

**STOW-MUNROE FALLS PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**REGULAR BOARD MEETING**  
**Monday January 16, 2012**

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

**PRESENT**

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

**ABSENT**

**OTHERS PRESENT**

Doug Dotterer, Director; Linda Sutherland, Fiscal Officer

**PUBLIC**

Rex Hughes, Practicum Student; Jess Alloggia, Outreach Librarian - Reference

**NEW BUSINESS**

**MOTION NO. 120116-1 APPROVE DECEMBER 19, 2011 MINUTES**

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Mancuso moved, Antal seconded:

RESOLVED: That the Board Minutes of December 19, 2011 regular meeting be accepted and approved.

All were in favor.

Motion carried.

**FINANCE**

**MOTION NO. 120116-2 APPROVE DECEMBER TREASURER’S REPORT**

Archer moved, Shubert seconded:

RESOLVED: That the Board of Trustees approves the Treasurer’s Report for December 2011.

MTD BANK REPORT FOR MONTH 12-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	280,334.57	78,896.93	250,207.70	0	0.00	109,023.80
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	648,529.60	19.83	0	0.00	0	648,549.43
24	STAR OHIO BLDG - INVESTMENTS	274,804.84	8.4	0	0	0	274,813.24
		<b>1,203,969.01</b>	<b>78,925.16</b>	<b>250,207.70</b>	<b>0.00</b>	<b>0.00</b>	<b>1,032,686.47</b>

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

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

NAYS:

Motion carried.

**PROGRAM**

**DIRECTOR’S REPORT**

**MOTION NO. 120116-3 ACCEPT DIRECTOR’S REPORT**

Mancuso moved, Gary seconded:

RESOLVED: That the Board of Trustees accepts the written Director’s annual report for 2011.

All were in favor.

Motion carried.

## **DISCUSSION ITEMS**

There were no discussion items.

## **BOARD COMMITTEES**

### **BUILDING & GROUNDS**

Mr. Gessford stated nothing to report but he is planning on holding a Building and Grounds Committee Meeting within the next couple of weeks. Mrs. Gary stated she would abstain from voting on any issues that involve O'Bryans Grounds Maintenance due to a conflict of interest.

### **FINANCE**

Mr. Archer stated the Finance Committee recommends that the Fiscal Officer set up a fund for the payment of sick leave and vacation at retirement in the amount of \$64,000. The Finance Committee asked the Fiscal Officer to review investment options.

### **HUMAN RESOURCES**

Mr. Mancuso stated the performance evaluations for the Director and Fiscal Officer will be discussed in the Executive Session at the end of the Board Meeting.

### **LEGISLATION/RULES**

Mr. Antal stated nothing to report.

### **LONG RANGE PLANNING**

Mr. Renninger stated nothing to report but he is planning on a Long Range Planning Committee meeting in the first quarter of 2012.

### **TECHNOLOGY**

Mr. Shubert stated nothing to report.

### **RECORDS COMMISSION**

Mr. Renninger stated nothing to report.

## **NEW BUSINESS**

Mr. Dotterer stated his trip to "2012 International CES" conference was very informative. Mr. Dotterer stated he came back to work with a lot of ideas to incorporate at the library. Mr. Dotterer stated the Stow-Munroe Falls Public Library has received a lot of good press lately.

Mr. Dotterer stated the library would be offering free coffee to the public at a cost of \$1,500 for the period of February 14, 2012 through June 14, 2012. Mr. Dotterer stated a donation jar for the free coffee will be available to the public. Mrs. Gary requested signage stating: be careful may be very hot. The Fiscal Officer stated the cost of the free coffee and supplies was not appropriated in the 2012 Budget. The Board stated the free coffee is a trial issue for three months and at that time the Board will make a motion if the service will be continued or stopped. Mr. Dotterer stated Standard Coffee Service Company requires 30 days notice prior to cancelling the contract therefore the free coffee service is from February 14, 2012 through June 14, 2012.

Mr. Dotterer requested the Board to offer two beverage machines to be placed on the main floor and second floor of the library for patrons. The Board declined the request at this time and wanted to view it at a later date, after the free coffee offer.

Mr. Dotterer stated the Technical Services Department is working on offering Cleaning DVD Services at a cost to the public. Mr. Dotterer stated he would have more details and a proposal for the February Board meeting.

Mr. Dotterer stated the Passport program was going very well.

**MOTION NO. 120116-4 TABLE TO ACKNOWLEDGE LEAVE OF ABSENCE**

RESOLVED: That the Boards of Trustees acknowledges the following:

Amy Garrett: Family Medical Leave to begin on December 29, 2010 through March 22, 2011, not to exceed twelve (12) workweeks.

The motion is tabled until the Fiscal Officer receives the required paperwork.

All in favor.

Motion carried.

**MOTION NO. 120116-5 MOTION TO ADJOURN TO EXECUTIVE SESSION**

Mancuso moved, Shubert seconded:

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

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

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

NAYS:

Motion carried.

**MOTION NO. 120116-6 MOTION TO RETURN TO OPEN SESSION**

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

NAYS:

Motion carried.

**MOTION NO. 120116-7 AJOURNMENT**

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Mancuso moved, Antal seconded to adjourn the meeting at 8:05pm.

Secretary

Board President

Linda Sutherland  
Fiscal Officer