

**Regular Board Meeting:**

The Board of Trustees of the North Canton Public Library held a Special Meeting on Monday, April 28, 2025, at the Library. Mr. Harris called the meeting to order at 4:01 p.m. with the following members present: Mrs. Beinlich, Mrs. Cochenour, Mr. Harris, and Mrs. Pellegrino. Mr. Streb arrived at 4:06 p.m. Staff: Andrea Legg, Kelly Boggs, Kayla Moles, Christina Weyrick, and Elizabeth Blakemore.

**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. Cochenour seconded** to approve the agenda as presented.

2025:024

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

**Approval of Minutes:**

Mr. Harris asked if there were any corrections to the minutes presented from the March 17, 2025 regular meeting. There were none.

**Mrs. Pellegrino moved and Mrs. Beinlich seconded** to approve the minutes of the March 17, 2025 regular meeting.

2025:025

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

**Report of the Fiscal Officer:**

Mrs. Boggs reviewed the financial reports for March 2025 along with her Fiscal Officer's report (attached). The cash balance in all funds at the end of March was \$4,145,914. Monthly revenues for all funds in March were \$200,023, and total year-to-date revenues for all funds were \$944,636. Monthly expenses for all funds in March were \$186,498, and total year-to-date expenses for all funds were \$727,844. Mrs. Boggs presented the investment reports and the lists of checks written for March. 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 months of January and February 2025.

**Memorial & Gift Fund –**

- Jackson Schools Foundation donated \$32.50 from sponsorship of Polar Bear Plunge

**Mrs. Beinlich moved and Mrs. Cochenour seconded** to accept the gifts listed above with much appreciation.

2025:026

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

**Report of the Director:**

Mrs. Legg reported on the Statistics for March, along with her Director's report (attached). The monthly statistics reflected the continually consistent growth in digital material checkouts and programming attendance.

**Committee Reports:**

Art: The upcoming shows:

- Upcoming Show: 82<sup>nd</sup> Annual May Show – May 4 through June 28, 2025; opening reception May 4 from 5:30 to 7:30 p.m.

Building:

**Mrs. Pellegrino moved and Mr. Streb seconded** to approve the architect agreement as follows: **SELECTING MOST-QUALIFIED DESIGN PROFESSIONAL, APPROVING PRICE PROPOSAL AND**

2025:027

**AUTHORIZING ARCHITECT AGREEMENT FOR THE NORTH CANTON PUBLIC LIBRARY RENOVATION PROJECT**

WHEREAS, the North Canton Public Library Board of Trustees (the "Board") is undertaking a construction project for the North Canton Public Library Renovation Project (the "Project"); and

WHEREAS, the services of a design professional are needed to develop the design documents for construction and provide construction administration services for the Project and pursuant to previous Board authorization and the statutory process required to procure a design professional under Ohio Revised Code Sections 153.65, et seq., the Library Director and Fiscal Officer advertised and issued a Request for Qualifications ("RFQ") for the Project; and

WHEREAS, the Building Committee served as the selection committee and evaluated the nine design professional qualifications received based upon criteria consistent with Ohio Revised Code Section 153.65, interviewed four of those firms, ranked the most-qualified firms pursuant to Ohio Revised Code Section 153.69(A), and recommends to the Board that Steed Hammond Paul, Inc. ("SHP") is the most-qualified firm with GPD Group, CBLH Design, Inc., and Bostwick Design Partnership ranked second, third and fourth respectively; and

WHEREAS, after the evaluation, the Library Director solicited a price proposal from SHP and SHP proposed compensation not to exceed \$439,500 including compensation of \$389,500 for Basic Services plus an amount not-to-exceed \$50,000 for Reimbursable Expenses; and

WHEREAS, the Library Director and Fiscal Officer intend to negotiate and finalize the terms of the architect agreement with SHP, with assistance from construction legal counsel; and

WHEREAS, should it be determined that Additional Services are required by SHP, the Board wishes to authorize the Library Director, Fiscal Officer, or Board President to approve Additional Services and execute the necessary amendment(s) to the agreement with SHP on behalf of the Board which individually do not exceed \$6,000.

NOW, THEREFORE, BE IT RESOLVED by the North Canton Public Library Board of Trustees as follows:

1. That the Board approves the design professional procurement process, accepts the ranking of design professional firms as set forth above, and selects SHP as the most-qualified design professional firm for the Project per Ohio Revised Code Sections 153.65, et seq.
2. The Board approves SHP's proposed compensation of \$439,500 including compensation of \$389,500 for Basic Services plus an amount not-to-exceed \$50,000 for Reimbursable Expenses as fair and reasonable per Ohio Revised Code Section 153.69(B), and authorizes the Library Director and Fiscal Officer with assistance from construction legal counsel to negotiate pursuant to Ohio Revised Code Section 153.69(B), and execute an agreement with SHP as well as any related documents required to document the agreement between the Board and SHP.

3. The Board authorizes the Library Director, Fiscal Officer, or Board President to approve Additional Services as required to complete the design services for the Project and execute any necessary amendments to the agreement with SHP which individually do not exceed \$6,000. Should any amendment for Additional Services exceed this amount, it will be brought to the Board for approval.

4. Pursuant to Ohio Revised Code Section 153.69(D), if the Library Director determines that an agreement cannot be reached with SHP, the Board authorizes the Library Director and Fiscal Officer, working with the Board's construction legal counsel, to terminate negotiations with SHP, enter into negotiations with the firm previously ranked next most qualified, and present a price

proposal and agreement with the firm ranked next most qualified to the Board for approval at a subsequent meeting.

Ayes: Mrs. Beinlich, Mrs. Cochenour, Mr. Harris, Mrs. Pellegrino, and Mr. Streb.

Budget & Finance:

None

Personnel:

Mrs. Legg gave an update on the following staff changes: Hire (3/31/25) Scott Stamm, Custodian I; resignation (4/17/25) of Kathy Sedlak, Page.

**Mrs. Beinlich moved and Mr. Streb seconded** to approve the following personnel changes: 2025:028

- Hire Scott Stamm as a regular part-time Custodian I, effective 3/31/25, at an hourly rate of \$11.37
- Accept the resignation of Kathy Sedlak, Page, effective 4/17/25.

Ayes: Mrs. Beinlich, Mrs. Cochenour, Mr. Harris, Mrs. Pellegrino, and Mr. Streb.

Nominating:

**Mrs. Cochenour moved and Mr. Streb seconded** to recommend that the North Canton City School Board appoint Kristin Brimfield to the North Canton Public Library Board of Trustees for the unexpired term ending December 31, 2026. 2025:029

Ayes: Mrs. Beinlich, Mrs. Cochenour, Mr. Harris, Mrs. Pellegrino, and Mr. Streb.

Negotiating:

Minutes from the 3/26/25 & 4/16/25 committee meetings are attached.

Records Retention:

None

Strategic Planning:

None

Communications:

None

Old Business:

**Mrs. Beinlich moved and Mrs. Cochenour seconded** to approve the revised Privacy Policy, as attached. 2025:030

Ayes: Mrs. Beinlich, Mrs. Cochenour, Mr. Harris, Mrs. Pellegrino, and Mr. Streb.

New Business:

**Mr. Streb moved and Mrs. Cochenour seconded** to approve the attached depository agreement with The Commercial and Savings Bank for the period of April 21, 2025 through April 30, 2026. 2025:031

Ayes: Mrs. Beinlich, Mrs. Cochenour, Mr. Harris, Mrs. Pellegrino, and Mr. Streb.

Staff Presentation:

Ms. Elizabeth Blakemore, the Gallery Curator for the Little Art Gallery presented information to the Board regarding the current HVAC set up of the Little Art Gallery, including the Gallery Curator's office, and the storage area for the Permanent Collection. Ms. Blakemore shared information on previous work that had been completed on the HVAC system in the past renovation and shared her concerns of the state of the Permanent Collection so the Board can consider options during the upcoming renovation project.

Public Presentation:

None

**Next Meeting:**

The next regular meeting of the North Canton Public Library Board of Trustees is scheduled to be Monday, May 19, 2025 at 4:30 p.m.

**Executive Session:**

**Mrs. Beinlich moved and Mrs. Cochenour seconded** to adjourn to executive session at 4:37 p.m. for the purpose of 2025:032

- preparing for, conducting or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and condition of their employment.
- to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.

Roll Call Vote: Mrs. Beinlich, Yes; Mrs. Cochenour, Yes; Mr. Fatzinger, Absent; Mr. Harris, Yes; Mrs. Mallamaci, Absent; Mrs. Pellegrino, Yes; Mr. Streb, Yes.

The meeting returned to **regular session** at 5:21 p.m.

**Adjournment:**

**Mr. Streb moved and Mrs. Cochenour seconded** to adjourn the regular meeting at 5:22 p.m. 2025:033

Ayes: Mrs. Beinlich, Mrs. Cochenour, Mr. Harris, Mrs. Pellegrino, and Mr. Streb.

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Bryan Harris, President

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Lori Cochenour, Secretary