

Records Commission:

The Board of Trustees of the North Canton Public Library held a Records Commission Meeting on Monday, March 20, 2023, at the Library. Mrs. Beinlich called the meeting to order at 4:34 p.m. with the following members present: Mrs. Beinlich, Mr. Fatzinger, Mr. Griffith, and Mr. Harris. Absent: Mrs. Mallamaci, Mrs. Pellegrino, and Mr. Streb. Staff: Andrea Legg, Kelly Boggs, and Christina Weyrick.

Mrs. Boggs reported on the Certificate of Records Disposal for Records Not Requiring Form RC-3. The Records Commission had no questions and agreed to recommend destruction of the records to the Board.

The meeting adjourned at 4:35 p.m.

Regular Board Meeting:

The Board of Trustees of the North Canton Public Library held a Regular Meeting on Monday, March 20, 2023, at the Library, immediately following the Records Commission Meeting. Mrs. Beinlich called the meeting to order at 4:35 p.m. with the following members present: Mrs. Beinlich, Mr. Fatzinger, Mr. Griffith, Mr. Harris, and Mrs. Mallamaci. Absent: Mrs. Pellegrino and Mr. Streb. Staff: Andrea Legg, Kelly Boggs, and Christina Weyrick.

Approval of Agenda:

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

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

2023:014

Approval of Minutes:

Mrs. Beinlich asked if there were any corrections to the minutes presented from the January 23, 2023 and February 28, 2023 special meetings. There were none.

Mrs. Mallamaci moved and Mr. Harris seconded to approve the minutes of the January 23, 2023 and February 28, 2023 special meetings. Ayes: Mrs. Beinlich, Mr. Fatzinger, Mr. Griffith, Mr. Harris, and Mrs. Mallamaci.

2023:015

Report of the Fiscal Officer:

Mrs. Boggs reviewed the financial reports for January and February 2023 (copies attached) along with her Fiscal Officer's report (attached). The cash balance in all funds at the end of February was \$3,721,947. Monthly revenues for all funds were \$266,236 for January and \$421,732 for February, with total year-to-date revenues of \$687,968. Monthly expenses for all funds were \$218,748 for January and \$197,480 for February, with total year-to-date expenses of \$416,228. Mrs. Boggs presented the investment reports and the lists of checks written for the month. 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).

Mrs. Boggs also presented the 2022 Annual Financial Report, which has been filed with the Auditor of State, as required.

GIFTS - Mrs. Boggs reported the following gifts were received during the months of January and February 2023.

Memorial & Gift Fund –

- Guiding Ohio Online Local Match Grant Funds from Canal Fulton Public Library \$873.75
- W. Henry Hoover Fund donated \$5,000
- Friends of the Library donated \$9,225 for programming and seasonal periodicals
- Blace Chambers donated \$25 in memory of Kenneth Stephen
- Scott, Erin, Hadley and Heath Rankin donated \$75 in honor of Dave and Flo Rankin
- Priscilla (Sally) Lytle donated \$200 for the Little Art Gallery

Lazich Trust Fund –

- Semiannual investment proceeds of \$4,981.77

Aging Well Fund –

- Aging Well with the Library grant funds of \$8,331

Permanent Improvement Fund –

- NCLA semiannual investment proceeds of \$39,713.96
- NCLA for passport acceptance study pod \$36,942.10

Mr. Fatzinger moved and Mrs. Mallamaci seconded to accept the gifts listed above with much appreciation.

2023:016

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

Report of the Director:

Mrs. Legg reported on the Statistics for January and February 2023, along with her Director's report (attached). She also presented an Annual Report for 2022. The monthly statistics reports still include 2019 figures for comparison. There was nice growth in the areas of library visits, new users, programs and digital checkouts.

Committee Reports:

Art:

The upcoming shows will be:

- Art From the Classroom - High School – March 23 through April 8
- 80th Annual May Show – May 1 through June 24 – opening reception date to be announced.

Old Business:

Kelly Boggs, Notary Public administered the Oath of Office to Dan Griffith, Secretary of the Board, as he was unable to attend the organizational meeting in January.

"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 Secretary 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."

Committee Reports (continued):

Building:

Committee Meeting minutes were presented from the meetings held on January 26 and February 23.

Mr. Matt Baughman of Library Design Associates, Inc. tied into the meeting via Zoom and made a presentation to the Board regarding proposed functional planning, interior design, and project management services. The Library Design proposal was then discussed among the Board members and a vote was taken.

Mrs. Mallamaci moved and Mr. Griffith seconded to approve the attached proposal for functional planning, interior design and project management services with Library Design Associates, Inc.

2023:017

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

Mr. Griffith left the meeting at 5:16 p.m.

Budget & Finance:

Mr. Fatzinger moved and Mrs. Mallamaci seconded to amend the 2023 Permanent Appropriation, as attached. 2023:018

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

Personnel:

Mrs. Mallamaci moved and Mr. Fatzinger seconded to hire Kelcey Norris as a variable part-time Page, effective January 31, 2023, at an hourly rate of \$10.10. 2023:019

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

Strategic Planning:

none

Nominating:

none

Negotiating:

none

Records Retention:

Mr. Fatzinger moved and Mrs. Mallamaci seconded to approve the attached Certificate of Records Disposal for Records not Requiring Form RC-3. 2023:020

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

Communications:

Sally Lytle, who had an exhibition in the Little Art Gallery, wrote a thank you letter expressing her appreciation for the Gallery and for Curator Elizabeth Blakemore.

New Business:

At a previous meeting, the Board gave approval to seek a gift for the study pod to be used for the soon-to-begin passport processing at the library. These funds were received and a formal resolution is needed for the purchase.

Mrs. Mallamaci moved and Mr. Harris seconded to approve expenditure of the \$36,942.10 received from the North Canton Library Association for a study pod from Ohio Desk, and for other items needed to begin issuing passports. 2023:021

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

Mr. Fatzinger moved and Mrs. Mallamaci seconded to approve the attached revised Fuel Policy. 2023:022

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

Mr. Fatzinger moved and Mrs. Mallamaci seconded to approve the attached revised Funeral Leave for Management Employees Policy and associated section of the Employee Handbook. 2023:023
Ayes: Mrs. Beinlich, Mr. Fatzinger, Mr. Harris, and Mrs. Mallamaci.

Staff Presentation:

none

Public Presentation:

none

Next Meeting:

The next regular meeting of the North Canton Public Library Board of Trustees will be rescheduled due to a scheduling conflict. The date will be announced.

Executive Session:

Mr. Fatzinger moved and Mrs. Mallamaci seconded to adjourn to executive session at 5:25 p.m. to consider the following: 2023:024

- preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.
- to consider the purchase of property for public purposes
- to consider the 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, absent; Mr. Harris, Yes; Mrs. Mallamaci, Yes; Mrs. Pellegrino, absent; and Mr. Streb, absent.

The meeting returned to **regular session** at 5:52 p.m.

Motion following executive session:

Mr. Fatzinger moved and Mrs. Mallamaci seconded to approve the attached Memorandum of Understanding between North Canton Public Library and OAPSE Local 15. 2023:025

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

Adjournment:

Mr. Fatzinger moved and Mr. Harris seconded to adjourn the meeting at 5:53 p.m. 2023:026

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

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

Nancy Beinlich, President

Daniel Griffith, Secretary