

STOW-MUNROE FALLS PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
Monday October 19, 2015

CALL TO ORDER

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

PRESENT

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

ABSENT

OTHERS PRESENT

Doug Dotterer, Director, Linda Sutherland, Fiscal Officer

PUBLIC

No public comment.

MINUTES

MOTION NO. 151019-1 APPROVE SEPTEMBER 21, 2015 MINUTES

Mancuso moved, Shubert seconded:

RESOLVED: That the Board Minutes of September 21, 2015 regular meeting be accepted and approved.

All were in favor.

Motion carried.

FINANCE

MOTION NO. 151019-2 APPROVE SEPTEMBER TREASURER'S REPORT

Gary moved, Drew seconded:

RESOLVED: That the Board of Trustees approves the Treasurer's Report for September 2015.

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	750,165.02	235,208.25	213,187.06	0	0.00	772,186.21
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	49,002.76	5.41	0	0.00	-	49,008.17
24	STAR OHIO BLDG - INVESTMENTS	75,143.82	8.30	0	0	0	75,152.12
29	STAR PLUS OHIO - INVESTMENTS	753,740.94	123.79	0	-	-	753,864.73
		1,628,352.54	235,345.75	213,187.06	0.00	-	1,650,511.23

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

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

Motion carried.

MOTION NO. 151019-3 APPROVE ALLOCATED 2016 PLF MONIES

Gary moved, Shubert seconded:

RESOLVED: That the Board of Trustees approves the 6.26211% of estimated PLF monies for Summit County allocated to Stow-Munroe Falls Public Library for 2016 as agreed and voted on by the Library Trustees Council of Summit County on October 8, 2015.

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

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

Motion carried.

MOTION NO. 151019-4 ADVANCES OF LOCAL TAXES

Mancuso moved, Drew seconded:

RESOLVED: Now, therefore be it resolved by the Board of Trustees of the Stow-Munroe Falls Public Library:

Section I. That the Auditor of Summit County be, and she is hereby, requested to issue an order to the Treasurer of Summit County to pay the Fiscal Officer of this Library Board such funds as may be available for distribution by said County Treasurer.

Section II. That the Fiscal Officer be, and she is hereby, authorized to sign the necessary documents to secure such advances and also the secondary documents to secure the semi-annual settlement with the County Treasurer during the calendar year 2016.

Section III. That the authorization herein conferred shall extend to any advances that may be requested during the calendar year 2016.

Section IV. That the Fiscal Officer of the Library Board be, and she is hereby, authorized and directed to certify and send a copy of this resolution to the County Auditor as may be necessary to make this resolution effective.

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

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

NAYS:

Motion carried.

MOTION NO. 151019-5 ACCEPT SUMMIT COUNTY BUDGET COMMISSION CERTIFICATION

Shubert moved, Mancuso 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: Shubert, Antal, Drew, Gary, Jagger, Mancuso, Renninger

NAYS:

Motion carried.

PROGRAM

DIRECTOR'S REPORT

MOTION NO. 151019-6 ACCEPT DIRECTOR'S REPORT

Drew moved, Gary seconded:

RESOLVED: That the Board of Trustees accepts the written Director's report for the months of September/October 2015.

Mr. Dotterer stated the library received a donation of a bench in memory of Jane Mead from her son Steve Mead. It is a welcome addition to the library grounds.

Mr. Dotterer stated the snack machine arrived on October 9, 2015.

All were in favor.

Motion carried.

DISCUSSION ITEMS

There are no discussion items.

BOARD COMMITTEES

BUILDING & GROUNDS

Ms. Drew stated nothing to report.

FINANCE

Mr. Antal stated the Finance Committee met prior to the Records Commission meeting and everything is in order.

HUMAN RESOURCES

Mr. Mancuso stated the evaluations for the Director and Fiscal Officer will be distributed in November and to be completed by the December Library Trustees meeting.

LEGISLATION/RULES

Mrs. Gary stated nothing to report.

LONG RANGE PLANNING

Mr. Renninger stated the Long Range Planning Committee met on October 16, 2015. Mr. Renninger stated the following items were discussed:

1. Parking Lot cost - \$516,500
2. Demolition of house – obtain 3 quotes
3. Mr. Dotterer stated he contacted the attorney and she related that she foresees no serious issues with purchasing the property on Beech Street
4. Tween furniture may be a project for the Stow Munroe Falls Library Foundation

Mr. Renninger stated he contacted Mrs. Monbeck who owns the rental property on 3569 Elm Road, Stow, OH. Mrs. Monbeck informed Mr. Renninger that she would give the library the first opportunity to purchase the property when it comes available.

Mr. Renninger stated the Long Range Planning Committee will endorse the plan of spending \$516,500 on the parking lot.

The Long Range Planning Committee stated: after the parking lot completion the library will take a break from spending for the next couple of years to rebuild the library funds.

TECHNOLOGY

Mr. Shubert stated nothing to report.

RECORDS COMMISSION

Mr. Renninger stated the Records Commission Committee met prior to the Board meeting.

Mr. Renninger stated the Records Commission Committee recommends:

MOTION NO. 151019-7 APPROVE RC-3 FORM

RESOLVED: That the Board of Trustees approves the RC-3 Form - Schedule of Records Retention and Disposition. Please see attached copy attached.

The Fiscal Officer will submit the RC-3 form to the Ohio Historical Society.

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

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

NAYS:

Motion carried.

NEW BUSINESS

Mrs. Sutherland asked the Library Board if she may attend the Government Finance Officers Association 110th Annual Conference May 2016 in Toronto, Ontario Canada. The Library Board stated yes. Mrs. Sutherland stated she would present the motion at the next board meeting.

Mr. Renninger appointed, Craig Mancuso, Chair and Ron Antal as members of the Nominating Committee for Officers on the Stow-Munroe Falls Public Library Board of Trustees for 2016.

MOTION NO. 151019-8 ADJOURNMENT

Shubert moved, Antal seconded to adjourn the meeting at 7:30pm.

All were in favor.

Motion carried.

Secretary

Board President

Linda Sutherland
Fiscal Officer

Stow-Munroe Falls Public Library Business Office Linda Sutherland 330-688-3295 ext 112 Stow-Munroe Falls Public Library
 Name of Political Subdivision Unit Contact Person Telephone Location of Records

3512 Darrow Rd Stow, OH 44224 Summit sutherland@smfpl.org
 Address City Zip Code County Email

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the approved Schedules of Retention and Disposition (RC-2) or Application for One-Time Disposal (RC-1) listed below. No record will be knowingly disposed of which pertains to any pending case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be sorted according to ANSI Standards and all microfilm master negatives will only be used to create use copies.

Signature of Responsible Official Fiscal Officer 330-688-3295 ext 112
 Title Telephone Number

PLEASE READ THE INSTRUCTIONS ON THE BACK OF THIS FORM

Record Series Title	Schedule Number	Authorization for Disposal		Media Type	Other Media Type	Inclusive Date of Record		Proposed Date of Disposal	For OHS-LGRP Use
		Records Commission Approval Date	Disposal Date			From	To		
Contracts, Leases - Bids (unsuccessful)	NON-9	12/17/2007	12/31/2012	Paper	N/A	1/1/2010	12/31/2012	1/19/2016	
Contracts, Leases - Insurance Policies/Bonds	NON-12	12/17/2007	12/31/2012	Paper	N/A	1/1/2010	12/31/2012	1/19/2016	
Contracts, Leases - Leases - equipment	NON-13	12/17/2007	12/31/2012	Paper	N/A	1/1/2010	12/31/2012	1/19/2016	
Employee Files-Employment applications (not hired)	NON-16	12/17/2007	12/31/2013	Paper	N/A	1/1/2010	12/31/2013	1/19/2016	
Financial - Accounts payable ledger	NON-17	12/17/2007	12/31/2010	Paper	N/A	1/1/2010	12/31/2010	1/19/2016	
Financial - Appropriation ledger	NON-18	12/17/2007	12/31/2010	Paper	N/A	1/1/2010	12/31/2010	1/19/2016	
Financial - Bank deposit receipts	NON-19	12/17/2007	12/31/2010	Paper	N/A	1/1/2010	12/31/2010	1/19/2016	
Financial - Bank statements (general)	NON-20	12/17/2007	12/31/2010	Paper	N/A	1/1/2010	12/31/2010	1/19/2016	
Financial - Bank statements (payroll)	NON-21	12/17/2007	12/31/2010	Paper	N/A	1/1/2010	12/31/2010	1/19/2016	
Financial - Cancelled checks	NON-22	12/17/2007	12/31/2010	Paper	N/A	1/1/2010	12/31/2010	1/19/2016	
Financial - Cash journal	NON-23	12/17/2007	12/31/2010	Paper	N/A	1/1/2010	12/31/2010	1/19/2016	
Financial - Check registers	NON-24	12/17/2007	12/31/2010	Paper	N/A	1/1/2010	12/31/2010	1/19/2016	
Financial - Inventories	NON-26	12/17/2007	12/31/2010	Paper	N/A	1/1/2010	12/31/2010	1/19/2016	
Financial - Invoices (vouchers)	NON-28	12/17/2007	12/31/2010	Paper	N/A	1/1/2010	12/31/2010	1/19/2016	
Financial - Purchase orders/requisitions	NON-29	12/17/2007	12/31/2010	Paper	N/A	1/1/2010	12/31/2010	1/19/2016	
Financial - Receipt journals	NON-30	12/17/2007	12/31/2010	Paper	N/A	1/1/2010	12/31/2010	1/19/2016	
Financial - Tax Budgets (County)	NON-31	12/17/2007	12/31/2004	Paper	N/A	1/1/2004	12/31/2004	1/19/2016	
Financial - Time sheets	NON-32	12/17/2007	12/31/2010	Paper	N/A	1/1/2010	12/31/2010	1/19/2016	
Miscellaneous - Consultant reports	NON-36	12/17/2007	12/31/2010	Paper	N/A	1/1/2010	12/31/2010	1/19/2016	
Miscellaneous - Correspondence (informative)	NON-37	12/17/2007	12/31/2010	Paper	N/A	1/1/2010	12/31/2010	1/19/2016	
Miscellaneous - Grant files	NON-39	12/17/2007	12/31/2009	Paper	N/A	1/1/2009	12/31/2009	1/19/2016	
Miscellaneous - Meeting Room applications	NON-41	12/17/2007	12/31/2012	Paper	N/A	1/1/2012	12/31/2012	1/19/2016	
Miscellaneous - Survey reports	NON-42	12/17/2007	12/31/2010	Paper	N/A	1/1/2010	12/31/2010	1/19/2016	
Miscellaneous - Unusual Occurrence reports	NON-45	12/17/2007	12/31/2012	Paper	N/A	1/1/2012	12/31/2012	1/19/2016	