

STOW-MUNROE FALLS PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
Monday August 15, 2011

CALL TO ORDER

The meeting was called to order at 7:05 pm by President David Renninger

PRESENT

Rosemary Cannon, Tom Shubert, Vice President; Rick Archer, Secretary; Craig Mancuso, Ron Antal, Ken Gessford, President David Renninger

ABSENT

OTHERS PRESENT

Doug Dotterer, Director; Linda Sutherland, Fiscal Officer

PUBLIC

Gloria Adams, Assistant Head of Children's Services

PUBLIC COMMENT

Gloria Adams discussed with the Library Board, a project that the Children's Department has developed. The project is to promote positivity by example. Every time a staff member demonstrates a positive effort the individual puts a red stone in a jar and if the action is negative a red stone gets removed. Once the jar is filled with red stones, the Department will get rewarded. The project started in January and the Department has three stones to go.

MINUTES

MOTION NO. 110815-1 APPROVE JUNE 20, 2011 MINUTES

Shubert moved, Antal seconded:

RESOLVED: That the Board Minutes of June 20, 2011 regular meeting be accepted and approved.

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

AYES: Archer, Cannon, Gessford, Mancuso, Shubert, Antal, Renninger

NAYS:

Motion carried.

FINANCE

MOTION NO. 110815-2 APPROVE JUNE AND JULY TREASURER'S REPORTS

Archer moved, Cannon seconded:

RESOLVED: That the Board of Trustees approves the Treasurer's Reports for June and July 2011.

MTD BANK REPORT FOR MONTH 06-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	388,046.28	215,906.90	179,261.06	0	0.00	424,692.12
2	PAYROLL CHECKING ACCOUNT	0	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	298,446.56	9.43	0	0.00	0	298,455.99
24	STAR OHIO BLDG - INVESTMENTS	274,763.79	8.68	0	0	0	274,772.47
		961,556.63	215,925.01	179,261.06	0.00	0.00	998,220.58

MTD BANK REPORT FOR MONTH 07-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	424,692.12	528,365.28	284,688.90	0	350,000.00	318,368.50
2	PAYROLL CHECKING ACCOUNT	0	0	0	0	0	0.00
4	BUILDING PROJECT CHECKING ACCT	0	0	0	0	0	0.00
9	IMPREST FUNDS	300	0	0	0	0	300.00
20	CERTIFICATES OF DEPOSIT	0	0	0	0	0	0.00
21	STAR OHIO - INVESTMENTS	298,455.99	7.62	0	350,000.00	0	648,463.61
24	STAR OHIO BLDG - INVESTMENTS	274,772.47	4.41	0	0	0	274,776.88
		998,220.58	528,377.31	284,688.90	350,000.00	350,000.00	1,241,908.99

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

AYES: Cannon, Gessford, Mancuso, Shubert, Antal, Archer, Renninger

NAYS:

Motion carried.

MOTION NO. 110815-3 APPROVE DEPOSITORY AGREEMENTS

RESOLVED: That the Board of Trustees approves the following Depository Agreements:

1. Charter One
2. Dollar Bank
3. Fifth Third Bank
4. FirstMerit Bank N.A.
5. Huntington Bank
6. JP Morgan Chase Bank, N.A.
7. North Akron Savings Bank
8. PNC Bank

The Depository Agreements are for the period from August 24, 2011 through August 23, 2016.

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

AYES: Gessford, Mancuso, Shubert, Antal, Archer, Cannon, Renninger

NAYS:

Motion carried.

PROGRAM

DIRECTOR'S REPORT

MOTION NO. 110815-4 ACCEPT DIRECTOR'S REPORT

Shubert moved, Cannon seconded:

RESOLVED: That the Board of Trustees accepts the written Director's report for the months of June and July 2011.

Mr. Dotterer stated Mr. Renninger, Library Board President on behalf of the employees of the Stow-Munroe Falls Public Library awarded the first annual volunteer of the Year award to Barbara Beiling on Pride in Library Day on Wednesday June 29, 2011. There is a plaque at the Library entrance.

Mr. Dotterer stated he wrote a letter of inquiry to the Knight Foundation for a \$40,000 Grant for e-books. Mr. Dotterer stated the KOHA update was completed over the weekend of August 13, 2011.

All were in favor.

Motion carried.

DISCUSSION ITEMS

The Library Board requested the Director and Fiscal Officer to review the option of the Library patrons to pay fines and fees with a credit card.

BOARD COMMITTEES

BUILDING & GROUNDS

Mr. Gessford stated the Building & Grounds Committee met on Wednesday August 10, 2011. The following topics were discussed:

1. Roof update and inspection
2. Punch list of items to repair
3. Repair the area around the HVAC – not part of the Bid Project
4. Add Director's window to projected window insulation

Mr. Dotterer stated he is reviewing the camera security system and the concrete issues around the library facility.

FINANCE

Mr. Archer stated the Finance Committee met prior to the Board meeting.

Mr. Archer stated the Finance Committee recommends:

MOTION NO. 110815-5 APPROVE INTERFUND TRANSACTION

RESOLVED: That the Board of Trustees authorizes the Fiscal Officer to move:
\$24,750.00 from 101.0.0.59500 transfer out to 401.0.55400 building improvements.

For the change order 110620-4:
Drains, complete with cast iron bowl, cast iron strainer, and service connection, installed at \$2750.00 per drain with 9 drains being installed at a total of \$24,750.00.

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

AYES: Shubert, Antal, Archer, Cannon, Gessford, Mancuso, Renninger
NAYS:

Motion carried.

Mr. Archer stated the Finance Committee recommends:

MOTION NO. 110815-6 APPROVE INTRAFUND TRANSACTIONS

RESOLVED: That the Board of Trustees authorizes the Fiscal Officer to move:
\$16,000.00 from 101.0.51610 Hospitalization to 101.0.54500 Computer Services
\$10,000.00 from 101.0.51610 Hospitalization to 101.0.54100 Print Materials
\$ 4,915.00 from 101.0.51610 Hospitalization to 101.0.55500 Furniture/Equipment

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

AYES: Antal, Cannon, Gessford, Mancuso, Shubert, Renninger
NAYS: Archer

Motion carried.

HUMAN RESOURCES

Mr. Mancuso stated nothing to report.

LEGISLATION/RULES

Mrs. Cannon stated nothing to report.

LONG RANGE PLANNING

Mr. Renninger stated the Long Range Planning Committee met on Wednesday August 10, 2011.

Mr. Renninger stated the Long Range Planning Committee recommends:

MOTION NO. 110815-7 APPROVE INTRAFUND TRANSACTION

RESOLVED: That the Board of Trustees authorizes the Fiscal Officer to move:

\$59,649.00 from 101.0.59500 Transfer Out to 101.0.55500 Furniture/Equipment
These funds are for the Laptop Zone area. The Laptop Zone is designed to be a technology-friendly area for 14 people.

\$14,945.00 from 101.0.59500 Transfer Out to 101.0.55500 Furniture/Equipment
These funds are for a New Book Display. The goal of the new book display is to have our new books merchandised in a format used in a retail environment.

\$ 9,245.00 from 101.0.59500 Transfer Out to 101.0.55500 Furniture/Equipment
These funds are for the Upstairs Meeting Room Project. This project involves mounting an Epson Cinema projector from the ceiling in the Munroe Falls Room. We can use the screen in the Munroe Falls room if the wall is open. We will also be able to rotate the projector and project to the 2nd screen on the kitchen wall of the Stow Room when the Munroe Falls Room is in use. Three sets of speakers will be installed in the ceiling and will be set so they will be able to be turned off when we are using the whole room or just the Stow Room. Project will include a programmed universal remote, wireless lapel mic and blu-ray player.

Total expenditures = \$83,839.00

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

AYES: Antal, Archer, Cannon, Gessford, Shubert, Renninger

NAYS: Mancuso

Motion carried.

TECHNOLOGY

Mr. Shubert stated nothing to report.

RECORDS COMMISSION

Mrs. Cannon stated nothing to report.

NEW BUSINESS

Mr. Gessford stated the Building and Grounds Committee recommends:

MOTION NO. 110815-8 APPROVE INTRAFUND TRANSACTION

RESOLVED: That the Board of Trustees authorizes the Fiscal Officer to move:

\$7,815.00 from 101.0.59500 Transfer Out to 101.0.53110 Building/grounds

These funds are for the preparation and painting of the following:

1. Reference Room
2. Reading Garden Area
3. New Book & Music Area
4. Large Fence

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

AYES: Archer, Cannon, Gessford, Mancuso, Shubert, Antal, Renninger

NAYS:

Motion carried.

MOTION NO. 110815-9 MOTION TO ADJOURN TO EXECUTIVE SESSION

Cannon moved, Archer seconded:

RESOLVED: The Board of Trustees moves to adjourn into executive session to consider the purchase of property.

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

AYES: Cannon, Gessford, Mancuso, Shubert, Antal, Archer, Renninger

NAYS:

Motion carried.

MOTION NO. 110815-10 MOTION TO RETURN TO OPEN SESSION

Shubert moved, Mancuso seconded:

RESOLVED: That the Board of Trustees moves to return to open session.

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

AYES: Gessford, Mancuso, Shubert, Antal, Archer, Cannon, Renninger

NAYS:

Motion carried.

MOTION NO. 110815-11 ADJOURNMENT

Archer moved, Shubert seconded to adjourn the meeting at 8:20pm.

All were in favor.

Motion carried.

Secretary

Board President

Linda Sutherland
Fiscal Officer