

**STOW-MUNROE FALLS PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
Monday June 20, 2016**

CALL TO ORDER

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

PRESENT

Craig Mancuso, 7:02; David Renninger, Secretary; Tom Shubert, President; Christina Gary, Vice President; Pastor Brad Jagger, Rich Bedell, Sara Kline

ABSENT

OTHERS PRESENT

Doug Dotterer, Director; Linda Sutherland, Fiscal Officer

PUBLIC

No public.

MINUTES

MOTION NO. 160620-1 APPROVE MAY 16, 2016 MINUTES

Gary moved, Renninger seconded:

RESOLVED: That the Board Minutes of May 16, 2016 regular meeting be accepted and approved.

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

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

NAYS:

Motion carried.

FINANCE

MOTION NO. 160620-2 APPROVE MAY TREASURER’S REPORT

Gary moved, Kline seconded:

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

MTD BANK REPORT FOR MONTH 5-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	512,262.70	210,980.21	242,914.18	0	0.00	480,328.73
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	49,099.77	112.36	0	250,000.00	-	299,212.13
24	STAR OHIO BLDG - INVESTMENTS	75,292.60	31.61	0	0	0	75,324.21
29	STAR PLUS OHIO - INVESTMENTS	755,131.48	166.31	0	-	250,000.00	505,297.79
		1,392,086.55	211,290.49	242,914.18	250,000.00	250,000.00	1,360,462.86

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

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

NAYS:

Motion carried.

PROGRAM

DIRECTOR’S REPORT

MOTION NO. 160620-3 ACCEPT THE DIRECTOR’S REPORT

Gary moved, Kline seconded:

RESOLVED: That the Board of Trustees accepts the written Director’s report for the months of May/June 2016.

Mr. Dotterer notified the Library Board that the library vehicle and some staff will be in the July 4th parade.

Mr. Dotterer distributed the parking lot project update. (Please see attached.)

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

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

NAYS:

Motion carried.

DISCUSSION ITEMS

There were no discussion items.

BOARD COMMITTEES

BUILDING & GROUNDS

Mrs. Kline stated nothing to report.

FINANCE

Mrs. Gary stated the Finance Committee met prior to the Library Board meeting and everything is good to go. Mrs. Gary stated the Auditor from Charles E. Harris & Associates is here complying and testing for the Agreed Upon Procedures for the years 2014 and 2015.

HUMAN RESOURCES

Mr. Mancuso stated nothing to report.

LEGISLATION/RULES

Mrs. Gary stated nothing to report.

LONG RANGE PLANNING

Mr. Renninger stated nothing to report.

TECHNOLOGY

Mr. Shubert stated nothing to report.

RECORDS COMMISSION

Mr. Shubert stated nothing to report.

NEW BUSINESS

There was no new business.

MOTION NO. 160620-4 MOTION TO ADJOURN TO EXECUTIVE SESSION

Kline moved, Renninger seconded:

RESOLVED: The Board of Trustees moves to adjourn into executive session to discuss compensation for employee(s).

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

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

NAYS:

Motion carried.

MOTION NO. 160620-5 MOTION TO RETURN TO OPEN SESSION

Kline moved, Mancuso 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: Mancuso, Renninger, Bedell, Gary, Jagger, Kline, Shubert

NAYS:

Motion carried.

Mr. Mancuso stated the Human Resources Committee recommends:

MOTION NO. 160620-6 APPROVE PAY RATE AND GRADE CHANGE FOR DEPUTY FISCAL OFFICER AND HEAD OF CIRCULATION

RESOLVED: That the Board of Trustees approves the pay rate increase of 5% in addition to the increase based on the employee's evaluation score for the Deputy Fiscal Officer to be effective Pay 14, 2016.

And

That the Board of Trustees approves to change the Head of Circulation's position to a pay grade 11 plus 9%. The employee will be eligible for an increase based on the employee's evaluation score to be effective Pay 14, 2016.

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

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

NAYS:

Motion carried.

MOTION NO. 160620-7 MOTION TO ADJOURN

Renninger moved, Kline seconded to adjourn the meeting at 8:30pm.

All were in favor.

Motion carried.

Secretary

Board President

Linda Sutherland
Fiscal Officer

Parking-Lot Renovation Project Update

1. Flaggpole: Will be temporary stored to the south side of the building after the July Fourth Holiday.
2. Demolition Contract for Beech Street Property: We're in the final stages of signing a contract with Contrill Wrecking.
3. Demolition of Beech Street Property: Demolition of our Beech Street house will take place during the second week of July.
4. Cardinal Environmental Services: Will remove hazardous duct work in Beech St. property June 24th.
5. Habitat for Humanity: Permission was given to Habitat for Humanity to remove interior/exterior materials from the Beech St. property on July 9th. Habitat will be permitted to take windows, furnace, *etc.*
6. Bidding Documents: A "**Plan Set**" of "**Bidding Only**" documents will be submitted by Thorson-Baker on 6/23. These documents will be sufficient for our Project Manager from the Ruhlin Company to bid the project for pricing.
7. Review of Documents: Documents will be submitted for review to our attorney and Project Manager.
8. Special Board Meeting: For the purpose of choosing a prevailing wage coordinator (Linda) and to give permission for Linda to open the sealed bids. These are both motions.
9. Special Board Meeting: To award the contract.
10. Parking Lot Construction: A meeting will be held with the parking lot contractor to determine a construction project timeline.
11. Parking Lot Fence: Relocate parking lot fence to expanded parking area on the west side of our new property line.
12. Tree Removal: Final removal of existing parking lot trees and shrubbery.

