

STOW-MUNROE FALLS PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
Monday April 21, 2014

CALL TO ORDER

The meeting was called to order at 7:01 pm by Tom Shubert, Vice President.

PRESENT

Tom Shubert, Vice President; Ron Antal, Christina Gary, Ken Gessford, Craig Mancuso, Secretary

ABSENT

David Renninger, President; Sara Drew

OTHERS PRESENT

Doug Dotterer, Director; Linda Sutherland, Fiscal Officer

PUBLIC

No public.

MINUTES

MOTION NO. 140421-1 APPROVE MARCH 17, 2014 MINUTES

Gary moved, Mancuso seconded:

RESOLVED: That the Board Minutes of March 17, 2014 regular meeting be accepted and approved.

All were in favor.

Motion carried.

FINANCE

MOTION NO. 140421-2 APPROVE MARCH TREASURER’S REPORT

Mancuso moved, Antal seconded:

RESOLVED: That the Board of Trustees approves the Treasurer’s Report for March 2014.

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	239,910.19	272,616.06	204,951.88	0	0.00	307,574.37
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	48,965.44	0.56	0	0	-	48,966.00
24	STAR OHIO BLDG - INVESTMENTS	75,087.03	0.86	0	0	0	75,087.89
29	STAR PLUS OHIO - INVESTMENTS	551,751.60	93.64	0	-	-	551,845.24
		916,014.26	272,711.12	204,951.88	0.00	-	983,773.50

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

AYES: Gary, Gessford, Mancuso, Antal, Shubert

NAYS:

Motion carried.

PROGRAM

DIRECTOR’S REPORT

MOTION NO. 140421-3 ACCEPT THE DIRECTOR’S REPORT

Shubert moved, Antal seconded:

RESOLVED: That the Board of Trustees accepts the written Director’s report for the month of March/April 2014.

Mr. Dotterer stated the Dessert Extravaganza is on April 24, 2014 at 7:00 p.m. at the Roses Run Country Club.

Mrs. Gary stated the Children’s Floor unveiling was awesome the Library Board was in total agreement.

All were in favor.

Motion carried.

DISCUSSION ITEMS

BOARD COMMITTEES

BUILDING & GROUNDS

Mr. Gessford stated the replacement of the two boilers would take place in May; and the restriping of the parking lot would take place on Memorial Day Weekend.

FINANCE

Mr. Antal stated the Finance Committee met prior to the Library Board Meeting. Mr. Antal stated the only item over budget was the snow maintenance other than that the finances are in line.

Mr. Antal stated the Finance Committee recommends:

MOTION NO. 140421-4 APPROVE 2015 ALTERNATIVE TAX BUDGET

RESOLVED: That the Board of Trustees of Stow-Munroe Falls Public Library adopts the proposed General Fund 2015 Alternative Tax Budget.

REVENUE	ACT 2012	ACT 2013	ASK 2014	2014 BUDGET	ASK 2015
PROPERTY TAXES	\$1,587,842	\$1,847,103	\$1,812,076	\$1,812,076	\$1,812,076
PLF (PUBLIC LIBRARY FUNDS)	\$1,189,705	\$995,963	\$1,015,000	\$975,519	\$1,015,000
PATRON FINES/FEES	\$79,253	\$70,304	\$77,000	\$60,000	\$75,000
EARNINGS ON INVESTMENTS	\$700	\$1,538	\$1,400	\$1,000	\$1,400
GIFTS/DONATIONS	\$4,591	\$7,746	\$4,500	\$1,000	\$4,500
MISCELLANEOUS	\$7,967	\$12,670	\$3,500	\$3,000	\$6,000
PASSPORTS	\$34,920	\$41,650	\$20,000	\$35,000	\$40,000
TRANSFER-INS	\$64,000				
TOTAL REVENUE	\$2,968,978	\$2,976,974	\$2,933,476	\$2,887,595	\$2,953,976

DISBURSEMENTS	ACT 2012	ACT 2013	ASK 2014	2014 BUDGET	ASK 2015
<i>SALARIES/BENEFITS</i>					
Total salaries/benefits	\$1,717,749	\$1,883,155	\$1,901,278	\$2,004,849	\$2,004,994
<i>SUPPLIES</i>					
Total supplies	\$56,167	\$51,464	\$59,580	\$59,000	\$59,580
<i>PURCHASED/CONTRACTED SER</i>					
Total purchased/contracted ser	\$326,631	\$453,217	\$365,656	\$393,912	\$395,000
<i>MATERIALS</i>					
Total materials	\$404,954	\$449,969	\$450,000	\$377,284	\$426,000
<i>CAPITAL OUTLAY</i>					
Total capital outlay	\$90,801	\$159,829	\$60,000	\$40,000	\$55,827
<i>DEBT SERVICE</i>					
Total debt service	\$0		\$0		
<i>OTHER OBJECTS</i>					
Total other objects	\$10,950	\$10,749	\$12,575	\$12,550	\$12,575
<i>CONTINGENCY</i>			\$84,387		
<i>TRANSFER OUT</i>	\$64,000				
<i>TRANSFER TO BUILDING FUND</i>					
Total General Fund	\$2,671,252	\$3,008,383	\$2,933,476	\$2,887,595	\$2,953,976

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

AYES: Gessford, Mancuso, Antal, Gary, Shubert

NAYS:

Motion carried.

HUMAN RESOURCES

Mr. Mancuso stated there would be a Human Resources Committee Meeting on May 19, 2014 prior to the Finance Committee Meeting to discuss evaluations and pay increases.

LEGISLATION/RULES

Mrs. Gary stated the Legislation and Rules Committee recommends:

MOTION NO. 140421-5 AMENDS NO SMOKING EMPLOYEE POLICY

RESOLVED: That the Board of Trustees amends the No Smoking Employee Board Policy to read as:

No Smoking ~~Employee~~ **Board** Policy

The Stow-Munroe Falls Public Library has been declared a smoke-free building by the Board of Trustees. ~~Employees may not smoke in the library building.~~

Stow-Munroe Falls Public Library bans smoking or chewing tobacco products or any other use of tobacco products. This includes, but is not limited to, electronic cigarettes (or e-cigarettes,) electronic vaping devices, personal vaporizers (PV) or electronic nicotine delivery systems (ENDS) which simulate tobacco smoking.

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

AYES: Mancuso, Antal, Gary, Gessford, Shubert

NAYS:

Motion carried.

LONG RANGE PLANNING

Mr. Shubert nothing to report.

TECHNOLOGY

Mr. Shubert stated nothing to report.

RECORDS COMMISSION

Mr. Shubert stated nothing to report.

NEW BUSINESS

MOTION NO. 140421-6 APPROVE LIBRARY CLOSING

Gary moved, Mancuso seconded:

RESOLVED: That the Board of Trustees approves closing the Stow-Munroe Falls Public Library on November 7, 2014 for a Staff Inservice.

The Library Board suggested that the employees be asked for their input on topics for the Staff Inservice.

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

AYES: Mancuso, Antal, Gary, Gessford, Shubert

NAYS:

Motion carried.

MOTION NO. 140421-7 APPROVE FINE FREE FRIDAYS FOR FOOD

Mancuso moved, Gessford seconded:

RESOLVED: That the Board of Trustees approves Fine Free Fridays for Food:

Each donated food item will have \$1 waived from the fine. Patrons may have up to \$10 waived annually. Items may be donated on Fridays only. Library materials must be returned before fines can be waived.

Fees that cannot be waived: charges for lost materials; charges for damaged materials; and the collection fee from Unique Management.

The library will not accept the following items:

- Damaged food
- Perishable food
- Expired food
- Food in glass jars

Donated items will be split between the Akron-Canton Regional Food Bank and the Acker-Moore Memorial Post in Stow.

This is a pilot program from June through December 2014.

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

AYES: Antal, Gary, Gessford, Mancuso, Shubert

NAYS:

Motion carried.

Mr. Dotterer stated he was looking into having a vending machine at the library. The vending machine would offer healthy snacks. Unanimously the Library Board was not in favor of the vending machine.

MOTION NO. 140421-8 ADJOURNMENT

Mancuso moved, Antal seconded to adjourn the meeting at 7:45 pm.

All were in favor.

Motion carried.

Secretary

Board Vice President

Linda Sutherland
Fiscal Officer