

**STOW-MUNROE FALLS PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
Monday November 16, 2015**

CALL TO ORDER

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

PRESENT

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

ABSENT

Ron Antal

OTHERS PRESENT

Doug Dotterer, Director; Linda Sutherland, Fiscal Officer

PUBLIC

There was no public present.

MOTION NO. 151116-1 APPROVE OCTOBER 19, 2015 MINUTES

Shubert moved, Drew seconded:

RESOLVED: That the Board Minutes of October 19, 2015 regular board meeting be accepted and approved.

All were in favor.

Motion carried.

MOTION NO. 151116-2 APPROVE OCTOBER 26, 2015 MINUTES

Gary moved, Mancuso seconded:

RESOLVED: That the Board Minutes of October 26, 2015 special board meeting be accepted and approved.

All were in favor.

Motion carried.

FINANCE

MOTION NO. 151116-3 APPROVE OCTOBER TREASURER’S REPORT

Shubert moved, Drew seconded:

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

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	772,186.21	209,444.73	217,381.11	0	0.00	764,249.83
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	49,008.17	6.64	0	0.00	-	49,014.81
24	STAR OHIO BLDG - INVESTMENTS	75,152.12	10.19	0	0	0	75,162.31
29	STAR PLUS OHIO - INVESTMENTS	753,864.73	127.94	0	-	-	753,992.67
		1,650,511.23	209,589.50	217,381.11	0.00	-	1,642,719.62

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

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

NAYS:

Motion carried.

PROGRAM

DIRECTOR’S REPORT

MOTION NO. 151116-4 ACCEPT DIRECTOR’S REPORT

Drew moved, Mancuso seconded:

RESOLVED: That the Board of Trustees accepts the written Director’s report for the month of October/November 2015.

Mr. Dotterer stated the Volunteer Breakfast was great. The Volunteer of the Year, Diana Tirpak gave a heartwarming acceptance speech.

Mr. Dotterer stated the windows were replaced in Circulation and Tech Services. He stated the Children’s workroom windows will be replaced sometime in November.

Mr. Dotterer stated the Reference Department is adding Thursdays to the very popular Tech Tuesdays.

All were in favor.

Motion carried.

DISCUSSION ITEMS

There were no discussion items.

BOARD COMMITTEES

BUILDING & GROUNDS

Ms. Drew stated the library needs a new heating pump to repair the leaking pump at a cost of approximately \$2,100.00.

FINANCE

Mrs. Gary stated the Finance Committee met prior to the Board Meeting at 6:30pm. Mrs. Gary stated the revenue is ahead by \$23,000. Mrs. Gary stated the 2016 Budget will be presented at the December Board Meeting.

Mrs. Gary stated the Finance Committee recommends:

MOTION NO. 151116-5 APPROVE INTRAFUND TRANSACTION

RESOLVED: That the Board of Trustees authorizes the Fiscal Officer to move:

\$7,000.00 from 101.0.53760 Tax Collection to 101.0.55500 Furniture/Equipment
\$3,000.00 from 101.0.52110 Library Supplies to 101.0.55710 Vehicle Purchase

Additional funds are needed to purchase a ScanPro 1100 Microfilm viewer, scanner, printer to replace our current 1998 Canon MP-90 microfilm/microfiche reader/printer.

Additional funds are needed to purchase the new vehicle without using the trade in.

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

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

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 would like to discuss the evaluations at the December Library Board of Trustees meeting.

LEGISLATION/RULES

Mrs. Gary stated nothing to report.

LONG RANGE PLANNING

Mr. Renninger stated the Long Range Planning Committee met last month and the focus was on the parking lot project and the purchase of the house. Mr. Renninger stated that once the projects were completed the library needs to stop spending and start to rebuild the reserve.

TECHNOLOGY

Mr. Shubert stated nothing to report.

RECORDS COMMISSION

Mr. Renninger stated nothing to report.

NEW BUSINESS

2016 HOLIDAY/SPECIAL CLOSING SCHEDULE

MOTION NO. 151116-6 ADOPT 2016 HOLIDAY/SPECIAL CLOSING SCHEDULE

Drew moved, Shubert seconded:

RESOLVED: That the Board of Trustees adopts the following 2016 Holiday and Special Library closings:

January	1	New Year’s Day	(Friday)	Closed *(OH)
March	27	Easter Sunday	(Sunday)	Closed
May	30	Memorial Day	(Monday)	Closed *(OH)
July	4	Independence Day	(Monday)	Closed *(OH)
September	5	Labor Day	(Monday)	Closed *(OH)
November	24	Thanksgiving	(Thursday)	Closed *(OH)
December	24	Christmas Eve	(Saturday)	Closed *(OH)
December	25	Christmas	(Sunday)	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	18	Martin Luther King Day
February	15	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	23	Day before Thanksgiving (Wednesday)	Close 5pm
December	31	New Years Eve (Saturday)	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: Drew, Gary, Jagger, Mancuso, Shubert, Renninger
NAYS:

Motion carried.

ELECTION OF OFFICERS

Mr. Mancuso stated the Nominating Committee recommended:

MOTION NO. 151116-7 ELECTION OF 2016 OFFICERS

RESOLVED: To elect the following officers for 2016:

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

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

AYES: Gary, Jagger, Mancuso, Shubert, Drew, Renninger
NAYS:

Motion carried.

2016 BOARD MEETING SCHEDULES DATES

MOTION NO. 151116-8 APPROVE 2016 BOARD MEETING SCHEDULE DATES

Drew moved, Gary seconded:

RESOLVED: That the Board of Trustees approves the list of 2016 scheduled Board Meeting dates as the 3rd Monday of the month and the Organizational Meeting is on January 18, 2016.

All were in favor.

Motion carried.

MOTION NO. 151116-9 APPROVE OUT OF STATE TRAVEL

Drew moved, Mancuso seconded:

RESOLVED: That the Board of Trustees approves out of state travel by Linda Sutherland, Fiscal Officer to Toronto, Ontario to attend the "Government Finance Officers Association 110th Annual Conference" from May 22 to 25, 2016 at a reasonable expense. (Estimated cost \$3,000.00)

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

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

NAYS:

Motion carried.

MOTION NO. 151116-10 AJOURNMENT

Drew moved, Mancuso seconded to adjourn the meeting at 7:20pm.

All were in favor.

Motion carried.

Secretary

Board President

Linda Sutherland
Fiscal Officer