

STOW-MUNROE FALLS PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
Monday April 18, 2016

CALL TO ORDER

The meeting was called to order at 7:00 pm by Tom Shubert, President

PRESENT

Tom Shubert, President; Christina Gary, Vice President; Pastor Brad Jagger, Craig Mancuso, Sara Kline; David Renninger, Secretary; Richard Bedell

ABSENT

OTHERS PRESENT

Doug Dotterer, Director; Linda Sutherland, Fiscal Officer

PUBLIC

No public.

MINUTES

MOTION NO. 160418-1 APPROVE MARCH 21, 2016 MINUTES

Renninger moved, Kline seconded:

RESOLVED: That the Board Minutes of March 21, 2016 regular meeting be accepted and approved.

The roll being called on its adoption, the vote resulted as follows:

AYES: Gary, Jagger, Kline, Mancuso, Renninger, Bedell, Shubert

NAYS:

Motion carried.

FINANCE

MOTION NO. 160418-2 APPROVE MARCH TREASURER’S REPORT

Gary moved, Kline seconded:

RESOLVED: That the Board of Trustees approves the Treasurer’s Report for March 2016.

MTD BANK REPORT FOR MONTH 3-STOW-MUNROE FALLS PUB LIB

BANK	DESCRIPTION	Begin Mo Bal	MTD Deposit	MTD Withdrawal	MTD Tran In	MTD Tran Out	Balance
1	MAIN CHECKING ACCOUNT	206,446.69	223,799.10	222,375.59	0	0.00	207,870.20
2	PAYROLL CHECKING ACCOUNT	0	0	0		0	0.00
4	BUILDING PROJECT CHECKING ACCT	0	0	0	0	0	0.00
9	IMPREST FUNDS	300.00	0	0	0	0	300.00
20	CERTIFICATES OF DEPOSIT	0	0	0	0	0	0.00
21	STAR OHIO - INVESTMENTS	49,061.80	18.62	0	0.00	-	49,080.42
24	STAR OHIO BLDG - INVESTMENTS	75,234.38	28.55	0	0	0	75,262.93
29	STAR PLUS OHIO - INVESTMENTS	754,664.83	237.15	0	-	-	754,901.98
		1,085,707.70	224,083.42	222,375.59	0.00	-	1,087,415.53

The roll being called on its adoption, the vote resulted as follows:

AYES: Jagger, Kline, Mancuso, Renninger, Bedell, Gary, Shubert

NAYS:

Motion carried.

PROGRAM

DIRECTOR’S REPORT

MOTION NO. 160418-3 ACCEPT THE DIRECTOR’S REPORT

Mancuso moved, Renninger seconded:

RESOLVED: That the Board of Trustees accepts the written Director’s report for the months of March/April 2016.

Mr. Dotterer stated he applied for the Library of the Year Award. Mr. Dotterer stated along with the cash award of \$10,000, the winner is featured in the June 15, 2016 *LJ* cover story and honored with a gala reception at the American Library Association Annual Conference.

Mr. Dotterer said past winners have gained immeasurable prestige within their community and national media attention, often resulting in improved relations with local politicians and increased budgets. It is an honor that resonates for a lifetime.

Mr. Dotterer stated the Stow-Munroe Falls Community Showcase 2016 was a great success.

Mr. Dotterer stated he would prepare a spreadsheet giving the details about the following: tree removal, Habitat for Humanity, demolition details, and the parking lot.

The roll being called on its adoption, the vote resulted as follows:

AYES: Kline, Mancuso, Renninger, Bedell, Gary, Jagger, Shubert
 NAYS:

Motion carried.

DISCUSSION ITEMS

Mr. Shubert informed the Board about some employee incidents: tree branches doing damage to their cars and asked for their comments. Mrs. Kline stated she would email to the Fiscal Officer the Moral Claim Policy that the City of Stow uses.

BOARD COMMITTEES

BUILDING & GROUNDS

Ms. Drew stated nothing to report.

FINANCE

Mrs. Gary stated the Finance Committee met prior to the Library Board Meeting. Mrs. Gary stated the budget is on target.

Mrs. Gary stated the Finance Committee recommends:

MOTION NO. 160418-4 APPROVE 2017 ALTERNATIVE TAX BUDGET

RESOLVED: That the Board of Trustees of Stow-Munroe Falls Public Library adopts the proposed General Fund 2017 Alternative Tax Budget.

REVENUE	ACT 2014	ACT 2015	ASK 2016	2016 BUDGET	ASK 2017
PROPERTY TAXES	\$1,804,978	\$1,811,681	\$1,801,179	\$1,801,179	\$1,808,806
PLF (PUBLIC LIBRARY)	\$986,740	\$1,101,430	\$1,075,000	\$1,127,016	\$1,155,450

FUNDS)					
PATRON FINES/FEES	\$71,257	\$68,344	\$75,000	\$60,000	\$75,000
EARNINGS ON INVESTMENTS	\$1,229	\$1,650	\$1,400	\$1,000	\$1,400
GIFTS/DONATIONS	\$2,204	\$5,467	\$4,000	\$1,000	\$4,000
MISCELLANEOUS	\$11,689	\$25,717	\$7,000	\$3,000	\$7,000
PASSPORTS	\$46,328	\$47,826	\$40,000	\$35,000	\$50,000
TRANSFER-INS					
TOTAL REVENUE	\$2,924,425	\$3,062,115	\$3,003,579	\$3,028,195	\$3,101,656
DISBURSEMENTS	ACT 2014	ACT 2015	ASK 2016	2016 BUDGET	ASK 2016
<i>SALARIES/BENEFITS</i>					
Total salaries/benefits	\$1,873,690	\$1,935,260	\$2,024,994	\$2,059,897	\$2,162,891
<i>SUPPLIES</i>					
Total supplies	\$52,028	\$56,142	\$59,580	\$60,100	\$61,000
<i>PURCHASED/CONTRACTED SER</i>					
Total purchased/contracted ser	\$465,168	\$365,539	\$400,000	\$402,913	\$400,000
<i>MATERIALS</i>					
Total materials	\$373,905	\$409,352	\$450,000	\$410,000	\$425,000
<i>CAPITAL OUTLAY</i>					
Total capital outlay	\$134,722	\$152,901	\$56,430	\$87,385	\$19,765
<i>DEBT SERVICE</i>					
Total debt service					
<i>OTHER OBJECTS</i>					
Total other objects	\$9,212	\$6,744	\$12,575	\$7,900	\$8,000
<i>CONTINGENCY</i>					\$25,000
<i>TRANSFER OUT</i>					
<i>TRANSFER TO BUILDING FUND</i>					
Total General Fund	\$2,908,725	\$2,925,938	\$3,003,579	\$3,028,195	\$3,101,656

The roll being called on its adoption, the vote resulted as follows:

AYES: Mancuso, Renninger, Bedell, Gary, Jagger, Kline, Shubert

NAYS:

Motion carried.

HUMAN RESOURCES

Mr. Mancuso stated nothing to report.

LEGISLATION/RULES

Mrs. Gary stated the Legislation and Rules Committee recommends:

MOTION NO. 160418-5 AMEND FINES AND FEES BOARD POLICY

RESOLVED: That the Board of Trustees amends the following Board Policy – Fines and Fees Policy to read as follows:

The Stow-Munroe Falls Public Library will establish the following fines or fees for use of the following:

1	Audiotapes	.15 per day
2	Books	.15 per day
3	CDs	.15 per day
4	CD-ROMs	.75 per day
5	Color Laser Prints	1.00 per page
6	Color Copier Prints	.50 per page
7	Kits	1.00 per day
8	LeapPads	1.00 per day
9	Magazines	.15 per day
10	Microfilm Prints	.15 per page
11	Passport Application	\$25.00 ea
12	Passport Photographs (2)	\$12.00
13	Playaways Audio	.50 per day
14	Playaway View/Launchpad	1.00 per day
15	Prints (Black & White)	.15 per page
15	Public/Staff Copiers	.15 per page
16	Puppets	.15 per day
17	Puzzles	.15 per day
18	Scanning	.10 per scan
18	DVDs & Video Games	.75 per day

Effective August 1, 2014, the new fee for Passport photographs (2) will be \$12.00.

The roll being called on its adoption, the vote resulted as follows:

AYES: Renninger, Bedell, Gary, Jagger, Kline, Mancuso, Shubert

NAYS:

Motion carried.

LONG RANGE PLANNING

Mr. Renninger stated the Long Range Planning Committee will meet after the parking lot project.

TECHNOLOGY

Mr. Shubert stated the library is purchasing new computers for the public which will be located on the main floor. Mr. Dotterer stated the new computers will be unveiled on June 30, 2016 Library Patron Appreciation Day.

RECORDS COMMISSION

Mr. Shubert stated nothing to report.

NEW BUSINESS

MOTION NO. 160418-6 APPROVE OUT OF STATE TRAVEL

Renninger moved, Kline seconded:

RESOLVED: That the Board of Trustees acknowledge out of state travel for: Christina Getrost, Teen Librarian to Pittsburgh, Pennsylvania from November 4-6, 2016 to attend: YALSA 2016 Young Adult Services Symposium at a reasonable expense.

The roll being called on its adoption, the vote resulted as follows:

AYES: Bedell, Gary, Jagger, Kline, Mancuso, Renninger, Shubert

NAYS:

Motion carried.

MOTION NO. 160418-7 APPROVE LIBRARY CLOSING

Mancuso moved, Kline seconded:

RESOLVED: That the Board of Trustees approves closing the Stow-Munroe Falls Public Library on November 11, 2016 for a Staff Inservice.

The roll being called on its adoption, the vote resulted as follows:

AYES: Gary, Jagger, Kline, Mancuso, Renninger, Bedell, Shubert

NAYS:

Motion carried.

MOTION NO. 160418-8 ADJOURNMENT

Renninger moved, Kline seconded to adjourn the meeting at 7:40 pm.

All were in favor.

Motion carried.

Secretary

Board President

Linda Sutherland
Fiscal Officer