

The Board of Trustees of the North Canton Public Library held a Records Commission meeting on Monday, April 16, 2018, at the Library. Mr. Fatzinger called the meeting to order at 4:30 p.m., with the following members present: Mrs. Baxter, Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Pellegrino, and Mr. Streb. Absent: Mrs. Beinlich. Staff: Sandra Lang, Kelly Boggs, Stephanie Shaffer, Keri Burick, Christina Weyrick and Elizabeth Blakemore.

Mrs. Boggs presented the Certificate of Records Disposal for Records Not Requiring Form RC-3 and the Records Retention Schedule (RC-2) to the commission (copies attached). The commission will recommend approval of these documents by the Board.

**Adjournment:**

**Mr. Griffith moved and Mrs. Baxter seconded** to adjourn the Records Commission meeting at 4:38 p.m.

2018:020

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

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The Board of Trustees of the North Canton Public Library held a Regular Meeting on Monday, April 16, 2018, at the Library. Mr. Fatzinger called the meeting to order at 4:39 p.m., with the following members present: Mrs. Baxter, Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Pellegrino, and Mr. Streb. Absent: Mrs. Beinlich. Staff: Sandra Lang, Kelly Boggs, Stephanie Shaffer, Keri Burick, Christina Weyrick and Elizabeth Blakemore.

**Approval of Agenda:**

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

**Mrs. Baxter moved and Mrs. Pellegrino seconded** to approve the agenda for the regular meeting of the Board of Trustees on April 16, 2018.

2018:021

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

Mr. Fatzinger asked if there were any corrections to the minutes presented from the March 19, 2018 meeting. There were none.

**Mr. Streb moved and Mrs. Pellegrino seconded** to approve the minutes of the March 19, 2018 meeting.

2018:022

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

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

Mrs. Boggs reviewed the Summary of Financial Information for March 2018. The cash balance in all funds at the end of March was \$2,476,213. Monthly and year-to-date revenues in all funds were \$101,495 and \$655,244, respectively. Monthly and year-to-date expenses for all funds were \$190,891 and \$588,188, respectively. 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).

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

#### Memorial & Gift Fund

- On 3/5/18, Don and Rosemary Lare donated \$100 in memory of Carol Wasara.
- On 3/8/18, the North Canton Book Club donated \$50 in memory of Tom Jones.
- On 3/16/18, Soroptimist donated \$75 in sponsorship of a movie screening.
- On 3/19/18, Friends of the Little Art Gallery donated \$52.81 as reimbursement of gallery supplies.
- On 3/20/18, Home Savings Bank donated \$1,000 in sponsorship of Family Film Fridays.
- On 3/26/18, Professor Young donated \$45 in reimbursement for class supplies for the Children's Department.

**Mr. Griffith moved and Mrs. Pellegrino seconded** to accept the gifts listed above with much appreciation.

2018:023

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

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

Mrs. Lang reported on the Statistics for March 2018, along with her Director's report (attached). There was a correction to the Activities piece of the report. The correct count for the number of patrons that viewed the Art from the Classroom exhibits was 5,976 instead of 3,672.

Mrs. Lang reported that the Stark County Library approved anticipation notes. Mrs. Lang was researching what effect this could have on the distribution of the PLF. She will report this to the Board when she has an answer from the Ohio Library Council.

### **Committee Reports:**

#### Art:

The upcoming show is the "76th Annual May Show" which will be held from April 30, 2018 through June 2, 2018. The opening reception will be held April 29, 2018 from 5:30 to 7:30 p.m.

#### Building:

**Mrs. Pellegrino moved and Mr. Griffith seconded** to approve distribution of the attached Request for Qualifications document.

2018:024

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

Budget & Finance: N/A

Personnel: N/A

Strategic Planning: N/A

Nominating: N/A

Negotiating:

Mrs. Lang reported that there will be a need for a meeting in early May.

Records Retention:

**Mr. Streb moved and Mrs. Baxter seconded** to approve the attached Certificate of Records Disposal for Records Not Requiring Form RC-3. 2018:025  
Ayes: Mrs. Baxter, Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Pellegrino, and Mr. Streb.

**Mrs. Baxter moved and Mr. Streb seconded** to approve the attached updated Records Retention Schedule (RC-2). 2018:026  
Ayes: Mrs. Baxter, Mr. Fatzinger, Mr. Griffith, Mr. Harris, Mrs. Pellegrino, and Mr. Streb.

Communications: N/A

Old Business: N/A

New Business: N/A

Staff Presentation: N/A

Public Presentation: N/A

**Next Meeting:**

The next meeting of the North Canton Public Library Board of Trustees is scheduled to be Monday, May 21, 2018 at 4:30 p.m.

**Adjournment:**

**Mrs. Baxter moved and Mr. Harris seconded** to adjourn the regular meeting at 5:10 p.m. 2018:027

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

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Brent Fatzinger, President

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Julie Baxter, Secretary