

**STOW-MUNROE FALLS PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
Monday December 19, 2016**

CALL TO ORDER

The meeting was called to order at 7:02pm by President Shubert.

PRESENT

Sara Kline, David Renninger, Secretary; Craig Mancuso, Tom Shubert, President; Christina Gary, Vice President; Rich Bedell

ABSENT

Pastor Brad Jagger

OTHERS PRESENT

Doug Dotterer, Director, Linda Sutherland, Fiscal Officer

PUBLIC COMMENT

Mike Deiwert, PMP; Vice President, Building Division Manager, The Ruhlin Company. Mr. Deiwert informed the Library Board about the upcoming parking lot project and bid process.

ACTION ITEMS

MOTION NO. 161219-1 APPROVE NOVEMBER 21, 2016 MINUTES

Kline moved, Bedell seconded:

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

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

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

NAYS:

Motion carried.

FINANCE

MOTION NO. 161219-2 APPROVE NOVEMBER TREASURER’S REPORT

Renninger moved, Kline seconded:

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

MTD BANK REPORT FOR MONTH 11-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	852,487.60	100,934.40	269,961.52	0	0.00	683,460.48
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	299,914.89	166.32	0	0.00	-	300,081.21
24	STAR OHIO BLDG - INVESTMENTS	75,501.12	41.87	0	0	0	75,542.99
29	STAR PLUS OHIO - INVESTMENTS	506,127.40	166.41	0	-	-	506,293.81
		1,734,331.01	101,309.00	269,961.52	0.00	-	1,565,678.49

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

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

NAYS:

Motion carried.

MOTION NO. 161219-3 SET BOND FOR FISCAL OFFICER AND DEPUTY FISCAL OFFICER

Mancuso moved, Kline seconded:

RESOLVED: That the Board of Trustees set bond for the Fiscal Officer and Deputy Fiscal Officer at 5% of the budget for 2017.

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

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

NAYS:

Motion carried.

PROGRAM

DIRECTOR’S REPORT

MOTION NO. 161219-4 ACCEPT DIRECTOR’S REPORT

Gary moved, Kline seconded:

RESOLVED: That the Board of Trustees accepts the written Director’s report for the month of November/December 2016.

Mr. Dotterer distributed a brochure promoting the Stow-Munroe Falls Public Library Foundation.

Mr. Dotterer informed the Library Board that over the weekend there were water leaks from the roof and IES (Industrial Energy Systems) were called in to do the necessary repairs. D & R Carpet will be coming out to clean the carpeting affected.

Shuman Inc. replaced the rusted pipe in the boiler room. The Geopfert Company replaced the VCP board which repaired the RTU unit that produces heat in the administration area.

Lighting and new furniture for the Tween area on the Children’s Floor to be completed by the end of the year.

The Stow-Munroe Falls Public Library Foundation received a donation from Mrs. Phipps for some projects for the library.

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

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

NAYS:

Motion carried.

DISCUSSION ITEMS

BOARD COMMITTEES

BUILDING & GROUNDS

Ms. Kline stated nothing to report.

FINANCE

Mrs. Gary stated the Finance Committee recommends:

MOTION NO. 161219-5 ADOPT 2017 GENERAL FUND REVENUE AND APPROPRIATIONS BUDGET

RESOLVED: That the Board of Trustees of Stow-Munroe Falls Public Library adopts the proposed 2017 General Fund Estimated Revenue and Appropriations Budget as follows:

UNENCUMBERED FUNDS		12/31/2016
A	PROJECTED BALANCE ALL UNENC FUNDS	\$1,122,693
GENERAL FUND REVENUE		PROPOSED 2017 BUDGET
	PLF	\$1,166,352
	REAL ESTATE TAXES	\$1,615,163
	PERSONAL PROPERTY TAX	\$0
	HOMESTEAD ROLLBACK	\$193,643
	TOTAL TAXES/ROLLBACK	\$1,808,806
	PATRON FINES	\$50,000
	COPIERS	\$10,000
	INTEREST ON STAR OHIO	\$1,000
	INTEREST ON CHECKING	\$0
	GIFTS/DONATIONS	\$1,000
	MEETING ROOM	\$0
	MISCELLANEOUS	\$4,000
	PASSPORT/PHOTOS	\$40,000
	TRANSFER	
B	TOTAL REVENUE	\$3,081,158
A+B	REVENUE + UNENC. BALANCE	\$4,203,851
EXPENDITURES		2017 EXPENDITURES
	SALARIES/BENEFITS	
	Total salaries/benefits	\$2,107,872
	SUPPLIES	
	Total supplies	\$58,100
	PURCHASED/CONTRACTED SER	
	Total purchased/contracted ser	\$435,386
	MATERIALS	
	101 Materials	\$440,000
	CAPITAL OUTLAY	
	Total capital outlay	\$25,000
	DEBT SERVICE	
	Total debt service	\$0

	OTHER OBJECTS	
	Total other objects	\$14,800
	CONTINGENCY	\$0
C	TOTAL ALL EXPENDITURES	\$3,081,158

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

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

NAYS:

Motion carried.

The Finance Committee met prior to the Library Board meeting and the finances are \$44,000 ahead but the Public Library Funds are down. The Finance Committee agreed to change the format for the expenses spreadsheet.

HUMAN RESOURCES

Mr. Mancuso stated the Human Resources Committee will meet in Executive Session at the January 2017 Library Board Meeting to discuss the evaluations for the Director and Fiscal Officer.

LEGISLATION/RULES

Mrs. Gary stated nothing to report.

LONG RANGE PLANNING

Mr. Renninger stated the Long Range Planning Committee will not meet until after the Parking Lot Project.

TECHNOLOGY

Mr. Shubert stated the Technology Committee met on December 13, 2016. Please see the attached sheet.

RECORDS COMMISSION

Mr. Shubert stated nothing to report.

NEW BUSINESS

MOTION NO. 161219-6 APPOINT PREVAILING WAGE COORDINATOR

Kline moved, Renninger seconded:

RESOLUTION: The Board of Library Trustees of the Stow-Munroe Falls Public Library desires to enter into various construction contracts for the parking lot improvement project of the Stow-Munroe Falls Public Library; and

WHEREAS, under Ohio Revised Code (“ORC”) Chapter 4115 addressing Prevailing Wages, the Stow-Munroe Falls Public Library is a “public authority” as defined under ORC 4115.03(A); and

WHEREAS, ORC Section 4115.071 requires the public authority to designate a prevailing wage coordinator for a “public improvement” project as defined under ORC Section 4115.03(C).

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Stow-Munroe Falls Public Library, a free public library of Stow-Munroe Falls City School District, Ohio; that

Section 1. The Board of Library Trustees of the Stow-Munroe Falls Public Library hereby designates Linda D. Sutherland, Fiscal Officer, as the Prevailing Wage Coordinator.

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

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

NAYS:

Motion carried.

MOTION NO. 161219-7 AUTHORIZES FISCAL OFFICER TO OPEN SEALED BIDS

Bedell moved, Gary seconded:

RESOLUTION: The Board of Library Trustees of the Stow-Munroe Falls Public Library authorizes the Fiscal Officer to open sealed bids and establish the bidding policy and procedures.

WHEREAS, the Board of Library Trustees of the Stow-Munroe Falls Public Library desires to enter into construction contracts for the parking lot improvement project of the Stow-Munroe Falls Public Library which will exceed \$50,000.00; and

WHEREAS, Ohio Revised Code (“ORC”).Section 3375.41(A) and (B) requires the board to advertise for a period of two weeks for sealed bids in newspapers of general circulation and that the sealed bids shall be filed with the Fiscal Officer by noon, Ohio time of the last day stated in the advertisement.

WHEREAS, ORC Section 3375.41(C) requires that the sealed bids shall be opened at the next meeting of the board, shall be publicly read by the fiscal officer, and shall be entered in full on the records of the board; provided that the board, by resolution, may provide for the public opening and reading of the bids by the Fiscal Officer, immediately after the time for filing has expired at the usual place of meeting of the board, and for the tabulation of the bids and a report of the tabulation to the board at its next meeting.

WHEREAS, the Board of Library Trustees desires to expedite the bidding process for the parking lot improvement project of the Stow-Munroe Falls Public Library.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Stow-Munroe Falls Public Library, a free public library of Stow-Munroe Falls City School District, Ohio; that

Section 1. The construction contract for the parking lot improvement project of the Stow-Munroe Falls Public Library is estimated to be greater than \$50,000.00.

Section 2. The Board of Library Trustees authorizes the commencement of the bidding process for the work referred to in the preambles to this Resolution in accordance with Ohio Revised Code Sections 3375.41.

Section 3. The Board of Library Trustees of the Stow-Munroe Falls Public Library hereby authorizes Linda Sutherland, Fiscal Officer, to publicly open and read the sealed bids immediately after the time for filing the bids has expired or at such time as deemed by said Fiscal Officer to be in the best interests of the Board of Library Trustees, to tabulate the bids for the purpose of awarding the construction contracts, and to report the results of the tabulation at the next meeting of the board.

(A copy of the advertisement for bids is attached.)

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

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

NAYS:

Motion carried.

MOTION NO. 161219-8 AJOURNMENT

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

All were in favor.

Motion carried.

Secretary

Board President

Linda Sutherland
Fiscal Officer

2016 Year in Review

Servers

- The Symantec software was upgraded and the operating system (OS) upgraded from Windows Server 2008 R2 to Windows Server 2012 R2.
- Smartshield software upgraded.
- Envisionware software upgraded and the front splash screen replaced with a custom image.
- Systems backed up 12 VMs with multiple copies in multiple locations.
- A new Print Server was created and all printers transferred to new server.
- Domain controller had a failing hard drive. The drive was replaced and monitoring software updated.

Firewall

Systems in consultation with AtNetPlus ordered a Dell SonicWall Firewall (TZ400). We then assisted AtNetPlus to configure and test the device. The firewall offers advances we did not have before, such as intrusion prevention, anti-malware and content filtering. The TZ400 gives the library an extra layer of protection and patron filtering.

Patron Computers

Systems ordered and replaced 19 adult patron computers and monitors. The computers run Windows 10 and have Office 2013. They have a solid state drive (SSD) giving them a very fast reboot time. The monitors are 27" Dell monitors.

Circulation

Systems used 6 of the adult patron computers removed from service and replace older computers in the Circulation department.

Reference

Systems upgraded 13 computers in the Reference department to Windows 10 and Office 2013.

Bookletters

Systems created a replacement for the cancelled Bookletters. It required writing code for Drupal and Koha. A system was created that is simple for the staff to maintain and fast in execution.

Sales

Systems prepared 30 computers, removed from service, by cleaning and installing Ubuntu Linux. The computers were set up and sold in 2 silent auctions.

Plans for 2017

Drupal

The Drupal server is running Debian 6 it needs to be upgraded to at least Debian 7 maybe 8. Drupal needs to be upgraded from version 6 to 8. This will be an involved and very complicated process. Many custom modules and scripts will have to be rewritten.

Koha

Systems plans on upgrading to the latest stable Koha release. Like Drupal this will take a lot of planning and testing to make the transition and incorporate all the modifications we have made.

Window Servers

Systems wants to upgrade our Windows servers from Server 2008 R2 to Server 2012 R2. Our anti-virus, Symantec, has already been upgraded. The printer server is 90% ready to be deployed. That will leave the two Domain Controllers and our File Server. Envisionware/Smartshield and GFI are running on Windows 7. Systems will investigate whether they should be upgraded to Windows 10 or Windows Server 2012 R2.

Windows 10

Unless there is software conflict Systems wants to upgrade the remaining staff computers to Windows 10. That would include: Administration, PR, Tech Services, Circulation and Children. Also included would be Children Patron PCs.

Offsite Backup

Currently our offsite backup consists of 5 external hard drives. One contains backups of our VMs and is updated 1 or 2 times a year. The 4 remaining drives are rotated on a daily basis (when I'm here). They contain daily backup copies of the databases from Koha, Drupal and Timesheet. Systems will test and if tests are successful deploy an offsite solution that will operate 7 days a week.

Door display

Systems will configure and set up a door display for the new Community Room like the ones for the other rooms.

New PCs

Systems will setup a new PC and monitors for Ann Malthaner and Susan Kirchgessner.

LEGAL NOTICE

Sealed bids will be received for the:

STOW-MUNROE FALLS PUBLIC LIBRARY
PARKING LOT IMPROVEMENTS
3512 Darrow Road
Stow, Ohio 44224

Until noon, local time, **Tuesday, January 31, 2017** and opened immediately thereafter by the Fiscal Officer and publicly read in the **Library Meeting room**. Bids shall include the furnishing of all labor; materials, tools, permits, supervision and transportation for the following described Project:

Parking Lot Improvements

All bids shall be in accordance with plans and specifications prepared by Thorson Baker & Associates, Inc. and The Ruhlin Company, and shall include the furnishing of all labor, materials, tools, permits, and transportation for the improvements described therein. Bids will be tabulated and a report made thereof to the Board of Trustees of the Stow-Munroe Falls Public Library. Bids shall conform to Section 3375.41 of the Ohio Revised Code and "Instructions to Bidders". Attention of Bidders is particularly called to the requirements of Ohio Revised Code Section 3375.41(D), which requires, among other things, that each bid shall contain the name of every person interested therein. Attention of Bidders is also particularly called to the requirements of the contract documents as to conditions of employment to be observed and Prevailing Wage rates to be paid under the contract.

Each bid must be accompanied by a bid guaranty as provided by Section 153.54 of the Ohio Revised Code in the form of a Bid Guaranty and Contract Bond contained in the Contract Documents for the amount of the Base Bid plus add Alternates or a certified check, cashier's check or letter of credit in the amount of ten percent (10%) of the base bid plus add alternates. Any bid guaranty must be payable to the Board of Library Trustees, and any letter of credit shall be revocable by only the Board of Library Trustees.

Bids are to be sealed in an opaque envelope and addressed and delivered to:

Fiscal Officer
Stow-Munroe Falls Public Library
3512 Darrow Road
Stow, Ohio 44224

The Project Name must be clearly indicated on the front of the envelope.

Bid documents including terms, conditions, drawings, and specifications are available at AA Blueprint, 2757 Gilchrist Road, Akron, Ohio 44305 [800-821-3700]. The cost of the terms, conditions, drawings, and specifications are the responsibility of the bidder. Copies of bid documents, which include drawings and specifications, are on file only for review at The Ruhlin Co.; Builders Exchange of East Central Ohio; and Builders Exchange of Cleveland.

Any requests for interpretation of the technical specifications shall be submitted in writing as described in "Instruction for Bidders" to the attention of Tom Huff at thuff@ruhlin.com.

A pre-bid conference will be held on **Tuesday, January 24, 2017 at 2:00 p.m. in the Library Meeting Room.**

The Engineer's estimate for these bid packages, including alternates is: \$500,000.00

To be advertised: **January 13 and 20, 2017**