

**STOW-MUNROE FALLS PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**REGULAR BOARD MEETING**  
**Monday October 17, 2011**

**CALL TO ORDER**

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

**PRESENT**

Rosemary Cannon, Craig Mancuso, David Renninger, President; Ron Antal

**ABSENT**

Tom Shubert, Vice President; Ken Gessford, Rick Archer, Secretary

**OTHERS PRESENT**

Doug Dotterer, Director, Linda Sutherland, Fiscal Officer

**PUBLIC**

**MINUTES**

**MOTION NO. 111017-1 APPROVE September 19, 2011 MINUTES**

Mancuso moved, Antal seconded:

**RESOLVED:** That the Board Minutes of September 19, 2011 regular meeting be accepted and approved.

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

**AYES:** Antal, Cannon, Mancuso, Renninger

**NAYS:**

Motion carried.

**FINANCE**

**MOTION NO. 111017-2 APPROVE SEPTEMBER TREASURER'S REPORT**

Cannon moved, Antal seconded:

RESOLVED: That the Board of Trustees approves the Treasurer's Report for September 2011.

MTD BANK REPORT FOR MONTH 09-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	367,188.13	257,650.49	227,431.07	0	0.00	397,407.55
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	0	0	0	0	300.00
20	CERTIFICATES OF DEPOSIT	0	0	0	0	0	0.00
21	STAR OHIO - INVESTMENTS	648,482.95	18.90	0	0.00	0	648,501.85
24	STAR OHIO BLDG - INVESTMENTS	274,785.07	8.01	0	0	0	274,793.08
		<b>1,290,756.15</b>	<b>257,677.40</b>	<b>227,431.07</b>	<b>0.00</b>	<b>0.00</b>	<b>1,321,002.48</b>

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

AYES: Cannon, Mancuso, Antal, Renninger

NAYS:

Motion carried.

**MOTION NO. 111017-3 APPROVE ALLOCATED 2012 PLF MONIES**

Cannon moved, Mancuso seconded:

RESOLVED: That the Board of Trustees approves the 6.05148 % of estimated PLF monies for Summit County allocated to Stow-Munroe Falls Public Library for 2012 as agreed and voted on by the Library Trustees Council of Summit County on October 6, 2011.

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

AYES: Mancuso, Antal, Cannon, Renninger

NAYS:

Motion carried.

**MOTION NO. 111017-4 AUTHORIZING STOW-MUNROE FALLS PUBLIC LIBRARY TO PARTICIPATE IN THE STATE OF OHIO COOPERATIVE PURCHASING PROGRAM**

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Mancuso moved, Antal seconded:

RESOLVED: That the Board of Trustees authorizes the Stow-Munroe Falls Public Library to participate in the State of Ohio Cooperative Purchasing Program:

WHEREAS, Ohio's Cooperative Purchasing Act. (AM. Sub. H.B. No. 100), as signed into law on December 4, 1985; and

WHEREAS, Effective March 6, 1986, Ohio's Cooperative Purchasing Act provides the opportunity for counties, townships, municipal corporations, regional transit authorities, regional airport authorities or port authorities and school districts, conservancy districts, township park districts and park districts and other authorities, to participate in contracts distributed by the state of Ohio, Department of Administrative Services, Office of Cooperative Purchasing for the purchase of supplies, services, equipment and certain materials; now therefore,

**BE IT ORDAINED BY THE STOW-MUNROE FALLS PUBLIC LIBRARY**

Section 1. That the Fiscal Officer hereby requests authority in the name of the Stow-Munroe Falls Public Library to participate in state contracts which the Department of Administrative Services, Office of State Purchasing has entered into and the Office of Cooperative Purchasing has distributed for the purchase of supplies, services, equipment and certain other materials pursuant to Revised Code Section 125.04.

Section 2. That the Fiscal Officer is authorized to agree in the name of the Stow-Munroe Falls Public Library to be bound by all contract terms and conditions as the Department of Administrative Services, Office of Cooperative Purchasing prescribes. Such terms and conditions may include a reasonable annual membership fee to cover the administrative costs which the Department of Administrative Services incurs as a result of Stow-Munroe Falls Public Library participation in the contract. Further, that the Fiscal Officer does hereby agree to be bound by all such terms and conditions and to not cause or assist in any way the misuse of such contracts or make contract disclosures to non-members of the Coop for the purpose of avoiding the requirements established by ORC 125.04.

Section 3. That the Fiscal if hereby authorized to agree in the name of the Stow-Munroe Falls Public Library to directly pay the vendor, under each such state contract in which it participates for items it receives pursuant to the contract, and the Fiscal Officer does hereby agree to directly pay the vendor.

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

AYES: Antal, Cannon, Mancuso, Renninger

NAYS:

Motion carried.

**MOTION NO. 111017-5 INTRAFUND TRANSACTION**

Cannon moved, Mancuso seconded:

RESOLVED: That the Board of Trustees authorizes the Fiscal Officer to move:  
\$6,000.00 from 401.0.55400 Building Improvements to 401.0.53710 Professional

This is for legal services rendered during the period of February 2011 through July 2011.

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

AYES: Cannon, Mancuso, Antal, Renninger

NAYS:

Motion carried.

**MOTION NO. 111017-6 ACCEPT SUMMIT COUNTY BUDGET COMMISSION CERTIFICATION**

Mancuso moved, Cannon seconded:

RESOLVED: That the Board of Trustees accepts the amounts and rates as determined by the Budget Commission, as shown on the tax levy certificate. Please see attached copy.

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

AYES: Mancuso, Antal, Cannon, Renninger

NAYS:

Motion carried.

**MOTION NO. 111017-7 INTRAFUND TRANSACTION**

Mancuso moved, Cannon seconded:

RESOLUTION: That the Board of Trustees authorizes the Fiscal Officer to move:  
\$6,000.00 from 101.0.53810 Ohionet to 101.0.52110 Library Supplies

For end of year supplies such as: printer cartridges – color and black; Copier paper; Special order boxes and envelopes – ILL and passports; AV cases – increase standing order

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

AYES: Antal, Cannon, Mancuso, Renninger

NAYS:

Motion carried.

## **PROGRAM**

### **DIRECTOR'S REPORT**

#### **MOTION NO. 111017-8 ACCEPT DIRECTOR'S REPORT**

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Cannon moved, Mancuso seconded:

**RESOLVED:** That the Board of Trustees accepts the written Director's report for the month of September 2011.

Mr. Renninger stated he receive great assistance from Diana Parker, Reference Librarian explaining how to download to his Kindle.

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

**AYES:** Cannon, Mancuso, Antal, Renninger

**NAYS:**

Motion carried.

## **DISCUSSION ITEMS**

### **BOARD COMMITTEES**

#### **BUILDING & GROUNDS**

There was no Building & Grounds report.

#### **FINANCE**

Mr. Renninger stated nothing to report.

#### **HUMAN RESOURCES**

Mr. Mancuso stated the evaluations for the Director and Fiscal Officer are to be distributed and completed.

#### **LEGISLATION/RULES**

Mrs. Cannon stated nothing to report.

#### **LONG RANGE PLANNING**

There was no Long Range Planning report.

TECHNOLOGY

There was no Technology report.

RECORDS COMMISSION

Mrs. Sutherland stated nothing to report.

NEW BUSINESS

Mr. Renninger appointed Craig Mancuso and Rosemary Cannon as members of the Nominating Committee for Officers on the Stow-Munroe Falls Public Library Board of Trustees for 2012.

2012 HOLIDAY/SPECIAL CLOSING SCHEDULE

MOTION NO. 111017-9 ADOPT 2012 HOLIDAY/SPECIAL CLOSING SCHEDULE

Cannon moved, Mancuso seconded:

RESOLVED: That the Board of Trustees adopts the following 2012 Holiday and Special Library closings:

January	1	New Year’s Day	(Sunday)	Closed * (OH)
January	2	Observed January 1	(Monday)	Closed
April	8	Easter Sunday	(Sunday)	Closed
May	27	Sunday before Memorial Day		Closed
May	28	Memorial Day	(Monday)	Closed *(OH)
July	4	Independence Day	(Wednesday)	Closed *(OH)
September	2	Sunday before Labor Day		Closed
September	3	Labor Day	(Monday)	Closed *(OH)
November	22	Thanksgiving	(Thursday)	Closed *(OH)
December	24	Christmas Eve	(Monday)	Closed *(OH)
December	25	Christmas	(Tuesday)	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	21	Day before Thanksgiving (Wednesday)	Close 5pm
December	31	New Years Eve (Monday)	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: Mancuso, Antal, Cannon, Renninger

NAYS:

Motion carried.

**MOTION NO. 111017-10 MOTION TO ADJOURN TO EXECUTIVE SESSION**

Antal moved, Cannon seconded:

RESOLVED: The Board of Trustees moves to adjourn into executive session to consider the purchase of property.

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

AYES: Antal, Cannon, Mancuso, Renninger

NAYS:

Motion carried.

**MOTION NO. 111017-11 MOTION TO RETURN TO OPEN SESSION**

Mancuso moved, Antal seconded:

RESOLVED: That the Board of Trustees moves to return to open session.

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

AYES: Cannon, Mancuso, Antal, Renninger

NAYS:

Motion carried.

**MOTION NO. 111017-12 ADJOURNMENT**

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Cannon moved, Mancuso seconded to adjourn the meeting at 8:00pm.

All were in favor.

Motion carried.

Secretary

Board President

Linda Sutherland  
Fiscal Officer



**SUMMIT COUNTY BUDGET COMMISSION CERTIFICATION OF TAX LEVY**  
(ORC Sections 5705.34 & 5705.35)

POLITICAL ENTITY: **Stow-Munroe Falls Public Library (Summit & Portage Counties)**

REVISED ESTIMATE  
REFLECTS CHANGES MADE TO RES/AG & COMM/D VALUATIONS  
SOURCE: TENTATIVE ABSTRACT OF REAL PROPERTY FOR TAX YEAR 2011

Tax Year 2011 Collection Year 2012

LEVIES INSIDE and OUTSIDE 10 MILL LIMITATION, INCLUSIVE OF DEBT LEVIES

Date: October 7, 2011

	SUMMIT	PORTAGE	TOTAL
1. RES/AG REAL VALUE	709,084,891	3,315,830	708,400,721
2. OTHER REAL VALUE	194,346,281	23,990	194,370,271
3. TOTAL RES/AG & OTHER REAL VALUE	899,431,172	3,339,820	902,770,992
4. PUBLIC UTILITY PERSONAL VALUE	9,135,990	39,620	9,175,610
5. TOTAL REAL & PUBLIC UTILITY VALUE	908,567,162	3,379,440	911,946,602

\*Stow Munroe Falls CSD

FUND TYPE CLI FUND #	PURPOSE	Authorized to the Voters on MO/DAYR	Number of Years to Run	Tax Year		Maximum Rate to be Levied	REDUCTION FACTOR		EFFECTIVE RATE TO BE LEVIED		RES/AG	OTHER	PUBLIC UTILITY	TOTAL
				Begin/End	Collection Year		RES/AG OTHER	RES/AG OTHER						
GENERAL 01 00	Current Expense	Replicatin, 03/04/10	Cont.	10/NA	11/NA	2.00	0.000000 0.0002049	2.000000 1.999902			\$1,416,801	\$387,944	\$18,351	\$1,823,096
TOTALS						2.00		2.000000 1.999902			\$1,416,801	\$387,944	\$18,351	\$1,823,096