

**STOW-MUNROE FALLS PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**REGULAR BOARD MEETING**  
**Monday August 15, 2016**

**CALL TO ORDER**

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

**PRESENT**

David Renninger, Secretary; Tom Shubert, President; Sara Kline, Craig Mancuso, Rich Bedell, Pastor Brad Jagger,

**ABSENT**

Christina Gary, Vice President

**OTHERS PRESENT**

Doug Dotterer, Director; Linda Sutherland, Fiscal Officer

**PUBLIC**

No public comment.

**MINUTES**

**MOTION NO. 160815-1 APPROVE JUNE 20, 2016 MINUTES**

Renninger moved, Bedell seconded:

RESOLVED: That the Board Minutes of June 20, 2016 regular meeting be accepted and approved.

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

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

NAYS:

Motion carried.

**FINANCE**

**MOTION NO. 160815-2 APPROVE JUNE AND JULY TREASURER’S REPORTS**

Kline moved, Bedell seconded:

RESOLVED: That the Board of Trustees approves the Treasurer’s Reports for June and July 2016.

**MTD BANK REPORT FOR MONTH 6-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	480,328.73	107,265.42	240,945.93	0	0.00	346,648.22
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	299,212.13	128.35	0	0.00	-	299,340.48
24	STAR OHIO BLDG - INVESTMENTS	75,324.21	32.31	0	0	0	75,356.52
29	STAR PLUS OHIO - INVESTMENTS	505,297.79	153.61	0	-	-	505,451.40
		<b>1,360,462.86</b>	<b>107,579.69</b>	<b>240,945.93</b>	<b>0.00</b>	<b>-</b>	<b>1,227,096.62</b>

**MTD BANK REPORT FOR MONTH 7-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	346,648.22	390,932.99	221,739.73	0	0.00	515,841.48
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	299,340.48	131.74	0	0.00	-	299,472.22
24	STAR OHIO BLDG - INVESTMENTS	75,356.52	33.16	0	0	0	75,389.68
29	STAR PLUS OHIO - INVESTMENTS	505,451.40	165.86	0	-	-	505,617.26
		<b>1,227,096.62</b>	<b>391,263.75</b>	<b>221,739.73</b>	<b>0.00</b>	<b>-</b>	<b>1,396,620.64</b>

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

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

NAYS:

Motion carried.

## **PROGRAM**

Mr. Dotterer requested the Director's Report go after the Board Committees' reports.

## **DISCUSSION ITEMS**

There were no discussion items.

## **BOARD COMMITTEES**

### **BUILDING & GROUNDS**

Mrs. Kline stated the Building & Grounds Committee met on July 19, 2016 and the following items were discussed:

1. Parking Lot Project Update
2. Demolition of Beech Street Property/Habitat for Humanity of Summit County
3. Parking Lot Tree Removal: Elm St. entrance
4. Relocation of Parking Lot Fence – early August
5. Electric Vehicle Charging Unit
6. Fire Department Building Inspection: Simplex upgrade to our fire alarm system
7. Replacement of Staff Bathroom Sinks

Mrs. Kline stated the Building & Grounds Committee were in total agreement that the Parking Lot Project be delayed until 2017. Mrs. Kline stated it will be more beneficial to have the Parking Lot Project completed in 2017.

### **FINANCE**

Mrs. Kline stated the Finance Committee met prior to the Board meeting and everything is in great shape.

### **HUMAN RESOURCES**

Mr. Mancuso stated nothing to report.

LEGISLATION/RULES

Mrs. Sutherland stated the Legislation/Rules Committee recommends:

**MOTION NO. 160815-3 AMEND EMPLOYEE POLICY – JOB CLASSIFICATIONS**

RESOLVED: That the Board of Trustees amends the Job Classification Chart Employee Policy to read as:

An employee must be employed by the library, in a new position, or at a new rate of pay for at least six (6) months before they are eligible for a yearly salary/hourly wage increase. The employee must have received a satisfactory rating in their performance evaluation to qualify for the increase.

PAY GRADE	MIN START
1	\$8.10
2	\$9.00
3	\$9.42
4	\$10.21
5	\$10.93
6	\$12.69
7	\$13.00
8	\$13.78
9	\$14.56
10	\$14.89
11	\$15.63
12	\$17.66
99	Per Market Value

**Pay Grades and Staff Position Titles:**

Assistant Head Library Systems Administrator	99*
Assistant Head of Children Services	11
Assistant Head of Circulation Services	7
Assistant Head of Reference Services	11
Assistant Head of Technical Services	11
Children Services Associate	6
Children Services Librarian	10
Deputy Fiscal Officer /Finance Assistant	9
Graphic Design Coordinator & Media Specialist	8
Head Library Systems Administrator	99*
Head of Children Services	12
Head of Circulation Services	10 11

Head of Reference Services	12
Head of Technical Services – MLS	12
Head of Technical Services – non-MLS	7
Local History Librarian	10
Maintenance Associate	5
Marketing and Public Relations Coordinator	9
Marketing and Public Relations Manager	10
Outreach Librarian – Children Services	10
Outreach Librarian – Reference Services	10
Public Services Assistant – Floor Coordinator	4
Public Services Assistant	2
Reference Services Associate	6
Reference Services Librarian	10
Shelving Page	1
Technical Services Clerk	3
Technical Services Processor	5
Teen Librarian	10

\*Per Market

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

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

NAYS:

Motion carried.

#### LONG RANGE PLANNING

Mr. Renninger stated nothing to report.

#### TECHNOLOGY

Mr. Shubert stated nothing to report.

#### RECORDS COMMISSION

Mr. Shubert stated nothing to report.

DIRECTOR'S REPORT

**MOTION NO. 160815-4 ACCEPT DIRECTOR'S REPORT**

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Renninger moved, Mancuso seconded:

RESOLVED: That the Board of Trustees accepts the written Director's report for the months of June, July and August 2016.

Mr. Dotterer stated the following:

- Carly's Healthy Snacks Equipment is being removed from the library on August 16, 2016.
- Second Floor carpets are scheduled to be cleaned
- Upholstered furniture is scheduled to be cleaned
- Researched the Charging Stations – perfect project for the Library Foundation

Mr. Shubert requested Mr. Dotterer to investigate what the schools are doing in regards to filtering their computers.

Mr. Dotterer stated the Stow Munroe Falls Library Foundation is proposing hosting a Mum Sale here at the library in the fall. The Library Board is in total agreement to have the Mum Sale at the library.

All were in favor.

Motion carried.

**NEW BUSINESS**

**MOTION NO. 160815-5 TABLED LITTLER CONSTRUCTION SERVICE CONTRACT**

Kline moved, Jagger seconded:

RESOLVED: That the Board of Trustees approve the Service Contract with Littler Construction in the amount of \$5,475.00.

The motion is tabled.

**MOTION NO. 160815-6 ACKNOWLEDGE LEAVE OF ABSENCE**

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Renninger moved, Kline seconded:

RESOLVED: That the Boards of Trustees acknowledges the following:

Lisa Maruna, Family Medical (Maternity) Leave to begin on December 26, 2016 through February 27, 2017, not to exceed twelve (12) workweeks.

Per Employee Policy #030922-6 Family (Maternity/Paternity)/Medical Leave:

However, an employee may use this leave on an **intermittent basis** or **reduced leave schedule** (i.e., less than a full-time basis), when medically necessary or if the employee is needed to care for a family member with a serious medical condition.

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

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

NAYS:

Motion carried.

**MOTION NO. 160815-7 APPROVE OUT OF STATE TRAVEL**

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Mancuso moved, Kline seconded:

RESOLVED: That the Board of Trustees approves out of state travel by Ann Malthaner, Marketing and Public Relations Manager to Addison, Texas to attend the “2016 Library Marketing and Communications” Conference from November 15 – 18, 2016 at a reasonable expense. (Estimated cost \$1,700.00)

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

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

NAYS:

Motion carried.

Mrs. Kline stated the Finance Committee recommends the following:

**MOTION NO. 160815-8 APPROVE INTERFUND TRANSACTIONS**

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RESOLVED: That the Board of Trustees authorizes the Fiscal Officer to move:  
\$500.00 from 101.0.55500 Furniture/equip to 101.0.57110 Memberships

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

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

NAYS:

Motion carried.

**MOTION NO. 160815-9 ADJOURNMENT**

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Jagger moved, Mancuso seconded to adjourn the meeting at 7:35pm.

All were in favor.

Motion carried.

Secretary

Board President

Linda Sutherland  
Fiscal Officer