

The Board of Trustees of the North Canton Public Library held a Regular Meeting on Monday, March 20, 2017, at the Library. Mr. Streb called the meeting to order at 4:33 p.m., with the following members present: Mrs. Baxter; Mr. Fatzinger, Mrs. Pellegrino; Dr. Roden and Mr. Streb. Absent: Mr. Fonte and Mr. Smetana. Staff present: Sandra Lang, Kelly Boggs, and Keri Burick.

Mr. Streb asked if there were any changes to the meeting agenda as presented. There were none.

**Dr. Roden moved and Mr. Fatzinger seconded** to approve the agenda for the regular meeting of the Board of Trustees on March 20, 2017.

2017:012

Ayes: Mrs. Baxter, Mr. Fatzinger, Mrs. Pellegrino, Dr. Roden and Mr. Streb.

Mr. Streb asked if there were any corrections to the minutes presented from the January 16, 2017 meeting. There were none.

**Mrs. Baxter moved and Mr. Fatzinger seconded** to approve the minutes of the January 16, 2017 meeting.

2017:013

Ayes: Mrs. Baxter, Mr. Fatzinger, Mrs. Pellegrino, Dr. Roden and Mr. Streb.

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

Mrs. Boggs reviewed the financial reports for January and February, 2017 (copies attached). The cash balance in all funds at the end of February was \$2,378,891. In January, month to date revenues in all funds were \$151,333. In January month to date expenses for all funds were \$234,725. In February, month to date and year to date revenues in all funds were \$356,009 and \$507,342, respectively. In February, month to date and year to date expenses for all funds were \$156,136 and \$390,862, respectively. Mrs. Boggs presented the investment reports and the lists of checks written for the months of January and February. The Fiscal Officer's reports for January and February, 2017 were accepted as presented to be filed for audit. Mrs. Boggs also presented the 2017 Public Library Fund reports. (Copies attached.)

Mrs. Boggs noted that she plans to present a Request for Proposal for Property & Liability Insurance for the Board's approval at the April meeting. The RFP is not legally required, but interest has been expressed by the library's former insurance agent.

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

Memorial & Gift Fund

On 1/16/17, the Friends of the North Canton Public Library donated \$9,550 for library programs and periodicals

On 1/9/17, Randolph and Joan Marie Bonore donated \$30 in memory of Patricia Margaret Danford

January Donations in Memory of Florence Rankin:

- \$25 from Sam & Joanne Malene (for Children's Dept)
- \$25 from John and Dolores Albrecht

Reimbursements from FLAG for art gallery supplies:

- \$205.16 on 2/7/17
- \$79.87 on 2/17/17

On 2/28/17, Alex Wakefield State Farm donated \$500 for lunches for the How To Festival

Permanent Improvement Fund

On 1/6/17, the North Canton Library Association donated \$24,847.99 from investment proceeds.

**Dr. Roden moved and Mr. Fatzinger seconded** to accept the gifts listed above with much appreciation. Ayes: Mrs. Baxter, Mr. Fatzinger, Mrs. Pellegrino, Dr. Roden and Mr. Streb.

2017:014

**Report of the Director:**

Mrs. Lang reported on the Statistics for January and February, 2017, along with her Director's report (attached).

Mrs. Lang reported that a total of 2,550 attended the Art from the Classrooms opening receptions, held in February and March.

Mrs. Lang discussed the proposed Federal budget, which cuts funding to the Institute of Museum and Library Services (IMLS). The State Library of Ohio

receives \$5 million annually from IMLS, which supports the Overdrive platform, statewide databases, staff training, and interlibrary loan services.

Mrs. Lang plans to attend Ohio Library Council's Legislative Day on March 29 to meet with Ohio lawmakers regarding the state budget.

### **Committee Reports:**

Art – Mrs. Lang reported the current show “Art from the Classroom” (High School) is open through 3/26/17.

The upcoming show at the Little Art Gallery will be the 75th Annual May Show, May 1 through 31; with an opening reception on April 30 from 5:30 to 7:30 p.m.

Building – N/A

Budget & Finance – N/A

Personnel – Mrs. Lang reported the hiring of three new staff members.

**Mr. Fatzinger moved and Dr. Roden seconded** to approve the following new hires:

2017:015

- Jessica Erin Jones, Page, at an hourly rate of \$8.15, effective January 12, 2017.
- Emma Chufar, Page, at an hourly rate of \$8.15, effective January 17, 2017.
- Shelia Mawdsley, regular full-time Librarian, at an hourly rate of \$15.66, effective March 13, 2017.

Ayes: Mrs. Baxter, Mr. Fatzinger, Mrs. Pellegrino, Dr. Roden and Mr. Streb.

Strategic Planning – N/A

Nominating – the Board received a letter of resignation from David Smetana, Trustee. Ohio Revised Code requires that the vacancy be filled within 45 days. The Nominating Committee will have a recommendation for the Board at the April meeting.

**Mrs. Baxter moved and Mrs. Pellegrino seconded** to accept the resignation of David Smetana, Trustee, effective April 30, 2017.

2017:016

Ayes: Mrs. Baxter, Mr. Fatzinger, Mrs. Pellegrino, Dr. Roden and Mr. Streb.

Records Retention – a records retention meeting will be held on April 17, 2017 at 4:30 p.m., followed by the Regular Board Meeting. Either a revised Records Retention schedule or a list of records for destruction will be presented at the meeting.

**Communications:** none.

**Old Business:** none.

**New Business:**

Mrs. Boggs reported that a new part-time Deputy Fiscal Officer has been hired, with a schedule of 20 hours per week. Ms. Stephanie Shaffer is currently enrolled in college classes and thus will not be available to begin attending the Board meeting until May. Ms. Shaffer's resume was attached for the Board's information.

**Mr. Fatzinger moved and Dr. Roden seconded** to accept the resignation of 2017:017 Teresa Mayer, Deputy Fiscal Officer, effective February 10, 2017.

Ayes: Mrs. Baxter, Mr. Fatzinger, Mrs. Pellegrino, Dr. Roden and Mr. Streb.

Mrs. Baxter left the meeting at 5:00 p.m. due to another commitment.

**Mr. Fatzinger moved and Dr. Roden seconded** to hire Stephanie Shaffer, 2017:018 regular part-time Deputy Fiscal Officer, at an hourly rate of \$15.00, effective February 27, 2017, and to obtain a bond for the Deputy Fiscal Officer in the amount of \$25,000.

Ayes: Mr. Fatzinger, Mrs. Pellegrino, Dr. Roden and Mr. Streb.

**Dr. Roden moved and Mr. Fatzinger seconded** to change the authorized signers on applicable bank and investment accounts and on the bank safe deposit as follows; remove Teresa Mayer; add Stephanie Shaffer. 2017:019  
Ayes: Mr. Fatzinger, Mrs. Pellegrino, Dr. Roden and Mr. Streb.

The Friends of the Little Art Gallery have once more requested permission to hold a private reception and serve alcohol at the annual May Show opening. The Library's liability insurance policy has been reviewed by Mr. Streb and has not changed since last year.

**Dr. Roden moved and Mr. Fatzinger 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, 2017, from 5:30 p.m. to 7:30 p.m., in accordance with the legal opinion provided by the Stark County Prosecutor. 2017:020  
Ayes: Mr. Fatzinger, Mrs. Pellegrino, Dr. Roden and Mr. Streb.

Due to changes in state law, which are effective March 21, 2017, there is a need to update the Library's policies and handbook regarding deadly weapons. The handbook and policy changes were drafted by the library's legal counsel, Kastner, Westman & Wilkins. Mr. Streb noted that he would do a further review of the language to make sure all is clear.

**Dr. Roden moved and Mr. Fatzinger seconded** to adopt the attached Administrative Policy A1415: Deadly Weapons. The attached policy will supersede any previously approved Deadly Weapons policies. 2017:021  
Ayes: Mr. Fatzinger, Mrs. Pellegrino, Dr. Roden and Mr. Streb.

**Mrs. Pellegrino moved and Robert Roden seconded** to adopt the attached new Personnel Policy P2320: Weapons Free Workplace/Workplace Violence Policy and further to replace Section 5.3 Anti-Violence and 5.4 Weapons Free of the Employee Handbook with the attached Weapons Free Workplace/ Workplace Violence Policy language. The attached policy and handbook language will supersede any previously approved Weapons Free Workplace/Workplace Violence policies and handbook language. 2017:022  
Ayes: Mr. Fatzinger, Mrs. Pellegrino, Dr. Roden and Mr. Streb.

**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, April 17, 2017, with the Records Commission Meeting at 4:30 p.m. and the regular board meeting immediately following.

**Adjournment:**

**Dr. Roden moved and Mr. Fatzinger seconded** to adjourn the regular meeting at 5:15 p.m.

2017:023

Ayes: Mrs. Baxter, Mr. Fatzinger, Mrs. Pellegrino and Mr. Streb.

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Jude Streb, President

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Megan Pellegrino, Secretary