

The Board of Trustees of the North Canton Public Library held a Special Meeting on Thursday, April 27, 2023, at the Library. Mrs. Beinlich called the meeting to order at 4:32 p.m. with the following members present: Mrs. Beinlich, Mr. Fatzinger, Mr. Harris, Mrs. Mallamaci, and Mrs. Pellegrino. Mr. Streb arrived at 4:43 p.m., Mr. Harris left at 5:13 pm., and Mrs. Pellegrino left at 5:50 p.m. Absent: Mr. Griffith. 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. Harris seconded to approve the agenda as presented.

2023:029

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

Approval of Minutes:

Mrs. Beinlich asked if there were any corrections to the minutes presented from the March 20, 2023 and March 30, 2023 meetings. There were none.

Mr. Harris moved and Mr. Fatzinger seconded to approve the minutes of the March 20, 2023 regular and March 30, 2023 special meetings.

2023:030

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

Report of the Fiscal Officer:

Mrs. Boggs reviewed the financial reports for March 2023 (copies attached) along with her Fiscal Officer's report (attached). The cash balance in all funds at the end of the month was \$3,740,993. Monthly revenues for all funds were \$194,263, with total year-to-date revenues of \$882,232. Monthly expenses for all funds were \$175,217, with total year-to-date expenses of \$591,466. 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 and Mrs. Legg also gave an update on the current status of the State Budget bill and other pending legislation affecting libraries.

GIFTS - Mrs. Boggs reported the following gifts were received during March 2023.

Memorial & Gift Fund –

- Ladies Literary Club of North Canton donated \$30 in memory of Jayne Kidder
- CSB donated \$1000 for sponsorship of Family Film Fridays
- Donations in memory of Cindy Robertson:
 - \$25 from Sandra Ford & Family
 - \$25 from Lois Anderson

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

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

Report of the Director:

Mrs. Legg reported on the Statistics for March 2023, along with her **Director's** report (attached). She also presented an Annual Report for 2022. The statistics show upward trends in visits, new cardholders, digital materials, and programs, and compare well with 2019 pre-pandemic numbers. Physical checkouts are still down from 2019 and likely reflect the new way patrons want to use the library.

2023:031

Mr. Streb joined the meeting at 4:43 p.m.

Committee Reports:

Art:

Upcoming Show: 80th Annual May Show – May 1 through June 24. A private opening reception will be held Sunday, April 30, 2023 from 5:30 to 7:00 p.m.

Mr. Streb moved and Mr. Harris 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 30, 2023 from 5:30 to 7:00 p.m., in accordance with the legal opinion previously provided by the Stark County Prosecutor.

2023:032

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

Building:

Mrs. Legg provided an update on the renovation project. Library Design is working on plans to begin the renovation on the lower level, beginning with the staff lounge and then the program rooms. Not much downtime is expected for these projects, which will include updates to flooring, paint, and lighting. The staff lounge will include personal as well as communal spaces. The program rooms will feature a logo wall, ceiling-mounted projectors and screens, a kitchen counter area, and better and more secure doors. Mrs. Legg hopes to have plans to present at the next meeting.

As discussed in previous meetings, the renovation will be done in phases, one floor at a time, and a total budget has not yet been developed.

Budget & Finance:

none

Committee Reports (continued):

Personnel:

Mr. Fatzinger moved and Mr. Streb seconded to accept the following:

2023:033

- Termination of Kelcey Norris, Page, during probationary period, effective March 18, 2023
- Resignation of Karen Saracusa, Clerk, effective April 6, 2023
- Resignation of Kathleen Greenlese, Clerk, effective April 17, 2023

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

Strategic Planning:

none

Nominating:

none

Negotiating:

none

Records Retention:

none

Communications:

None

Old Business:

Mrs. Legg gave an update on the March 17 mulch fire that occurred at the library. The patron who threw a cigarette into the mulch has been identified, and this information will be given to the insurance claims administrator. Mrs. Boggs reported that the total quote to repair the fire damage to the glass enclosure and exterior wall is \$4,460, and the library has an insurance deductible amount of \$1,000. The work is tentatively scheduled for mid-May.

New Business:

Mrs. Legg gave an update on her efforts to secure permanent and temporary parking for library staff. The school-owned parking area currently used by most staff will no longer be available after May 15. Northminster Presbyterian Church is open to an agreement to allow library staff parking for a period of five months. The agreement drafted by the church was reviewed by the Board.

Mr. Streb moved and Mr. Fatzinger seconded to enter into the attached agreement, as amended, with Northminster Church, regarding library employees' **use of the church's** parking area, contingent upon review by the library's insurance agent and upon final review by Board Member Jude Streb.

2023:034

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

Staff Presentation:

none

Public Presentation:

none

Next Meeting:

The next regular meeting of the North Canton Public Library Board of Trustees will be held Monday, May 15, 2023 at 4:30 p.m. at the library.

Executive Session:

Mr. Fatzinger moved and Mr. Streb seconded to adjourn to executive session at 5:29 p.m. to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee or official. 2023:035

Roll Call Vote: Mrs. Beinlich, Yes; Mr. Fatzinger, Yes; Mr. Griffith, absent; Mr. Harris, absent; Mrs. Mallamaci, Yes; Mrs. Pellegrino, Yes; and Mr. Streb, Yes.

The meeting returned to **regular session** at 6:00 p.m.

Motions approved following executive session:

Mrs. Mallamaci moved and Mr. Fatzinger seconded to end the employment of Stephanie Shaffer, Deputy Fiscal Officer, effective April 13, 2023 and to fulfill the terms of the attached Separation Agreement. 2023:036

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

Mr. Streb moved and Mr. Fatzinger seconded to approve the attached job description for the newly created position of Human Resources Specialist. Ayes: Mrs. Beinlich, Mr. Fatzinger, Mrs. Mallamaci, and Mr. Streb. 2023:037

Adjournment:

Mr. Streb moved and Mrs. Mallamaci seconded to adjourn the meeting at 6:05 p.m. 2023:026

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

Nancy Beinlich, President

Daniel Griffith, Secretary