

**STOW-MUNROE FALLS PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
Monday December 17, 2012**

**CALL TO ORDER**

The meeting was called to order at 7:00pm by President Renninger.

**PRESENT**

Rick Archer, David Renninger, President; Craig Mancuso, Secretary; Tom Shubert, Vice President; Christina Gary, Ron Antal, Ken Gessford (7:05)

**ABSENT**

**OTHERS PRESENT**

Doug Dotterer, Director, Linda Sutherland, Fiscal Officer

**PUBLIC**

Sara Drew the newly appointed Trustee for the Stow-Munroe Falls Public Library. Mr. Renninger introduced Mrs. Drew to the Library Board.

**PUBLIC COMMENT**

Ms. Drew stated she was very happy to be on the Stow-Munroe Falls Public Library Board.

**MOTION NO. 121217-1 APPROVE NOVEMBER 19, 2012 MINUTES**

Mancuso moved, Gary seconded:

RESOLVED: That the Board Minutes of November 19, 2012 regular board meeting be accepted and approved.

All were in favor.

Motion carried.

FINANCE

**MOTION NO. 121217-2 APPROVE NOVEMBER TREASURER'S REPORT**

Archer moved, Shubert seconded:

RESOLVED: That the Board of Trustees approves the Treasurer's Report for November 2012.

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	436,827.89	85,014.62	197,719.25	0	0.00	324,123.26
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	798,844.99	66.16	0	0.00	0	798,911.15
24	STAR OHIO BLDG - INVESTMENTS	274,978.93	22.77	0	0	0	275,001.70
		<b>1,510,951.81</b>	<b>85,103.55</b>	<b>197,719.25</b>	<b>0.00</b>	<b>0.00</b>	<b>1,398,336.11</b>

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

AYES: Gary, Mancuso, Shubert, Antal, Archer, Renninger

NAYS:

Motion carried.

**MOTION NO. 121217-3 SET BOND FOR FISCAL OFFICER**

Gary moved, Antal seconded:

RESOLVED: That the Board of Trustees set the bond of the Fiscal Officer at 5% of the budget for 2013.

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

AYES: Mancuso, Shubert, Antal, Archer, Gary, Renninger

NAYS:

Motion carried.

**PROGRAM**

DIRECTOR'S REPORT

**MOTION NO. 121217-4 ACCEPT DIRECTOR'S REPORT**

---

Gary moved, Antal seconded:

RESOLVED: That the Board of Trustees accepts the written Director's report for the month of November 2012.

Mr. Dotterer stated he received a donation in the amount of \$1,000.00 from the Jazz Group.

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

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

NAYS:

Motion carried.

**DISCUSSION ITEMS**

There were no discussion items.

**BOARD COMMITTEES**

**BUILDING & GROUNDS**

Mr. Gessford stated the Building & Grounds Committee met on December 13, 2012. The Building & Grounds discussion items were distributed to the Library Board. (Copy of the items discussed is attached.)

**FINANCE**

Mr. Archer stated the Finance Committee met prior to the Board. Mr. Archer stated currently we are \$9,000.00 over projected revenue and approximately \$100,000.00 under projected expenses. The projected expenses are lower due to the lack of snow and the health insurance holiday premium.

Mr. Archer stated the Finance Committee recommends:

**MOTION NO. 121217-5 ADOPT 2013 GENERAL FUND REVENUE AND APPROPRIATIONS BUDGET**

RESOLVED: That the Board of Trustees of Stow-Munroe Falls Public Library adopts the proposed 2013 General Fund Estimated Revenue and Appropriations Budget as follows:

	<b>UNENCUMBERED FUNDS</b>	<b>12/31/2012</b>
<b>A</b>	<b>BALANCE ALL UNENC FUNDS</b>	<b>\$1,193,879</b>
	<b>GENERAL FUND REVENUE</b>	<b>PROPOSED 2013 BUDGET</b>
	PLF	\$999,828
	REAL ESTATE TAXES	\$1,623,000
	PERSONAL PROPERTY TAX	\$0
	HOMESTEAD ROLLBACK	\$198,108
	<b>TOTAL TAXES/ROLLBACK</b>	<b>\$1,821,108</b>
	PATRON FINES	\$61,000
	COPIERS	\$9,000
	INTEREST ON STAR OHIO	\$1,000
	INTEREST ON CHECKING	\$0
	GIFTS/DONATIONS	\$1,000
	MEETING ROOM	\$0
	MISCELLANEOUS	\$2,500
	PASSPORT/PHOTOS	\$20,000
	TRANSFER	
	RESTRICTED FEDERAL MINI-GRANT	
<b>B</b>	<b>TOTAL REVENUE</b>	<b>\$2,915,436</b>
<b>A+B</b>	<b>REVENUE + UNENC. BALANCE</b>	<b>\$4,109,315</b>
	<b>EXPENDITURES</b>	<b>2013 EXPENDITURES</b>
	<b>SALARIES/BENEFITS</b>	
	Total salaries/benefits	\$1,872,629
	<b>SUPPLIES</b>	
	Total supplies	\$59,500
	<b>PURCHASED/CONTRACTED SER</b>	
	Total purchased/contracted ser	\$353,860
	<b>MATERIALS</b>	
	101 Materials	\$450,000
	<b>CAPITAL OUTLAY</b>	
	Total capital outlay	\$80,000
	<b>DEBT SERVICE</b>	
	Total debt service	\$0
	<b>OTHER OBJECTS</b>	
	Total other objects	\$12,575

	<b>CONTINGENCY</b>	\$86,872
	<b>TRANSFER OUT</b>	
	<b>RESTRICTED FEDERAL MINI-GRANT</b>	
	<b>BUILDING IMPROVEMENT FUND</b>	\$0
<b>C</b>	<b>TOTAL ALL EXPENDITURES</b>	<b>\$2,915,436</b>

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

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

NAYS:

Motion carried.

Mr. Archer stated the Finance Committee recommends:

**MOTION NO. 121217-6 AMEND EMPLOYEE POLICY – JOB CLASSIFICATIONS**

RESOLVED: That the Board of Trustees amends the Job Classifications 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	2.5-5YRS	6-10YRS	MID 11-15YRS	16-20YRS	MAX 21+YRS	
1	\$7.85	\$7.85	\$7.85	\$7.85	\$8.14	\$8.54	FIXED
2	\$7.85	\$7.85	\$7.85	\$8.19	\$8.60	\$9.01	+/-10%
3	\$8.21	\$8.47	\$8.67	\$9.13	\$9.60	\$10.06	
4	\$8.67	\$8.79	\$9.04	\$9.52	\$10.01	\$10.47	
5	\$9.13	\$9.22	\$9.45	\$9.97	\$10.46	\$10.95	
6	\$9.59	\$9.65	\$9.92	\$10.43	\$10.96	\$11.48	
7	\$10.06	\$10.39	\$10.68	\$11.24	\$11.80	\$12.36	
8	\$10.30	\$10.48	\$10.92	\$11.80	\$12.69	\$13.57	+/-15%
9	\$10.54	\$10.99	\$11.47	\$12.38	\$13.33	\$14.25	
10	\$10.78	\$11.24	\$11.71	\$12.65	\$13.59	\$14.54	
11	\$11.13	\$11.70	\$12.31	\$13.52	\$14.75	\$15.97	+/-18%
12	\$11.54	\$11.92	\$12.55	\$13.80	\$15.04	\$16.29	
13	\$11.95	\$12.59	\$13.24	\$14.54	\$15.53	\$17.15	
14	\$12.54	\$13.17	\$13.88	\$15.24	\$16.61	\$17.96	
15	\$12.85	\$13.56	\$14.25	\$15.68	\$17.07	\$18.50	
16	\$13.63	\$14.76	\$15.54	\$17.08	\$18.62	\$20.16	
17	\$14.41	\$15.18	\$15.98	\$17.56	\$19.14	\$20.71	

18	\$14.74	\$15.62	\$16.56	\$18.40	\$20.24	\$22.08	+/-20%
19	\$15.48	\$16.41	\$17.38	\$19.30	\$21.23	\$23.16	
20	\$16.73	\$17.71	\$18.76	\$20.84	\$22.95	\$25.01	
21	\$17.51	\$18.53	\$19.63	\$21.80	\$23.99	\$26.16	
99	Per Market Value						

**Pay Grades and Staff Position Titles:**

Assistant Head Library Systems Administrator	99*
Assistant Head of Children Services	19
Assistant Head of Circulation Services	13
Assistant Head of Reference Services	19
Assistant Head of Technical Services	19
Children Services Associate	14
Children Services Librarian	18
Deputy Fiscal Officer /Finance Assistant	14
Graphic Design Coordinator	16
Head Library Systems Administrator	99*
Head of Children Services	21
Head of Circulation Services	16
Head of Reference Services	21
Head of Technical Services – MLS	20
Head of Technical Services – non-MLS	15
Local History Librarian	18
Maintenance Associate	10
Marketing and Public Relations Coordinator	17
Marketing and Public Relations Manager	18
Outreach Librarian – Children Services	18
Outreach Librarian – Reference Services	18
Public Services Assistant – Floor Coordinator	7
Public Services Assistant	3
Reference Services Associate	14
Reference Services Librarian	18
Shelving Page	1
Technical Services Clerk	4
Technical Services Processor	10
Teen Librarian	18

\*Per Market

New rate of pay effective January 1, 2013 per new Ohio minimum wage.

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

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

NAYS:

Motion carried.

LEGISLATION/RULES

Mr. Antal stated nothing to report.

LONG RANGE PLANNING

Mr. Renninger stated the Long Range Planning Committee will meet the first quarter of 2012.

TECHNOLOGY

Mr. Shubert stated the Technology Committee met on December 11, 2012 to discuss 2012 Technology projects and new projects for 2013. (Please see copy attached.)

RECORDS COMMISSION

Mr. Renninger stated nothing to report.

**NEW BUSINESS**

**ELECTION OF OFFICERS**

Mr. Archer stated the Nominating Committee recommends:

**MOTION NO. 121217-7 ELECTION OF OFFICERS**

RESOLVED: To elect the following officers for 2013:

PRESIDENT – David Renninger  
VICE PRESIDENT – Tom Shubert  
SECRETARY – Craig Mancuso

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

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

NAYS:

Motion carried.

**MOTION NO. 121217-8 RESOLUTION FOR RICK ARCHER**

Mr. Renninger stated:

RESOLVED: That the Stow-Munroe Falls Public Library Board of Trustees present the following resolution to Mr. Rick Archer. Please see copy attached.

All were in favor.

Motion carried.

HUMAN RESOURCES

**MOTION NO. 121217-9    MOTION TO ADJOURN TO EXECUTIVE SESSION**

Mancuso moved, Antal seconded:

RESOLVED:            The Board of Trustees moves to adjourn into executive session to discuss the Director and Fiscal Officer evaluations.

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

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

NAYS:

Motion carried.

**MOTION NO. 121217-10    MOTION TO RETURN TO OPEN SESSION**

Gessford moved, Archer seconded:

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

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

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

NAYS:

Motion carried.

**MOTION NO. 1211217-11    AJOURNMENT**

Archer moved, Mancuso seconded to adjourn the meeting at 8:40pm.

All were in favor.

Motion carried.

Secretary

Board President

Linda Sutherland  
Fiscal Officer



## BUILDING AND GROUNDS

May 1, 2012 – December 2012

<b>Dennis Painting</b>	5/31/2012	\$1,370.00	work completed in the Stow-Munroe Falls meeting rooms
<b>Masonry Restoration Maintenance</b>	7/13/2012	\$1,785.00	Replacement of the missing and fractured brick units at the corner adjacent to the single main door (Circ door)
<b>Stow City Glass &amp; Mirror Co</b>	7/31/2012	\$15,500.00	Furnish & install aluminum frame & storefront glazing to specifications; including aluminum work, glass all hardware & incidentals required for complete installation & watertight perimeters
<b>Downs Septic &amp; Drain Inc</b>	11/14/2012	\$4,065.00	French drains along sidewalk and around island area to help in flooding problem.

### BUILDING AND GROUNDS 2013 PROJECTS

#### 1. Computer Lab

- a. Speelman will complete the electrical work – agreement signed
- b. D&R Carpet – agreement signed
- c. Dennis Painting – agreement signed
- d. Children and Reference will agree on where the fixed terminal will be located
- e. There is no teaching scheduled in January 2013
- f. Doug will organize the work scheduling

#### 2. Carpeting main floor

- a. Tentative dates 4/29/2013 – 5/20/2013
- b. Need to coordinate with *Touch a Truck – 5/4 rain date 5/11***
- c. Doug will inform staff as soon as a definite date has been schedule
- d. Staff are required to take vacation at that time unless they are required to assist with project

#### 3. Administration Area

- a. L shape part of Administration Desk move to Children's Office
- b. Lydia's desk will be moved to New Outreach/Passport Room
- c. Telephone will be moved to Storage Area

- d. Computer will be moved to Reference Workroom for Part-time Ref Staff and Jason to use

**4. Story Hour Room**

- a. D&R Carpet – agreement signed
- b. Doug is Project Coordinator and will inform us of the work schedule

**5. New Outreach/Passport Room (*current Community Room*)**

**Moving date February 11-15, 2013**

- a. Where are we storing tables/chairs? - only require 1 table and 4 chairs
- b. Move shelving from magazine area Tall ones (6) – remove flip panels  
And move tall shelving from current outreach room to new Outreach/Passport Room
- c. Doug will coordinate with Dennis Painting to move shelving and paint
- d. Move table from current outreach room to new Outreach/Passport Room
- e. Remove books from current outreach room to new Outreach/Passport Room

**6. New PR Workroom(*current Outreach Room*)**

**Moving date February 11-15, 2013**

- a. New art table to be ordered by Ann
- b. Removing door between workroom and office
- c. Ann and assistants will be changing offices
- d. Replace cabinet doors

# Resolution

Whereas Rick Archer has served diligently and faithfully as a member of the Stow-Munroe Falls Public Library Board of Trustees since 2006;

Whereas he has served as Secretary 2011;

Whereas he has served on the Finance Committee 2006-2008; 2009-2012, Chair; Technology Committee 2006; Human Resources Committee 2007-2008, Chair; 2009-2012; Records Commission Committee 2007-2012; Ad Hoc Committee to Review Levy Needs 2010 2009-2010;

Whereas he has freely shared his wisdom, leadership, steadfastness, and counsel with the Board and, during his service as one of its members, devoted himself to the betterment of the library for the good of the communities of Stow and Munroe Falls.

Therefore be it resolved that the Board of Trustees of the Stow-Munroe Falls Public Library hereby commends Rick for his service as a library trustee during his term of seven years and extends its gratitude to him for his efforts on behalf of the library, its staff and its patrons.

Approved by the Board of Trustees of the Stow-Munroe Falls Public Library on this seventeenth day of December, Two Thousand and Twelve.

---

Douglas H. Dotterer, Director

---

David R. Kenninger, President of the Board of Trustees