

Records Commission:

The Board of Trustees of the North Canton Public Library held a Records Commission Meeting on Monday, March 18, 2024 at the Library. Mr. Harris 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. Absent: Mr. Streb. Mrs. Cochenour arrived at 4:33 p.m. Staff: Andrea Legg, Kelly Boggs, Kayla Moles, and Christina Weyrick.

Mrs. Boggs presented an updated Records Retention Schedule (RC-2), and reported on the Certificate of Records Disposal for Records Not Requiring Form RC-3. The Records Commission had no questions and agreed to recommend the updates to the Records Retention Schedule, and the destruction of the records as discussed to the Board.

The meeting adjourned at 4:34 p.m.

Regular Board Meeting:

The Board of Trustees of the North Canton Public Library held a Regular Meeting on Monday, March 18, 2024, at the Library, immediately following the Records Commission Meeting. Mr. Harris called the meeting to order at 4:34 p.m. with the following members present: Mrs. Beinlich, Mrs. Cochenour, Mr. Fatzinger, Mr. Harris, Mrs. Mallamaci, and Mrs. Pellegrino. Absent: Mr. Streb. Staff: Andrea Legg, Kelly Boggs, Kayla Moles, and Christina Weyrick.

Approval of Agenda:

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

Mrs. Beinlich moved and Mrs. Pellegrino seconded to approve the agenda as presented. 2024:012

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

Approval of Minutes:

Mr. Harris asked if there were any corrections to the minutes presented from the January 15, 2024 regular meeting and Organizational Meeting, and the February 28, 2024 Special meeting. There were none.

Mrs. Beinlich moved and Mr. Fatzinger seconded to approve the minutes of the January 15, 2024 regular meeting and Organizational Meeting, and the February 28, 2024 Special meeting. 2024:013

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

Report of the Fiscal Officer:

Mrs. Boggs reviewed the financial reports for January and February 2024 (copies attached) along with her Fiscal Officer's report (attached). The cash balance in all funds at the end of the February was \$3,926,946. January's monthly revenues for all funds were \$208,930; February's monthly revenues for all funds were \$515,019, and total annual revenues for all funds were \$3,120,641. Monthly expenses for all funds were \$240,456 and total year-to-date expenses for all funds were \$723,949. 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 presented the OCBOA annual financial report to the Auditor of State (copy attached) citing that the Library performed well financially, and we were able to set aside additional funds in the Permanent Improvement fund for future capital needs. Mrs. Boggs presented information on the PLF distributions for February and March.

GIFTS - Mrs. Boggs reported the following gifts were received during the months of January and February 2024.

Memorial & Gift Fund –

- Received \$6,836 in Guiding Ohio Online grant funds from the State of Ohio
- Received \$983.88 in local match funds from the Canal Fulton Public Library

Lazich Trust Fund –

- Received \$5,008.64 in investment proceeds from the trust
- Donations in memory of Ella Lazich:
 - \$50 from Sue Stannard
 - \$100 from Neven & Lisa Zelich
 - \$50 from Laura Cantini
 - \$200 from Bob & Terry Pearce
 - \$50 from Rob & Rachael Rider
 - \$100 from John Holcomb & Family
 - \$50 from Emily Cantini
 - \$25 from Susan Sheridan
 - \$100 from Debbie Fiedler
 - \$100 from Shenaya Bhote-Siegel
 - \$250 from Dr. Constance Rothermel
 - \$25 from Sheri Cartwright
 - \$50 from Pamela Stec
 - \$50 from Mary Lou Swartz
 - \$50 from Diane Thomas
 - \$195 from friends at Medina Presbyterian Church
 - \$500 from Perry Lazich
 - \$100 from Charlie & Laurie Keeney

Permanent Improvement Fund –

- Received \$38,335.43 in investment proceeds from North Canton Library Association

Mrs. Mallamaci moved and Mrs. Beinlich seconded to accept the gifts listed above with much appreciation. 2024:014

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

Report of the Director:

Mrs. Legg reported on the Statistics for January and February, along with her Director's report (attached), and the 2023 Annual Report that was recently shared at a city council meeting in February. Visits to the library and checkouts of digital materials continue to show consistent growth, and program attendance in February is up due to the Art from the Classroom events which bring in many visitors each time. Mrs. Legg reported that Passport applications brought in \$3,910.35 in the month of January, and \$2,753.65 in the month of February, for a total year-to-date of \$6,664.00.

Committee Reports:

Art: The upcoming shows are:

- "Art from the Classroom" North Canton Hoover High School – 3/21/24 through 4/7/24; opening reception 3/21/24 from 5:30 to 7:00 p.m.
- 81st Annual May Show – 4/29/24 through 6/29/24, with opening reception to be held Sunday, April 28 from 5:30 to 7:30 p.m.

Mrs. Pellegrino 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 28, 2024 from 5:30 to 7:30 p.m., in accordance with the legal opinion previously provided by the Stark County Prosecutor. 2024:015

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

Building:

Mrs. Legg reviewed the minutes of the February 28, 2024 Building Committee Meeting.

Budget & Finance:

none

Personnel:

Mrs. Legg gave an update on the following staff changes: Elizabeth Pucci, Community Engagement Librarian, resigned effective 2/16/24. Jaye Murphy, Page, resigned effective 2/27/24. JoAnn Simon, Clerk-Specialist, resigned (retirement) effective 4/30/24. Jennifer McAdams, Clerk-Specialist, was promoted to full-time Library Associate, effective 3/3/24 at a new hourly rate of \$20.20.

Mr. Fatzinger moved and Mrs. Beinlich seconded to accept the resignation of Elizabeth Pucci, Community Engagement Librarian, effective 2/16/24; Jaye Murphy, Page, effective 2/27/24; JoAnn Simon (retirement), Clerk-Specialist, effective 4/30/24; and promote Jennifer McAdams, Clerk-Specialist to full-time Library Associate effective 3/3/24 at a new hourly rate of \$20.20.

2024:016

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

Strategic Planning:

None

Nominating:

none

Negotiating:

none

Records Retention:

Mrs. Mallamaci moved and Mr. Harris seconded to update the RC-2 Records Retention Schedule as attached, and to forward it to the Ohio History Connection for approval; and further to approve the attached Certificate of Records Disposal for Records not Requiring Form RC-3.

2024:017

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

Communications:

none

Old Business:

Kelly Boggs, Notary, administered the oath of office for Vice-President Elect Sarah Mallamaci:

"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 **Vice President** 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."

New Business:

Mrs. Legg reported that the Staff Development Day held last year for the North Canton Public Library Staff at the Arrowhead Golf Club in North Canton went over very well, and she was able to secure that venue for the Staff Development Day on October 14, 2024.

Mr. Fatzinger moved and Mrs. Mallamaci seconded to close the library on October 14, 2024 for Staff Development Day. 2024:018

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

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 15, at 4:30 p.m.

Adjournment:

Mr. Fatzinger moved and Mr. Harris seconded to adjourn the regular meeting at 5:31 p.m. Ayes: Mrs. Beinlich, Mrs. Cochenour, Mr. Fatzinger, Mr. Harris, Mrs. Mallamaci, and Mrs. Pellegrino. 2024:019

Bryan Harris, President

Lori Cochenour, Secretary