

The Board of Trustees of the North Canton Public Library held a regular meeting on Monday, March 21, 2016, at the Library. Mr. Streb called the meeting to order at 4:35 p.m., with the following members present: Mr. Fatzinger, Mr. Fonte, Mrs. Pellegrino, Dr. Roden and Mr. Streb. Absent: Mrs. Baxter and Mr. Smetana. Staff: Sandra Lang, Kelly Boggs, Terri Mayer, Keri Burick and Christina Weyrick.

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

**Dr. Roden moved and Mr. Fonte seconded** to approve the agenda for the regular meeting of the Board of Trustees on March 21, 2016. Ayes: Mr. Fatzinger, Mr. Fonte, Mrs. Pellegrino, Dr. Roden and Mr. Streb.

2016:012

Mr. Streb asked if there were any corrections to the minutes presented from the January 18, 2016, meeting. There were none.

**Mr. Fatzinger moved and Mr. Shoup seconded** to approve the minutes of the January 18, 2016 meeting. Ayes: Mrs. Baxter, Mr. Fatzinger, Mr. Fonte, Mrs. Pellegrino and Mr. Streb.

2016:013

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

Mrs. Boggs reviewed the financial reports for January and February, 2016 (copies attached). The cash balance in all funds at the end of February was about \$2,283,900.00. The unencumbered appropriation balance in all funds at the end of February was about \$1,660,400.00. In January, month to date revenues in all funds was about \$150,700.00. In January, month to date expenses for all funds was about \$167,700.00. In February, month to date and year to date revenues in all funds were about \$384,800.00 and \$535,500.00, respectively. In February, month to date and year to date expenses for all funds were about \$182,000.00 and \$349,700.00, respectively. Mrs. Boggs presented the investment reports for January and February and the list of checks written for the months of January and February. The Fiscal Officer's reports for January and February, 2016 were accepted as presented to be filed for audit.

Mrs. Boggs presented the 2016 Public Library Fund reports (copy attached).

Mrs. Boggs presented the unaudited 2015 Annual Financial Report (copy attached). Mrs. Boggs presented further information on the Notes to the Basic Financial Statement, in regards to Note 4 – Deposits and Investments, as requested by Mr. Fonte.

GIFTS - Mrs. Boggs reported the following gifts received during the months of January and February, 2016.

General Fund – N/A

Memorial & Gift Fund

On 1/04/2016, Donald and Janet Plas donated \$50.00, in memory of Theresa Harrison.

On 1/08/2016, Katherine E. Bruin donated \$25.00, in memory of Theresa Harrison.

On 1/08/2016, the Friends of the North Canton Public Library donated \$9,050.00, for programming supplies and seasonal periodicals.

On 1/13/2016, Molly McNicholl donated \$50.00, in memory of Martha Morrison.

On 2/08/2016, the Friends of the Little Art Gallery donated \$88.90 for the purchase of supplies.

On 2/23/2016, Arts in Stark donated \$500.00 for sponsorship of musicians for Downtown Music.

On 2/26/2016, Alex Wakefield State Farm Insurance donated \$400.00 for lunches for the How To Festival.

Permanent Improvement Fund

On 1/11/2016, the North Canton Library Association donated \$20,303.87, from investment proceeds.

Capital Art Fund – N/A

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

2016:014

**Report of the Director:**

Mrs. Lang reported on the Statistics for January and February, 2016, along with her Director's report (attached).

Mrs. Lang presented the State Library Report for 2015, along with other statistical information.

**Committee Reports:**

Building – N/A

Art – Mrs. Lang reported that the current Art Gallery exhibit is Artwork from the Classroom, featuring North Canton Schools and St. Paul’s School students.

The upcoming 74<sup>th</sup> Annual May Show begins May 1<sup>st</sup> and runs through May 31<sup>st</sup>. A reception, by invitation only, will be held on Sunday, May 1, 2016, from 5:30 p.m. to 7:30 p.m.

Budget & Finance – N/A

Personnel – Mrs. Lang reported the hiring of the following personnel.

Megan Smith, Page, at an hourly rate of \$8.10, beginning February 8, 2016.

Robyn Guedel, regular part-time Librarian, at an hourly rate of \$15.66, beginning February 23, 2016.

Dianna Drake, variable part-time Librarian, at an hourly rate of \$14.24, beginning February 24, 2016.

Victoria Suba, Page, at an hourly rate of \$8.10, beginning February 29, 2016.

**Mr. Fatzinger moved and Mrs. Pellegrino seconded** to approve the hiring of the personnel listed above. Ayes: Mr. Fatzinger, Mr. Fonte, Mrs. Pellegrino, Dr. Roden and Mr. Streb. 2016:015

Strategic Planning – N/A

Nominating – N/A

Negotiating – N/A

Records Retention – Mrs. Boggs informed the board that a meeting of the Records Retention Committee would need to be set. It was agreed to hold the meeting on April 18, 2016, at 4:30 p.m., prior to the regular board meeting.

By-Laws Ad Hoc – N/A

### **Communications:**

Mrs. Lang read a copy of a thank-you received from patrons, Jim & Betty Toy.

Mrs. Lang reported that the library received a letter for the United States Environmental Protective Agency (EPA). A copy of the letter is attached. Maple Street Commerce, LLC, the owner of the former Hoover Company manufacturing facility, has been requested by the EPA to conduct an investigation and testing of nearby buildings. The library has been selected as one of the buildings to be included in their testing.

Mr. Streb asked if there was a time frame for this testing. Mrs. Lang responded that she expected it to occur within the next one to two weeks.

**Old Business:**

Kelly Boggs, Notary Public, administered the Oath of Office to Megan Pellegrino, Secretary.

**New Business:**

Mrs. Lang reported that the Friends of the Little Art Gallery would like permission to hold a private reception and serve alcohol, at no charge to the guests, at the May Show opening on May 1, 2016 from 5:30 pm to 7:30 pm. Alcohol was served at last year's private May Show opening and there were no problems.

**Mr. Fatzinger moved and Mr. Fonte 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 May 1, 2016 from 5:30 to 7:30 p.m., in accordance with the legal opinion provided by the Stark County Prosecutor. Ayes: Mr. Fatzinger, Mr. Fonte, Mrs. Pellegrino, Dr. Roden and Mr. Streb. 2016:015

**Next Meeting:**

The next regular meeting of the North Canton Public Library Board of Trustees is scheduled to be Monday, April 18, 2016, at 4:30 p.m.

**Adjournment:**

**Mr. Fonte moved and Mr. Fatzinger seconded** to adjourn the regular meeting at 5:11 p.m. Ayes: Fatzinger, Mr. Fonte, Mrs. Pellegrino, Dr. Roden and Mr. Streb. 2016:016

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Jude Streb, President

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Megan Pellegrino, Secretary