lockers. These will be added to the staff's list of items to wipe down throughout the day. Additionally, Microshield can be incorporated to help keep surfaces clean.

Mrs. Boggs reported that since the grant money is from Federal funds, a new Board approved fund must be established for the Library as well as the creation of a budget, Capital Outlay.

Mr. Griffith moved and Mr. Harris seconded to establish Special Revenue Fund #2801 Coronavirus Relief Fund. Ayes: Mrs. Beinlich, Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Pellegrino, and Mr. Streb. 2020:058

Mr. Fatzinger moved and Mr. Griffith seconded to approve an appropriation for Fund #2801 in the amount of \$25,000 for Capital Outlay. Ayes: Mrs. Beinlich, Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Pellegrino, and Mr. Streb. 2020:059

Mr. Fatzinger moved and Mrs. Beinlich seconded to enter into an agreement with Bibliotheca, LLC for purchase and installation of a remote locker system in the amount of \$29,521.98. Ayes: Mrs. Beinlich, Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Pellegrino, and Mr. Streb. 2020:060

Next Meeting:

The next regular meeting of the North Canton Public Library Board of Trustees is scheduled to be Monday, September 21, 2020 at 4:30 p.m.

Executive Session

Mr. Griffith moved and Mrs. Beinlich seconded to adjourn to Executive Session at 4:46 p.m. to consider the following: 2020:061

- appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.

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

The Board returned to regular session at 4:57 p.m.

Adjournment:

Mrs. Beinlich moved and Mr. Fatzinger seconded to adjourn the meeting at 4:57 p.m. 2020:062
Ayes: Mrs. Beinlich, Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Pellegrino, and Mr. Streb.

Megan Pellegrino, President

Bryan Harris, Secretary