

**STOW-MUNROE FALLS PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
Monday November 21, 2016**

**CALL TO ORDER**

The meeting was called to order at 7:11 pm by President Shubert.

**PRESENT**

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

**ABSENT**

**OTHERS PRESENT**

Doug Dotterer, Director; Linda Sutherland, Fiscal Officer

**PUBLIC**

There was no public present.

**MOTION NO. 161121-1 APPROVE OCTOBER 17, 2016 MINUTES**

Kline moved, Mancuso seconded:

RESOLVED: That the Board Minutes of October 17, 2016 regular board meeting be accepted and approved as amended.

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

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

NAYS:

Motion carried.

**FINANCE**

**MOTION NO. 161121-2 APPROVE OCTOBER TREASURER’S REPORT**

Gary moved, Kline seconded:

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

MTD BANK REPORT FOR MONTH 10-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	845,559.63	208,232.67	201,304.70	0	0.00	852,487.60
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	299,755.41	159.48	0	0.00	-	299,914.89
24	STAR OHIO BLDG - INVESTMENTS	75,460.97	40.15	0	0	0	75,501.12
29	STAR PLUS OHIO - INVESTMENTS	505,955.51	171.89	0	-	-	506,127.40
		<b>1,727,031.52</b>	<b>208,604.19</b>	<b>201,304.70</b>	<b>0.00</b>	<b>-</b>	<b>1,734,331.01</b>

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

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

NAYS:

Motion carried.

**MOTION NO. 161121-3 APPROVE ALLOCATED 2017 PLF MONIES**

Renninger moved, Mancuso seconded:

RESOLVED: That the Board of Trustees approves the 6.32240% of estimated PLF monies for Summit County allocated to Stow-Munroe Falls Public Library for 2017 as agreed and voted on by the Library Trustees Council of Summit County on October 20, 2016.

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

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

NAYS:

Motion carried.

## **PROGRAM**

### DIRECTOR'S REPORT

#### **MOTION NO. 161121-4 ACCEPT DIRECTOR'S REPORT**

Mancuso moved, Gary seconded:

RESOLVED: That the Board of Trustees accepts the written Director's report for the months of October/November 2016.

Mr. Dotterer stated the Staff In-Service on November 11, 2016 was excellent. The Inservice Committee who organized the event did a great job.

Volunteer Breakfast was a success. Mr. Dotterer thanked the Staff for their assistance with this event.

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

AYES: Mancuso, Renninger, Bedell, Gary, Jagger, Kline, 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 Board Meeting at 6:30pm. Mrs. Gary stated the Finance Committee discussed the current revenue and expenditures and the 2016 revenue is \$32,000 ahead.

Mrs. Gary stated the Finance Committee recommends the projected 2017 Budget be presented at the December Board Meeting.

Mrs. Gary stated there was a surprise request from Thorson Baker and Associates requesting additional money for the Additional Professional Design Services.

Mrs. Gary stated the Finance Committee recommends approving the revision so the Parking Project will not be halted:

**MOTION NO. 161121-5 APPROVE PARKING LOT REVISIONS PAYMENT**

RESOLUTION: That the Library Board of Trustees approve to pay Thorson Baker & Associates for the Parking Lot Revisions (Additional calculations and drawing revisions, and submittal to the City of Stow and Summit Soil and Water Conservation District for water quality treatment.) in the amount of \$5,500 upon approval of the Library Board President.

Mr. Dotterer will contact Mike Deiwert, Contractor Consultant from Ruhlin Company with a request to investigate the additional charges from Thorson Baker & Associates. On guidance from Mike Deiwert the Library Board President, Tom Shubert and Mr. Dotterer will approve or not approve the charges.

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

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

NAYS:

Motion carried.

HUMAN RESOURCES

Mr. Mancuso stated the evaluations for the Director and Fiscal Officer are to be completed and returned to him as soon as possible. Mr. Mancuso stated he has started to investigate compensation in other entities. Mr. Mancuso stated the Library Board will need to discuss the compensation for staff.

LEGISLATION/RULES

Mrs. Gary stated the Legislation and Rules Committee recommends:

**MOTION NO. 161121-6 AMEND MEETING ROOM BOARD POLICY**

**Library Meeting Rooms:** The primary purpose of our meeting rooms is to provide facilities for Library-related activities. The needs of the Library, the Friends of the Stow-Munroe Falls Public Library, and the Stow-Munroe Falls Library Foundation will take precedence. The Stow-Munroe Falls Public Library reserves the right to cancel scheduled events or substitute rooms due to special Library programs. Whenever possible, a one (1) month notice will be given. **No admission fee may be charged or funds solicited during the usage of the meeting rooms.** The use of a meeting room by a non-library group shall **NOT** be publicized in such a way as to imply Library sponsorship of the group's activity. The name, address or telephone number of the library may **NOT** be used as the contact address or headquarters of an organization. The Director may deny future use of library facilities if library rules are not observed.

**Non-profit groups:**

Community or non-profit groups engaged in educational, civic, welfare, or cultural activities may use the meeting rooms at no charge during our open hours.

**Profit groups:**

Business and commercial groups may schedule a meeting room for sales meetings, conferences, and training sessions for a fee.

A \$10 fee will be charged to any group that requests a prior set-up in the Munroe Falls Room. The chart below indicates seating capacity, and fees. **Remit payment with a completed application.** Fees will be refunded if written notice of cancellation is received at least 48 hours before the scheduled meeting time.

	*SEATING
Munroe Falls Room	32
<b>Community Room</b>	<b>20</b>
Conference Room	14
* maximum seating	
	FEES
Conference Room	\$30/hr
Munroe Falls Room	\$25/hr
<b>Community Room</b>	<b>\$20/hr</b>
\$10 prior set-up <i>in the Munroe Falls Room</i>	

**All persons or groups using the meeting rooms must adhere to the following:**

Groups that meet on a regular basis may book only six (6) months in advance. Groups using the Library meeting room must end the meeting or program, clean up, move tables and chairs (as needed) and exit the meeting room **15 minutes** prior to the Library's closing time. An adult (21 years or older) must book the meeting room. Children and youth groups must have at least one adult present for every 25 children. This adult shall assume full responsibility for adherence to the Library's rules by members of the group and for any damage to Library property that may result from the organization's use of the facility.

Groups using the **Munroe Falls or Community** meeting room(s) may rearrange furniture, but must return the room to its original configuration prior to the end of the scheduled room use (or will be charged a \$10 fee).

***Persons using the Conference Room are not permitted to move furniture.***

All groups will be responsible for the cost or repair of any equipment misused or damaged. Refreshments, excluding alcoholic beverages may be ***served in the assigned meeting room only.*** No cooking is permitted. Smoking is prohibited. ***Program attendees may be required to park in specially designated areas.***

- A Meeting room application must be completed prior to usage of the room.

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

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

NAYS:

Motion carried.

LONG RANGE PLANNING

Mr. Renninger stated there will be no Long Range Planning Committee meeting until after the parking lot project.

TECHNOLOGY

Mr. Shubert stated nothing to report.

RECORDS COMMISSION

Mr. Shubert stated nothing to report.

NEW BUSINESS

2017 HOLIDAY/SPECIAL CLOSING SCHEDULE

MOTION NO. 161121-7 ADOPT 2017 HOLIDAY/SPECIAL CLOSING SCHEDULE

Kline moved, Mancuso seconded:

RESOLVED: That the Board of Trustees adopts the following 2017 Holiday and Special Library closings:

January	1	New Year’s Day	(Sunday)	Closed * (OH)
April	16	Easter Sunday	(Sunday)	Closed
May	29	Memorial Day	(Monday)	Closed *(OH)
July	4	Independence Day	(Tuesday)	Closed *(OH)
September	4	Labor Day	(Monday)	Closed *(OH)
November	23	Thanksgiving	(Thursday)	Closed *(OH)
December	24	Christmas Eve	(Sunday)	Closed *(OH)
December	25	Christmas	(Monday)	Closed *(OH)

\* All regular full-time employees are entitled to eight (8) hours of paid leave for each of the official holidays (OH) on which the library is closed.

\*STAFF FLOATING HOLIDAYS

January	16	Martin Luther King Day
February	20	Presidents’ Day
November	11	Veterans’ Day

\* All regular full-time employees are entitled to paid leave for the three Floating Holidays on which the library is open: Martin Luther King Day; Presidents’ Day; Veterans’ Day. Floating Holidays must be taken by the last pay period of the year.

**\*EARLY CLOSINGS**

November	22	Day before Thanksgiving (Wednesday)	Close 5pm
December	31	New Years Eve (Sunday)	Close 5pm

\*see pg 21, Holidays (Official and Floating)/Library Closings *Employee Policy Manual*

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

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

NAYS:

Motion carried.

**ELECTION OF OFFICERS**

Mrs. Kline stated the Nominating Committee recommended:

**MOTION NO. 161121-8 ELECTION OF 2017 OFFICERS**

RESOLVED: The Library Board of Trustees elect the following officers for 2017:

PRESIDENT – Tom Shubert  
VICE PRESIDENT – Christina Gary  
SECRETARY – David Renninger

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

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

NAYS:

Motion carried.

**2017 BOARD MEETING SCHEDULES DATES**

**MOTION NO. 161121-9 APPROVE 2017 BOARD MEETING SCHEDULE DATES**

Kline moved, Renninger seconded:

RESOLVED: That the Board of Trustees approves the list of 2017 scheduled Board Meeting dates as the 3rd Monday of the month and the Organizational Meeting is on January 16, 2017.

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. 161121-10 ACKNOWLEDGE LEAVE OF ABSENCE**

Kline moved, Mancuso seconded:

RESOLVED: That the Boards of Trustees acknowledges the following:

Dawn Schafer, Family Medical Leave to begin on December 15, 2016 through February 15, 2017, not to exceed twelve (12) workweeks.

Per Employee Policy #030922-6 Family (Maternity/Paternity)/Medical Leave:

However, an employee may use this leave on an **intermittent basis** or **reduced leave schedule** (i.e., less than a full-time basis), when medically necessary or if the employee is needed to care for a family member with a serious medical condition.

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

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

NAYS:

Motion carried.

**MOTION NO. 161121-11 MOTION TO ADJOURN TO EXECUTIVE SESSION**

Kline moved, Bedell seconded:

RESOLVED: The Board of Trustees moves to adjourn into executive session to discuss security matters.

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. 161121-12 MOTION TO RETURN TO OPEN SESSION**

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

NAYS:

Motion carried.



**MOTION NO. 161121-13 AJOURNMENT**

---

Gary moved, Mancuso seconded to adjourn the meeting at 8:02pm.

All were in favor.

Motion carried.

Secretary

Board President

Linda Sutherland  
Fiscal Officer