

STOW-MUNROE FALLS PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
Monday November 19, 2012

CALL TO ORDER

The meeting was called to order at 7:07pm by President Renninger.

PRESENT

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

ABSENT

Ken Gessford

OTHERS PRESENT

Doug Dotterer, Director; Linda Sutherland, Fiscal Officer

PUBLIC

MOTION NO. 121119-1 APPROVE OCTOBER 15, 2012 MINUTES

Gary moved, Shubert seconded:

RESOLVED: That the Board Minutes of October 15, 2012 regular board meeting be accepted and approved.

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

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

NAYS:

Motion carried.

FINANCE

MOTION NO. 121119-2 APPROVE OCTOBER TREASURER’S REPORT

Archer moved, Shubert seconded:

RESOLVED: That the Board of Trustees approves the Treasurer’s Report for October 2012.

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	428,015.02	201,609.17	173,499.36	0	0.00	456,124.83
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	300.00	0	0	0	0	300.00
20	CERTIFICATES OF DEPOSIT	0	0	0	0	0	0.00
21	STAR OHIO - INVESTMENTS	798,780.38	64.61	0	0.00	0	798,844.99
24	STAR OHIO BLDG - INVESTMENTS	274,956.69	22.24	0	0	0	274,978.93
		1,502,052.09	201,696.02	173,499.36	0.00	0.00	1,530,248.75

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

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

NAYS:

Motion carried.

MOTION NO. 121119-3 AUTHORIZES TO OPEN STAR PLUS ACCOUNT

Shubert moved, Archer seconded:

RESOLVED: That the Board of Trustees authorizes the Fiscal Officer to open a STAR Plus account for the Stow-Munroe Falls Public Library.

STAR Plus enables Ohio’s political subdivisions to generate a competitive yield on cash deposits in a network of careful-selected FDIC-insured banks via a single, convenient account. STAR plus will also help keep taxpayer dollars in community banks and fuel local economies, as the program seeks to deposit funds in participating Ohio banks.

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

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

NAYS:

Motion carried.

PROGRAM

DIRECTOR'S REPORT

MOTION NO. 121119-4 ACCEPT DIRECTOR'S REPORT

Mancuso moved, Shubert seconded:

RESOLVED: That the Board of Trustees accepts the written Director's report for the month of October/November 2012. (Please see attached hand out.)

All were in favor.

Motion carried.

DISCUSSION ITEMS

BOARD COMMITTEES

BUILDING & GROUNDS

Mr. Renninger stated nothing to report.

FINANCE

Mr. Archer stated the Finance Committee met prior to the Board Meeting at 6:30pm.

HUMAN RESOURCES

Mr. Mancuso stated the evaluations for the Director and Fiscal Officer will be e-mailed to the Library Board of Trustees and are to be completed and returned to him as soon as possible.

LEGISLATION/RULES

Mr. Antal stated the Legislation/Rules Committee recommends:

MOTION NO. 121119-5 AMEND BOARD POLICY – CREDIT CARD

RESOLVED: That the Board of Trustees amends the Credit Card Board Policy to read as:

The Board of Trustees shall permit the Director; *and* Fiscal Officer ~~and Administrative Assistant~~ to use credit cards. Credit cards shall list the Stow-Munroe Falls Public Library and the name of the approved staff member as cardholders.

The authorization, handling, and use of credit cards have been established to provide a convenient and efficient means to purchase goods and services from vendors. Credit cards, however, shall not be used to circumvent the general purchasing procedures established by state law and board policy. Library credit cards must be used for a proper library purpose and personal use of library credit cards is strictly prohibited.

A Credit Card will be issued to the following eligible employees:

- ~~1. Administrative Assistant with a limit of \$2,500.00~~
1. Director with a limit of \$3,000.00
2. Fiscal Officer with a limit of \$5,000.00

The Director and Fiscal Officer may authorize other library employees to use their credit card. The user of the credit card is responsible for payment of amount charged if proper documentation is not provided to the Fiscal Officer of the Board of Trustees.

Credit cards are the property of the library and must be returned to the Fiscal Officer upon termination of employment with the library.

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

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

NAYS:

Motion carried.

LONG RANGE PLANNING

Mr. Renninger stated the Long Range Planning Committee will meet the 1st quarter 2013.

TECHNOLOGY

Mr. Shubert stated nothing to report.

RECORDS COMMISSION

Mr. Renninger stated nothing to report.

NEW BUSINESS

ELECTION OF OFFICERS

MOTION NO. 121119-6 ELECTION OF OFFICERS - TABLED

RESOLVED: To elect the following officers for 2013:

PRESIDENT –
VICE PRESIDENT –
SECRETARY –

Election of Officers will be postponed until the December Board meeting.

2013 BOARD MEETING SCHEDULES DATES

MOTION NO. 121119-7 APPROVE 2013 BOARD MEETING SCHEDULE DATES

Gary moved, Mancuso seconded:

RESOLVED: That the Board of Trustees approves the list of 2013 scheduled Board Meeting dates as the 3rd Monday of the month and the Organizational Meeting is on January 21, 2013.

All were in favor.

Motion carried.

MOTION NO. 121119-8 AJOURNMENT

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

All were in favor.

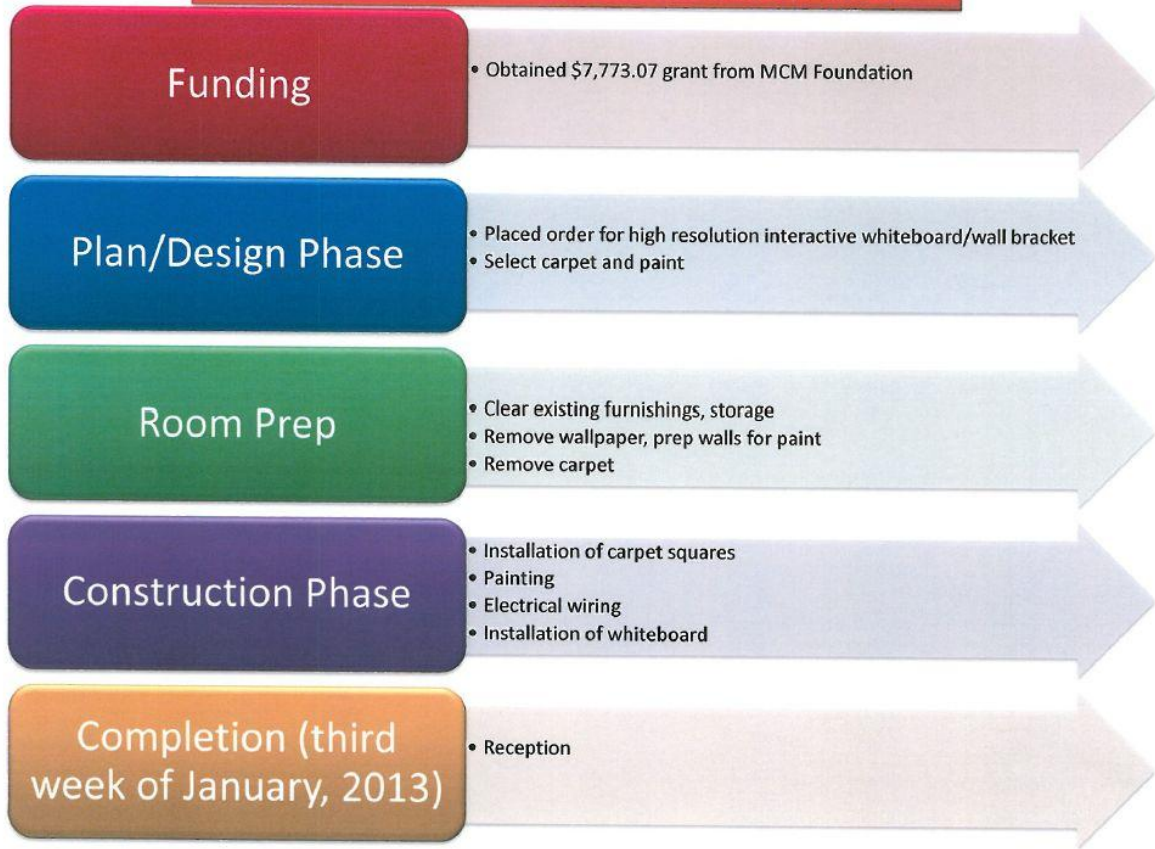
Motion carried.

Secretary

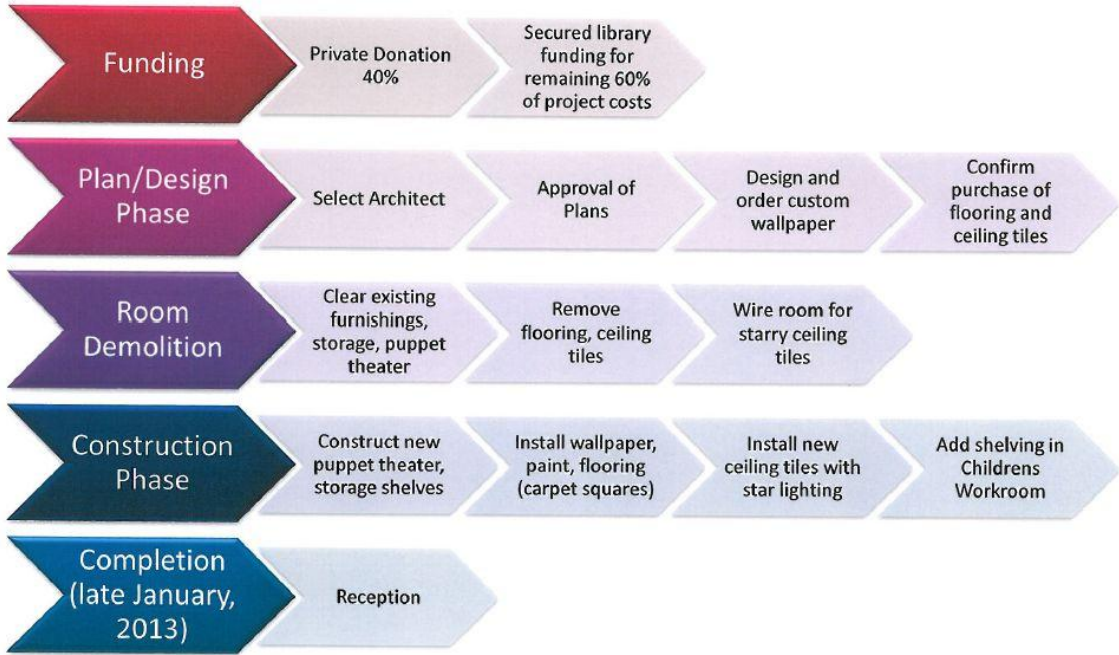
Board President

Linda Sutherland
Fiscal Officer

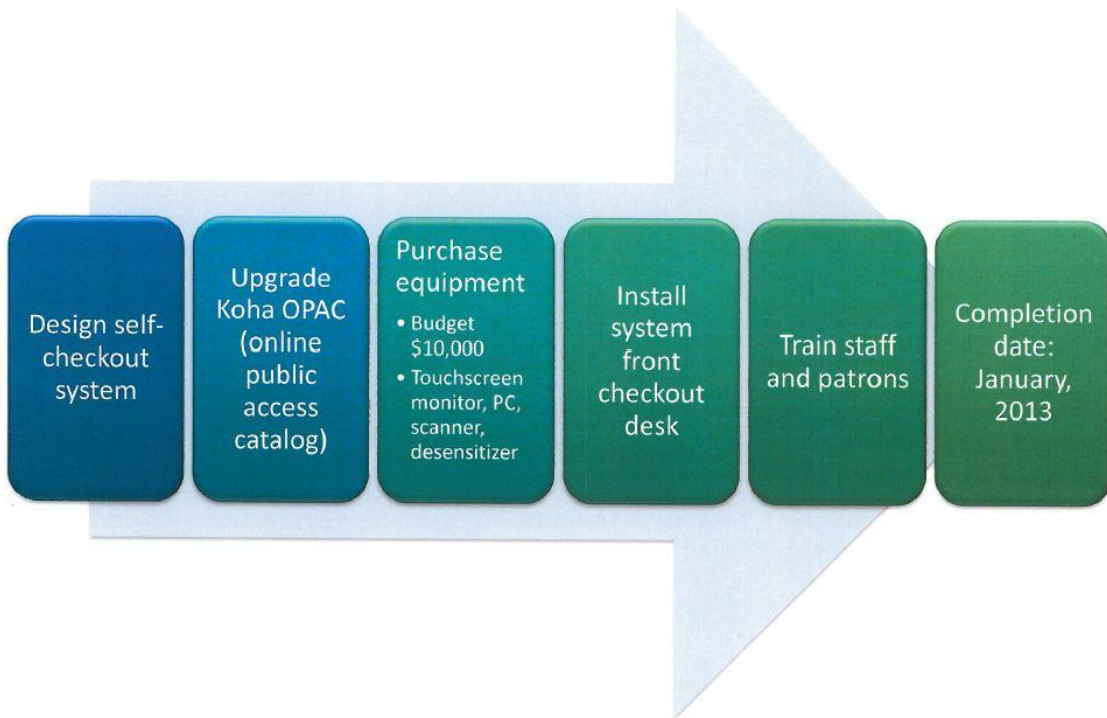
COMPUTER INSTRUCTION LAB RENOVATION




STORY TIME ROOM RENOVATION



PATRON SELF-CHECKOUT SYSTEM



Additional projects for 2012-2013



Upgrade library-wide Wi-Fi network with state-of-the-art equipment.
Renovate Administrative Assistant area; add 6-seat meeting area with conference table; paint and add energy-efficient windows.
Commission and install custom display shelving for Top Shelf area.
Repurpose Community Room into expanded space for Outreach Services and dedicated Passport Application Acceptance area
Expand Marketing and Public Relations into former Outreach office.
Create electronic timesheet for staff.