

**STOW-MUNROE FALLS PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
Monday January 18, 2016**

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

**PRESENT**

Christina Gary, Vice President; Craig Mancuso, Pastor Brad Jagger, Sara Drew, Tom Shubert, President; Richard Bedell

**ABSENT**

David Renninger, Secretary

**OTHERS PRESENT**

Doug Dotterer, Director; Linda Sutherland, Fiscal Officer

**PUBLIC**

There is no public comment.

**ACTION ITEMS**

**MOTION NO. 160118-1 APPROVE DECEMBER 21, 2015 MINUTES**

Drew moved, Gary seconded:

RESOLVED: That the Board Minutes of December 21, 2015 regular meeting be accepted and approved.

All were in favor.

Motion carried.

**FINANCE**

**MOTION NO. 160118-2 APPROVE DECEMBER TREASURER’S REPORT**

Gary moved, Drew seconded:

RESOLVED: That the Board of Trustees approves the Treasurer’s Report for December 2015.

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          | 585,789.06          | 114,732.08        | 335,482.84        | 0           | 0.00         | 365,038.30          |
| 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        | 49,022.34           | 10.13             | 0                 | 0.00        | -            | 49,032.47           |
| 24   | STAR OHIO BLDG - INVESTMENTS   | 75,173.86           | 15.53             | 0                 | 0           | 0            | 75,189.39           |
| 29   | STAR PLUS OHIO - INVESTMENTS   | 754,122.69          | 134.37            | 0                 | -           | -            | 754,257.06          |
|      |                                | <b>1,464,407.95</b> | <b>114,892.11</b> | <b>335,482.84</b> | <b>0.00</b> | <b>-</b>     | <b>1,243,817.22</b> |

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

AYES: Gary, Jagger, Mancuso, Bedell, Drew, Shubert

NAYS:

Motion carried.

**MOTION NO. 160118-3 APPROVE DONATION LIST OF 2015**

Mancuso moved, Drew seconded:

RESOLVED: That the Board of Trustees approves the following Donation List of 2015:

| MONTH YR/2015 | AMOUNT    | DESCRIPTION                             |
|---------------|-----------|---|
| JANUARY       | \$ 100.00 | FOR S. ARCHER FROM J&M HATFIELD         |
|               | \$ 24.79  | GENERAL DONATION FROM COFFEE COLLECTION |
| FEBRUARY      | \$ 90.00  | GENERAL DONATION FROM G. GASSER         |
| MARCH         | \$ 53.47  | GENERAL DONATION FROM COFFEE COLLECTION |

|                  |            |   |
|------------------|------------|---|
|                  | \$ 170.00  | FOR R. BRANDON FROM: \$100-P. LUCCO; \$50-B&M MYERS; \$20-S. FALKMAN  |
|                  | \$ 175.00  | FOR R. BRANDON FROM: \$50-REV. & MRS. MCGEE; \$50-D&M BREMER; \$50-D&J NEMETH; \$25-J. HALE   |
|                  | \$ 225.00  | FOR R. BRANDON FROM: \$100-P&M BOEYE; \$100-W&J COX; \$25-J&M RALSTON   |
|                  | \$ 120.00  | FOR R. BRANDON FROM: \$25-S. SLAGLE; \$50-D. WITNER & L. GIDLEY; \$20-M&A LUCCO; \$25-J&J BRANDON   |
|                  | \$ 225.00  | FOR R. BRANDON FROM: \$100-J&E LOCH; \$100-A&R DUTTON AND FOR J. MEAD FROM: \$25-S. KAIL  |
|                  | \$ 25.00   | FOR R. BRANDON FROM L. SCOTT  |
|                  | \$ 50.17   | FOR R. BRANDON FROM: \$20-F. HAWS AND GENERAL DONATION FROM: \$30.17 COFFEE COLLECTION  |
| <b>APRIL</b>     | \$ 50.00   | FOR R. BRANDON FROM W&N BOOTH   |
|                  | \$ 325.00  | FOR R. BRANDON FROM: \$25-D&K NICHOLSON; \$110-ANONYMOUS; \$50-S&K RODHAM; \$50-M&S JABBOUR; \$50-D&N THRELKELD; \$40-K&A CONNOLLY  |
|                  | \$ 25.00   | FOR R. BRANDON FROM A. GARRETT  |
|                  | \$ 50.00   | FOR R. BRANDON FROM S. KING   |
|                  | \$ 20.00   | FOR R. BRANDON FROM K. YOO  |
|                  | \$ 45.50   | GENERAL DONATION FROM COFFEE COLLECTION   |
| <b>MAY</b>       | \$ 40.00   | FOR M. MISRA FROM C. STONESTREET  |
| <b>JUNE</b>      | \$ 41.21   | GENERAL DONATION FROM COFFEE COLLECTION   |
|                  | \$ 140.00  | FOR P. EISENZIMMER FROM: \$50-J. ARBOGAST(PROGRAMS); \$50-MR. & MRS. B. KROGER(PROGRAMS); \$20-B. DAUGHERTY AND FOR R. BRANDON FROM: \$20-B. DAUGHERTY                          |
|                  | \$ 85.00   | FOR P. EISENZIMMER FROM: \$25-A. GARRETT(CHILDRENS BOOKS); \$20-S. FALKMAN(CHILDRENS BOOKS); \$20-J. BRYDON(CHILDRENS BOOKS) AND FOR M. GREENAWALT FROM: \$20-S. FALKMAN(BOOKS) |
|                  | \$ 25.00   | FOR P. EISENZIMMER FROM J. HALE(CHILDRENS BOOKS)  |
| <b>JULY</b>      | \$ 150.00  | FOR P. EISENZIMMER FROM S. CASWELL & FAMILY   |
|                  | \$ 23.31   | GENERAL DONATION FROM COFFEE COLLECTION   |
|                  | \$ 392.00  | FOR R. BRANDON FROM F&D BRANDON(CELEBRATION RECEPTION)  |
|                  | \$ 22.50   | GENERAL DONATION FROM COFFEE COLLECTION   |
|                  | \$ 530.00  | FOR R. BRANDON FROM: \$500-T&E CONNOLLY(MEMORIAL GARDEN) AND FOR P. EISENZIMMER FROM: \$30-S. ALEXANDER(SCIENCE BOOK)   |
| <b>AUGUST</b>    | \$ 906.00  | GENERAL DONATION FROM: \$20-ANONYMOUS AND FOR. J. MEAD FROM: \$886-S&J MEAD(JANE MEAD MEMORIAL BENCH)   |
|                  | \$ 59.49   | FOR P. EISENZIMMER FROM: \$30-J&G ADAMS AND GENERAL DONATION FROM: \$29.49-COFFEE COLLECTION  |
| <b>SEPTEMBER</b> | \$ 50.00   | FOR PEARL CLAY FROM L. KEENER(BOOKS)  |
| <b>OCTOBER</b>   | \$ 61.67   | GENERAL DONATION FROM COFFEE COLLECTION   |
| <b>NOVEMBER</b>  | \$ 25.68   | GENERAL DONATION FROM COFFEE COLLECTION   |
| <b>DECEMBER</b>  | \$1,000.00 | DONATION FROM WALTER WITHERSPOON TRUST FOR PURCHASE OF POPULAR BOOKS  |
|                  | \$ 40.88   | GENERAL DONATION FROM COFFEE COLLECTION   |

|                     |            |  |
|---------------------|------------|--|
|                     | \$ 100.00  | GENERAL DONATION FROM ANGEL RAY MEDITATION SPIRIT CIRCLE |
|                     |            |  |
| <b>ANNUAL TOTAL</b> | \$5,466.67 |  |

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

AYES: Jagger, Mancuso, Bedell, Drew, Gary, Shubert

NAYS:

Motion carried.

**PROGRAM**

DIRECTOR’S REPORT

**MOTION NO. 160118-4 ACCEPT DIRECTOR’S REPORT**

Gary moved, Drew seconded:

RESOLVED: That the Board of Trustees accepts the written Director’s report for December 2015 and January 2016.

Mr. Dotterer stated he has met with Mike Deiwert, Ruhlin Company; David Myers, Thorsen Baker & associates; Rob Kurtz, Planning Director Stow Council; and Sheila Rayman, P.E., Assistant City Engineer, Stow City Council to discuss the parking lot and tentative layout plans. Pastor Jagger suggested adding electric car chargers.

Mr. Dotterer stated he received a complaint from a mother regarding the Family restroom. Ms. Drew said she would gladly contact the woman.

Mr. Dotterer distributed 2015 highlights from the departments of the Stow-Munroe Falls Public Library. See copy attached.

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

AYES: Mancuso, Bedell, Drew, Gary, Jagger, Shubert

NAYS:

Motion carried.

**DISCUSSION ITEMS**

**MOTION NO. 160118-5 APPROVE VENDING MACHINE**

Mancuso moved, Drew seconded:

RESOLVED: That the Board of Trustees approve to continue offering healthy snacks in the vending machine which is located in the foyer of the library.

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

AYES: Bedell, Drew, Gary, Jagger, Mancuso, Shubert

NAYS:

Motion carried.

**BOARD COMMITTEES**

**BUILDING & GROUNDS**

Ms. Drew stated nothing to report.

**FINANCE**

Mrs. Gary stated the Finance Committee met prior to the Library Board Meeting and stated the library has money and is in excellent financial shape.

**HUMAN RESOURCES**

Mr. Mancuso stated nothing to report.

**LEGISLATION/RULES**

Mrs. Gary stated the Legislation/Rules Committee recommends:

**MOTION NO. 160118-6 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 & <i>Media Specialist</i> | 8   |
| Head Library Systems Administrator                   | 99* |
| Head of Children Services                            | 12  |
| Head of Circulation Services                         | 10  |
| 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 |

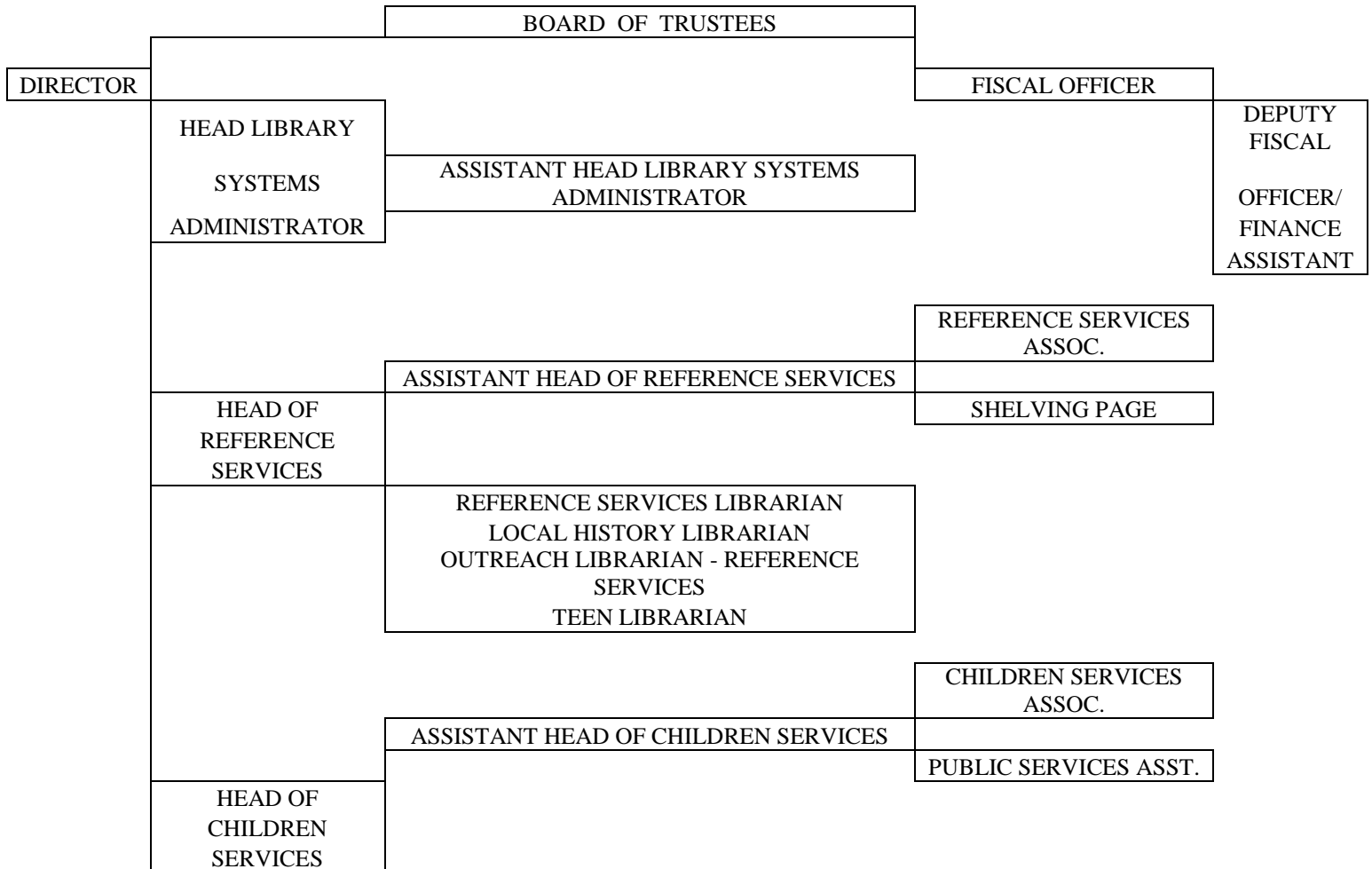
All were in favor.

Motion carried.

Mrs. Gary stated the Legislation/Rules Committee recommends:

**MOTION NO. 160118-7 AMEND EMPLOYEE POLICY – ORGANIZATION CHART**

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



|  |  |
|--|--|
|  | CHILDREN SERVICES LIBRARIAN<br>OUTREACH LIBRARIAN - CHILDREN SERVICES  |
|  | MARKETING AND PUBLIC RELATIONS COORDINATOR                             |
| MARKETING AND PUBLIC RELATIONS MANAGER |  |
|  | GRAPHIC DESIGN COORDINATOR & <i>MEDIA SPECIALIST</i>                   |
|  | ASSISTANT HEAD OF CIRCULATION SERVICES                                 |
| HEAD OF CIRCULATION SERVICES           |  |
|  | PUBLIC SERVICES ASSISTANT<br>PUBLIC SERVICES ASST. - FLOOR COORDINATOR |
|  | ASSISTANT HEAD OF TECHNICAL SERVICES                                   |
| HEAD OF TECHNICAL SERVICES             | TECHNICAL SERVICES PROCESSOR   |
|  | TECHNICAL SERVICES CLERK   |
| MAINTENANCE ASSOCIATE                  |  |

All were in favor.

Motion carried.

Mrs. Gary stated the Legislation/Rules Committee recommends:

**MOTION NO. 160118-8 AMEND JOB DESCRIPTIONS**

RESOLVED: That the Board of Trustees amends the Job Descriptions to read as:

|  |     |
|--|-----|
| 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 & <i>Media Specialist</i> | 8   |
| Head Library Systems Administrator                   | 99* |
| Head of Children Services                            | 12  |
| Head of Circulation Services                         | 10  |
| 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

Please see amended copy of Graphic Design Coordinator & Media Specialist job description attached.

All were in favor.

Motion carried.

#### LONG RANGE PLANNING

Mr. Shubert stated nothing to report.

#### TECHNOLOGY

Mr. Shubert stated nothing to report.

#### RECORDS COMMISSION

Mr. Shubert stated nothing to report.

**NEW BUSINESS**

The Fiscal Officer distributed a list of the Library Board with their address, email and phone number to review. Everyone reviewed and there are no changes.

**MOTION NO. 160118-9 AJOURNMENT**

---

Drew moved, Mancuso seconded to adjourn the meeting at 7:50pm.

All were in favor.

Motion carried.

Secretary

Board President

Linda D. Sutherland  
Fiscal Officer

POSITION DESCRIPTION

**STOW-MUNROE FALLS PUBLIC LIBRARY**

An Equal Opportunity Employer

Page 1 of 3

---

|                       |   |
|-----------------------|---|
| Job Title:            | GRAPHIC DESIGN COORDINATOR & MEDIA SPECIALIST |
| Department:           | Public Relations Services                     |
| Immediate Supervisor: | Marketing and Public Relations Manager        |
| Positions Supervised: | None  |

**JOB RESPONSIBILITIES:**

Under direction, the Graphic Design Coordinator works with the Marketing and Public Relations Manager and the Marketing and Public Relations Coordinator. The Graphic Design Coordinator & Media Specialist is responsible for the consistent look of all the promotional material for internal and external communication efforts of the library.

**QUALIFICATIONS:**

Bachelor's degree in journalism, communications, marketing or a related field and a minimum of two (2) years experience in public relations or an equivalent combination of education, training and experience. Must possess a valid Ohio driver's license with an acceptable driving record.

**STOW-MUNROE FALLS PUBLIC LIBRARY**

**KNOWLEDGE OF:**

\*Library policies and procedures  
\*Available community resources  
Public relations principles and techniques  
Computer software - InDesign  
Photography/Videography  
Graphics Animation

**SKILLS AND ABILITIES TO:**

Present a positive, professional image to the public  
Interact and respond appropriately to patrons and staff  
Develop and maintain effective working relationships with the Director and co-workers  
Communicate effectively in written and oral form  
Organize, prioritize and coordinate multiple tasks  
Develop and maintain effective working relationships with the community  
Plan, schedule and organize work  
Prepare and deliver speeches and programs before audiences  
Work flexible hours  
Drive a motor vehicle

\*May be acquired after hire

% of Time    ILLUSTRATIVE DUTIES: (The duties listed below depict tasks performed by an individual in this position.)

70

**PUBLIC RELATIONS SERVICES**

- Writes, edits and coordinates production of library materials in In-Design, under tight deadlines, with few revisions, including:
  - Displays
  - Events Monitor
  - E-mail Newsletter
  - Promotional materials
  - Flyers
  - Brochures
  - Newsletters
  - Web Design
  - Social Media
  - Bookmarks
  - Advertisements
  - Signs and presentation boards
  - Graphs
- Develops slogans, themes and graphics
- Maintains slatwall of current program materials
- Maintains inventory of upstairs meeting rooms program supplies such as coffee, tea, napkins, and cups
- Buys refreshments for programs
- Makes large format posters and banners to promote library programs and services
- Attend and host programs as needed
- Coordinates public relations activities with the Reference and Children Services Departments
- Solicits program and activity information from staff
- Develops and maintains effective relationships with print and broadcast media

15

**COMMUNITY RELATIONS**

- Informs citizens of library services

15

**MISCELLANEOUS**

- Maintains staff bulletin board
- Maintains and increases knowledge and skills through attendance at meetings, conferences and in-service training sessions
- Performs additional duties and assignments, as assigned