

The Board of Trustees of the North Canton Public Library held its Organizational Meeting on Monday, January 17, 2022, 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, and Mrs. Pellegrino. Absent: Mr. Streb. Staff: Andrea Legg, Kelly Boggs, and Stephanie Shaffer.

Last month the North Canton City Schools Board of Education approved the reappointment of Mrs. Nancy Beinlich to the North Canton Public Library Board of Trustees for the term beginning January 1, 2022 and ending December 31, 2028.

Notary Public, Mr. Griffith, administered the Oath of Office to reappointed Trustee, Mrs. Nancy Beinlich as follows: "I do solemnly affirm that I will support the Constitution of the United States, and the Constitution of the state of Ohio; and that I will faithfully and impartially discharge my duties as a member of the Board of Trustees of the North Canton Public Library, Stark County, Ohio, to the best of my abilities, and in accordance with the laws now in effect, and hereafter to be enacted, during my continuance in said office and until my successor is chosen and qualified."

### Election of Officers

**Mr. Fatzinger moved and Mrs. Mallamaci seconded** to accept and close the nominations for the Election of Officers for 2022 as follows: President – Nancy Beinlich, Vice President – Bryan Harris, and Secretary – Daniel Griffith. Ayes: Mrs. Beinlich, Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Mallamaci, and Mrs. Pellegrino.

2022:001

Notary Public, Mr. Griffith, administered the Oath of Office to Nancy Beinlich, President, and Bryan Harris, Vice President, as follows: "I do solemnly affirm that I will support the Constitution of the United States, and the Constitution of the state of Ohio; and that I will faithfully and impartially discharge my duties as **(President/Vice President)** of the Board of Trustees of the North Canton Public Library, Stark County, Ohio, to the best of my abilities, and in accordance with the laws now in effect, and hereafter to be enacted, during my continuance in said office and until my successor is chosen and qualified."

Notary Public, Mrs. Boggs, administered the same Oath of Office as above to Daniel Griffith, Secretary of the Board of Trustees of the North Canton Public Library.

Fiscal Officer/Deputy Fiscal Officer

**Mr. Griffith moved and Mrs. Mallamaci seconded** to reappoint Kelly J. Boggs as Fiscal Officer for the year 2021 at an annual salary of \$67,073. (Note: rate was approved by the Board in July 2021.) Ayes: Mrs. Beinlich, Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Mallamaci, and Mrs. Pellegrino. 2022:002

**Mr. Fatzinger moved and Mrs. Pellegrino seconded** to reappoint Stephanie Shaffer as Deputy Fiscal Officer for the year 2021 at an hourly rate of \$17.14. (Note: rate was approved by the Board in July 2021.) Ayes: Mrs. Beinlich, Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Mallamaci, and Mrs. Pellegrino. 2022:003

**Mrs. Mallamaci moved and Mr. Fatzinger seconded** to set both the fiscal officer's bond and the deputy fiscal officer's bond at \$100,000. Ayes: Mrs. Beinlich, Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Mallamaci, and Mrs. Pellegrino. 2022:004

Notary Public, Mr. Griffith, administered the Oath of Office to Kelly Boggs and Stephanie Shaffer as follows: "I do solemnly affirm that I will support the Constitution of the United States, and the Constitution of the state of Ohio; and that I will faithfully and impartially discharge my duties as (**Fiscal Officer/Deputy Fiscal Officer**) of the Board of Trustees of the North Canton Public Library, Stark County, Ohio, to the best of my abilities, and in accordance with the laws now in effect, and hereafter to be enacted, during my continuance in said office and until my successor is chosen and qualified."

Board Meeting Dates

**Mrs. Mallamaci moved and Mr. Fatzinger seconded** to set the time and date of Board of Trustees regular meetings for the third Monday of each month at 4:30 p.m., with no meeting to be held in February. Ayes: Mrs. Beinlich, Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Mallamaci, and Mrs. Pellegrino. 2022:005

The 2022 meeting dates are as follows: January 17, March 21, April 18, May 16, June 20, July 18, August 15, September 19, October 17, November 21, and December 19.

Committee assignments

The Board members agreed to the following Committee assignments for 2022:

- Art: Mrs. Mallamaci\*, Mrs. Pellegrino
- Budget & Finance: Mr. Griffith\*, Mrs. Pellegrino, Mr. Fatzinger
- Building: Mr. Harris\*, Mr. Streb, Mrs. Mallamaci, Mr. Fatzinger

Negotiating: Mr. Streb\*, Mr. Griffith

Nominating: Mr. Fatzinger\*, Mrs. Pellegrino, Mrs. Mallamaci

Personnel: Mrs. Pellegrino\*, Mr. Griffith, Mr. Fatzinger

Records Retention: All Board members and Fiscal Officer

Strategic Planning: Mr. Harris\*, Mrs. Pellegrino, Mr. Griffith, Mr. Streb

\* indicates chairperson

Board President is Ex-officio of all standing committees.

### Holiday Closings, Winter 2022-2023

**Mrs. Pellegrino moved and Mrs. Mallamaci seconded** to close the library on Monday, December 26, 2022 in observance of Christmas Day and on Monday, January 2, 2023 in observance of New Year's Day. Ayes: Mrs. Beinlich, Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Mallamaci, and Mrs. Pellegrino. 2022:006

### Adjournment of Organizational Meeting

**Mr. Griffith moved and Mrs. Pellegrino seconded** to adjourn the 2022 Organizational Meeting at 4:47 p.m. Ayes: Mrs. Beinlich, Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Mallamaci, and Mrs. Pellegrino. 2022:007

The Board of Trustees of the North Canton Public Library held a Regular Meeting on Monday, January 17, 2022, at the Library immediately following the Organizational Meeting. Mrs. Pellegrino called the meeting to order at 4:48 p.m. with the following members present: Mrs. Beinlich, Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Mallamaci, and Mrs. Pellegrino. Absent: Mr. Streb. Staff: Andrea Legg, Kelly Boggs, and Stephanie Shaffer.

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

**Mr. Fatzinger moved and Mrs. Pellegrino seconded** to approve the agenda as presented. Ayes: Mrs. Beinlich, Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Mallamaci, and Mrs. Pellegrino. 2022:008

Mrs. Pellegrino asked if there were any corrections to the minutes presented from the December 20, 2021 regular meeting and the December 23, 2021 special meeting. There were none.

**Mrs. Mallamaci moved and Mrs. Pellegrino second** to approve the minutes of the December 20, 2021 regular meeting and the December 23, 2021 special meeting. Ayes: Mrs. Beinlich, Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Mallamaci, and Mrs. Pellegrino.

2022:009

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

Mrs. Boggs reviewed the financial reports for December 2021 (copies attached), along with her Fiscal Officer's report (attached). The cash balance in all funds at the end of December was 3,070,490. The revenues for all funds were \$146,191 for December, with total 2021 revenues of \$2,715,198. The expenditures from all funds were \$300,815 for December, with total 2021 spending of \$2,015,366. 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, 2021 was presented. (Copy attached.)

GIFTS - Mrs. Boggs reported the following gifts were received during the month of December 2021.

#### Memorial & Gift Fund:

- In memory of Maggie Robb:
  - Jane Halbedel \$20
  - Paul and Nancy Beinlich \$2,500
- Laura Williams donated \$100 in memory of Walter Watkins
- The W. Henry Hoover Fund donated \$5,000

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

2022:010

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

Mrs. Legg reported on the following:

- Statistics for December 2021 along with her Director's report (attached).
- The library's purchase of Pixel Pegs® for the Children's Department as a special tribute to Margaret Robb.

- The library's website and phone greeting have been updated to advise that no COVID-19 test kits are available at this time. However, patrons can be made aware of the Federal government's free at-home tests available via usps.

### **Committee Reports:**

#### Art:

The upcoming shows will be "Art from the Classroom" with the following schedule:

- January 27 through February 6, 2022 will be art from Primary and Preschool opening on January 27 from 5:00 p.m. to 7:00 p.m.
- February 10 through February 20, 2022 will be Intermediate opening on February 10 from 5:00 p.m. to 7:00 p.m.
- February 24 through March 6, 2022 will be Middle opening on February 24 from 5:30 p.m. to 7:00 p.m.
- March 10 through March 27, 2022 will be High opening on March 10 from 5:30 p.m. to 7:00 p.m.

Building: none

Budget & Finance: none

#### Personnel:

**Mrs. Pellegrino moved and Mr. Griffith seconded** to accept the following personnel changes:

2022:011

- hire Megan Stokey as a variable part-time Page, effective January 4, 2022, at an hourly rate of \$9.30.
- accept the resignation of Haley Caruso, Librarian, effective February 7, 2022

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

#### Strategic Planning:

Mrs. Legg presented a draft of the community survey questions. The Board suggested these changes: 1) Add a question about the teen area, and/or rate children, teen and

adult areas. 2) Add the verbiage “Did you know you can” especially for digital download options. 3) Focus awareness on what the library does provide. 4) Add the gift certificate drawing at the beginning. The updated version will be emailed to the Board for review before it is sent to NEO.

Nominating: none

Negotiating: none

Records Retention:

The next scheduled Records Retention meeting will be March 21, 2022 at 4:30 p.m.

Communications: none

Old Business: none

New Business: none

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 21, 2022 immediately following the Records Retention Committee meeting that commences at 4:30 p.m.

**Adjournment:**

**Mr. Griffith moved and Mr. Fatzinger seconded** to adjourn the regular meeting at 5:32 p.m. Ayes: Mrs. Beinlich, Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Mallamaci, and Mrs. Pellegrino. 2022:012

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Nancy Beinlich, President

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Daniel Griffith, Secretary