

STOW-MUNROE FALLS PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR BOARD MEETING

Monday December 15, 2025

CALL TO ORDER

The meeting was called to order at 6:36 pm by President Shubert.

PRESENT

Tom Shubert, President; Craig Mancuso, Vice President; Carla Wyckoff, Secretary; Emily Hegner, Rich Bedell, Angela Daniel, Michael Jundi

ABSENT

OTHERS PRESENT

Gale Koritansky, Director;

PUBLIC COMMENT

Mark Fiala and Ryan Sheehan from Organizational Architecture (OA) discussed how they will be conducting the search for the next Director of Stow-Munroe Falls Public Library. In addition, OA will be assisting with the search for a new Fiscal Officer.

MOTION NO. 251215-1 APPROVE NOVEMBER 17, 2025, MINUTES

Jundi moved, Hegner seconded:

RESOLVED: That the Board Minutes of November 17, 2025, regular board meeting be accepted and approved.

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

AYES: Bedell, Daniel, Hegner, Mancuso, Wyckoff, Jundi, Shubert

NAYS:

Motion carried.

MOTION NO. 251215-2 APPROVE DECEMBER 8, 2025 MINUTES

Mancuso moved, Wyckoff seconded:

RESOLVED: That the Board Minutes of December 8, 2025, special board meeting be accepted and approved.

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

AYES: Bedell, Daniel, Hegner, Mancuso, Wyckoff, Jundi, Shubert

NAYS:

Motion carried.

FINANCE

MOTION NO. 251217-3 APPROVE NOVEMBER TREASURER'S REPORT

Hegner moved, Wyckoff seconded:

RESOLVED: That the Board of Trustees approves the Treasurer's Report for November 2025.

MTD Bank Report for Year 2025 Month 11 - STOW MUNROE FALLS PUB LIB

Bank	Description	Beg Mo Bal	Deposits	Withdrawals	Trans In	Trans Out	Balance
0001	MAIN CHECKING ACCOUNT	1,167,688.05	136,362.88	296,101.59	0.00	0.00	1,007,949.34
0002	PAYROLL CHECKING ACCOUNT	0.00	0.00	0.00	0.00	0.00	0.00
0004	BUILDING PROJECT CHECKING ACCT	0.00	0.00	0.00	0.00	0.00	0.00

0009	IMPREST FUNDS	300.00	0.00	0.00	0.00	0.00	300.00
0020	CERTIFICATES OF DEPOSIT	0.00	0.00	0.00	0.00	0.00	0.00
0021	STAR OHIO - INVESTMENTS	1,654,499.64	24,003.00	0.00	0.00	0.00	1,678,502.64
0024	STAR OHIO BLDG - INVESTMENTS	93,188.45	1,349.00	0.00	0.00	0.00	94,537.45
0029	STAR PLUS OHIO - INVESTMENTS	0.00	0.00	0.00	0.00	0.00	0.00
0030	US BANK - REDTREE INVESTMENTS	743,073.37	1,039.58	0.00	0.00	0.00	743,073.37
0206	US BANK - FROEBE ENDOWMENT	512,599.00	0.00	0.00	0.00	0.00	512,599.00
10 Banks		4,171,348.51	161,745.83	296,101.59	0.00	0.00	4,036,961.80

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

AYES: Daniel, Hegner, Mancuso, Wyckoff, Bedell, Jundi, Shubert

NAYS:

Motion carried.

MOTION NO. 251215-4 ACCPETS THE \$10,000 JOHN COTTON DANA AWARD

Hegner moved, Jundi 2;

RESOULTION: That the Board of Trustees accepts the \$10,000 John Cotton Dana Award and authorizes that these funds be deposited in the Building and Grounds budget line.

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

AYES: Daniel, Hegner, Mancuso, Wyckoff, Bedell, Jundi, Shubert

NAYS:

Motion carried.

MOTION SET BOND FOR DEPUTY FISCAL OFFICER

The Board decided they needed more information about the bond the library uses for its fiscal officer and deputy. No motion and no vote. That the Board of Trustees set bond for the Fiscal Officer and Deputy Fiscal Officer at \$150,000 each for 2026.

No vote.

Motion is not carried.

PROGRAM

DIRECTOR'S REPORT

MOTION NO. 251215-5 ACCEPT DIRECTOR'S REPORT

Wyckoff moved, Mancuso seconded:

RESOLVED: That the Board of Trustees accepts the written Director's report for the month of November 2025.

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

AYES: Bedell, Daniel, Hegner, Wyckoff, Mancuso, Jundi, Shubert

NAYS:

Motion carried.

DISCUSSION ITEMS

BOARD COMMITTEES

BUILDING & GROUNDS & TECHNOLOGY

Ms. Hegner stated nothing to report.

FINANCE

Mr. Bedell stated the Finance Committee met this evening and reviewed the purposed budget and reports. Mr. Bedell would like to have a special board meeting on December 17, 2025, to approve the library operating budget. Mr. Bedell stated that the Finance Committee does not recommend budget approval at this meeting. The proposed budget was discussed. No vote or motion was made for approval.

This is the resolution that is on hold:

RESOLUTION: That the Board of Trustees adopt the 2026 General Fund Revenue and Appropriation Budget. (Please see attached Budget in appendix)

The Board had a motion to approve the Cost-of-Living Adjustment for the pay period 1 of 2.6%. Mr. Bedell stated this will also be discussed and voted on at the December 17th special board meeting. No vote or motion was made at this time.

Mr. Bedell brought the following motion to the Board.

This resolution is on hold:

RESOLUTION: That the Board of Trustees approve a Cost-of-Living Adjustment (COLA) of 2.6% to employee pay rates, effective beginning Pay Period 1 of the 2026 fiscal year.

MOTION NO. 251215-6 FOR PAYMENT OF THE 125 HEALTH TAX ISSUE

RESOLVED : To authorize the Fiscal Officer, beginning in the 2026 budget year, to issue one-time “bonus” payments to all current employees of the Stow-Munroe Falls Public Library who were affected by the Section 125 tax issue from 2002-2025, in a total amount not to exceed One Hundred Thirty Thousand Dollars (\$130,000.00). These payments shall be processed outside of regular payroll as bonus compensation and shall not be subject to withholding OPERS, or other deductions. These payments will withhold federal, state, and local tax. The Fiscal Officer is directed to pay these amounts from the General Fund (Fund 101), utilizing the Contingency Account (101.0.58900). If necessary, the Fiscal Officer is further authorized to transfer funds from Contingency (101.0.58900) to Other Compensation (101.0.51999) for the purpose of disbursing these payments. This action shall apply solely to the 2026 budget year and shall not impact the 2025 fiscal year or budget allocations.

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

AYES: Bedell, Daniel, Hegner, Mancuso, Jundi, Wyckoff, Shubert

NAYS:

Motion carried.

FUNDING INITIATIVES

Ms. Wyckoff said that the Friends of the Library had a very successful puzzle sale, and that the Foundation and Friends donated toward the staff's holiday breakfast.

HUMAN RESOURCES

Mr. Mancuso stated the Human Resources committee recommends:

MOTION NO. 251215-7 AMEND JOB DESCRIPTION HUMAN RESOURCES GENERALIST

RESOLVED: That the Board of Trustees amends the Job Descriptions Human Resources Generalist as follows:

Job Title:	Human Resources Generalist
Department:	Finance
Pay Grade:	§ 7
Supervises:	None
Reports to:	Director Fiscal Officer

Position Summary:

The Human Resources **Generalist** *Specialist will manage the daily functions of the Human Resources (HR) department, including managing the employee life cycle, processing payroll, administering benefits and leave, administering HR policies and practices, and maintaining compliance with federal, state, and local employment laws and regulations. Ensure the organization follows federal, state, local, industry labor and safety laws and policies. Works collaboratively with the library administration and management team to develop strategies and best practices to support the organization's strategic direction and long-term goals.*

~~long term strategic growth. This position is also responsible for processing payroll and performing designated budgetary duties.~~

Duties and Responsibilities: *This list is illustrative, but not exhaustive for this position.*

- *Develops and implements HR strategy, vision and goals that align with and support the organization's strategy and goals.*
- *Manages the budget and resource requirements of HR operations and initiatives.*
- *Develops and implements effective HR systems and processes, including new hire orientation, and onboarding, compensation and benefits, training and development, employee engagement and retention, and offboarding.*
- *Maintains and updates employee personnel files, ensuring accuracy, confidentiality, and compliance.*
- *Ensures that key documents and systems (examples include job postings, job descriptions, human resources information system (HRIS) accurately reflect workforce activities.*
- *Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices.*
- *Processes payroll.*
- *Administers benefits and leave.*
- ~~Conducts annual in-service training with committee.~~
- ~~Determines necessary staffing and recommends staffing levels to Director and Fiscal Officer~~
Analyzes and recommends staffing levels to library administration to ensure that appropriate workforce staffing levels and competencies exist to meet the organization's goals and objectives; participates in long-term planning of the organizational chart; collaborates with the Director and department heads to design job descriptions to meet the organization's resource needs.
- ~~Helps in developing onboarding and retention strategies and procedures to attract, hire, and retain personnel~~
- *Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; advises and coaches on best practices related to interviews, onboarding, and candidate experience.*
- *Conducts or acquires background checks and employment eligibility verifications.*
- *Works collaboratively with the Director and management team to develop and implement an employee performance management system that meets the organization's talent management needs; manages and maintains the employee performance management system.*
- *Administers and supports the organization's training program, including scheduling, tracking, and maintaining training documentation; facilitates or provides training to the workforce; assists in identifying training and development needs and opportunities.*
- ~~Helps in verifying financial reports~~
- *Administers various HR policies and procedures for all employees; assists in the development and implementation of employee policies and procedures; prepares and maintains and enforces the employee policy manual, procedures, and employee job descriptions.*
- *Administers Family and Medical Leave in compliance with federal and state laws, including eligibility, certification, designation and tracking of FMLA.*

- *Maintains compliance with the Americans with Disabilities Act; engages in the interactive process; assists with identifying and implementing reasonable accommodations.*
- *Attends and participates in employee disciplinary meetings, investigations, and terminations.*
- *Conducts exit interviews, analyzes data, and makes recommendations to library administration and management team for corrective action and continuous improvement.*
- Oversees employee benefits administration
- Participates in long term planning of the organizational chart
- Processes payroll
- Posts invoices; prints and mails budget checks
- Prepares daily money drawers, and bank deposits
- *Consults with library administration and department heads on HR issues.*
- *Responds to employee inquiries and issues; completes correspondence/forms for employees, including employment verifications, PSLF certification, and prior service inquiries.*
- *Works collaboratively with departments outside of HR to deliver and support HR-related functions.*
- *Collects, analyzes and interprets HR-function metrics to evaluate the effectiveness of HR activities in supporting organizational success.*
- *Performs routine tasks required to administer and execute HR functions.*
- Prepares correspondence and reports.
- Attends meetings and serves on committees as required.
- Responsible for continuous professional development through attendance at meetings, conferences, in-service training sessions and committee assignments.
- *Works with department heads to decide what training employees need and overall workforce development*
- Performs other duties as assigned.

Qualifications:

Education and Experience:

- Bachelor's degree and a minimum of two (2) years human resources experience, or an equivalent combination of education, training, and experience.
- SHRM certification preferred or ability to obtain certification during first year of employment.

Knowledge, Skills, Abilities:

- Ability to be discreet with personal information
- Communicate effectively in written and oral form
- Develop and maintain effective working relationships with the Director and co-workers
- Extremely organized and meticulous with details
- Identify employee behavior that requires discipline
- Identify qualified employees through screening and interviewing methods

- Interact and respond appropriately to patrons and staff
- Organize, prioritize, and coordinate multiple tasks
- Present a positive, professional image to the public
- Proficient in Microsoft Office Suite or related software

Working Conditions and Physical Requirement:

- This job operates in a professional environment with exposure to central climate control, overhead lighting, and low- to- moderate noise levels. The environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which include the need for general safe workplace practice with office equipment, avoidance of trips and falls, and observance of fire regulations. Employees are occasionally exposed to minor cuts and other injuries.
- While performing the duties of this job, the employee regularly interacts with the public. The employee is required to speak and hear, sit for extended periods of time, stand, walk, bend, stoop, use hands and fingers to perform repetitive motions, climb ladders to reach high shelves, squat to reach low shelves, reach for materials at various angles and locations, and to lift, push, or pull objects weighing up to 25 pounds. It requires the ability to use standard office equipment including computers.
- Some travel by personal automobile for off-site meetings in various settings may occur. Occasional overnight travel may be required.
- Working hours vary based on community service event schedules and when the Library is open to the public. May include evenings and weekends.

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

AYES: Bedell, Daniel, Hegner, Mancuso, Jundi, Wyckoff, Shubert

NAYS:

Motion carried.

MOTION NO. 251215-8 SET SALARY HEAD OF SYSTEMS ADMINISTRATION

RESOLVED: That the Board of Trustees sets the yearly salary for the Head of Systems Administration at \$97,500.00 starting Pay #1, 2026.

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

AYES: Bedell, Daniel, Hegner, Mancuso, Jundi, Wyckoff, Shubert

NAYS:

Motion carried.

MOTION NO. 251215-9 THAT THE BOARD OF TRUSTEES AMENDS DIRECTOR'S CONTRACT

RESOLVED: The Board of Trustees hereby extends the current Executive Director's contract through February 11, 2026. The Executive Director shall continue to serve under the terms and conditions of the 2025 contract until her final day of employment on February 11, 2026.

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

AYES: Bedell, Daniel, Hegner, Mancuso, Jundi, Wyckoff, Shubert

NAYS:

Motion carried.

LEGISLATION/RULES

Mrs. Daniel stated the Legislation and Rules Committee recommends the following:

MOTION NO. 251215-10 THAT THE BOARD OF TRUSTEES ADOPTS THE BOARD POLICY: MEETING ROOMS

RESOLVED: ~~STOW MUNROE FALLS PUBLIC LIBRARY~~ Date Adopted: April 27, 1999

MANUAL OF LIBRARY POLICIES

SUBJECT: Meeting Room Resolution No. 210621-10

~~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. Private, social events are not permitted. 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. Meeting rooms may be reserved once a month and all meetings shall be open to the general community.~~

~~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 Meeting Rooms. 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~~

~~Community Room 20~~

~~Conference Room 14 * maximum seating~~

~~FEES Conference Room \$30/hr~~

~~Munroe Falls Room \$25/hr~~

~~Community Room \$20/hr~~

~~\$10 prior set up in the Munroe Falls Room~~

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

~~Groups that meet on a regular basis may book only three (3) 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.~~

Stow-Munroe Falls Public Library

Meeting Room Policy

1. Purpose

Library meeting rooms support Library programs and community use. Library-sponsored events, the Friends of the Library, and the Library Foundation have scheduling priority.

The rooms may not be used for private social events (birthday parties, baby showers, etc.). No admission fees, fundraising, or solicitation are permitted. Groups/Individuals using a room cannot claim, suggest, or imply Library sponsorship or endorsement. The Library's name, address, or phone number cannot be used as an organization's contact information. Library approval for the use of rooms by outside groups does not imply the Library's endorsement of the group.

The library reserves the right to cancel or relocate meeting room reservations for Library purposes, providing one month's notice whenever possible. Activities cannot interfere with normal Library operations. Groups/Individuals must adhere to the library's Patron Behavior Policy and Meeting Room Policy. The library reserves the right to deny future use of the rooms if the stated rules are not followed. Activity prohibited by local, state, or federal law will be reported to the appropriate local authorities.

2. Eligibility & Availability

- *A Meeting Room Application must be completed before a reservation is approved.*
- *Rooms are available only during Library open hours; entry will not be granted before the library opens or after the library closes.*
- *Reservations must be made by an adult who is 18 or older.*
- *Groups meeting regularly may reserve a room up to 3 months in advance.*
- *Groups can only reserve a room once a month.*
- *Nonprofit meetings must be open to the public.*

- *Commercial groups may reserve rooms for a fee.*
- *Youth groups require one adult per 25 minors.*

3. Fees & Payment

- *Nonprofit groups: no charge.*
- *Commercial groups: fee per reservation (see fee schedule).*
- *The fee may be paid by cash, check, or, for SMFPL cardholders, added to their Library account using a credit card. The fee is due by the scheduled start time of the reservation.*
- *Written cancellations received at least 48 hours in advance will be refunded.*

Room	Maximum Seating	Fees
<i>Munroe Falls Room</i>	<i>32</i>	<i>\$25/hour</i>
<i>Community Room</i>	<i>20</i>	<i>\$20/hour</i>
<i>Conference Room</i>	<i>14</i>	<i>\$30/hour</i>

4. Study Rooms

The library has three private study rooms available for reservations. These rooms are free to use and do not require a meeting room application. Groups/Individuals can reserve a study room up to one week in advance, twice a week, for up to two hours a day.

Room	Maximum seating
Quiet Study Room	6
Study Pod 1	2
Study Pod 2	2

Two single-seat study pods are also available on a first-come, first-served basis.

5. Using the Rooms

Access, Equipment, & Setup

- *The individual who reserved the room must check in with Library staff to have the room unlocked and request audiovisual equipment (if applicable). Equipment must be returned intact and in working order. Damage from misuse will be billed to the person who reserved the room.*

- *Furniture may be rearranged in the Community, Munroe Falls, and Quiet Study Rooms but must be returned to the original configuration. Conference Room and Study Pod furniture may not be moved.*
- *No additional seating can be added to any of the rooms.*

Refreshments

- *Refreshments are permitted.*
- *No alcohol, cooking, open flames, or heating appliances.*
- *No smoking or vaping.*
- *All trash must be disposed of in the proper receptacles.*

Time Requirements

- *If there is no check-in within 15 minutes of the reservation's start time, the room may be given to another patron. Reservations with paid invoices will not be lost, but no time will be added to the reservation, nor will payment be refunded.*
- *Set-up and clean-up must occur within the reserved time. Groups/Individuals must finish activities, clean up, and exit the room by their scheduled end time. Meeting rooms must be vacated 15 minutes before the library closes.*

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

AYES: Bedell, Daniel, Hegner, Mancuso, Jundi, Wyckoff, Shubert

NAYS:

Motion carried.

LONG RANGE PLANNING

Mr. Shubert stated that the final draft of the strategic plan is ready for review. Ms. Koritansky handed the plan to Board Members and asked if they had any corrections or additions to please let her know by January 11, 2026. It will be ready for final review and vote at the January Board meeting.

RECORDS COMMISSION

Mr. Shubert stated nothing to report.

NEW BUSINESS

No new business

MOTION NO. 251215-11 MOTION TO ADJOURN INTO EXECUTIVE SESSION

Hegner moved, Mancuso seconded:

RESOLVED: The Board of Trustees moves to adjourn into executive session to discuss one-time payment to Human Resources Generalist at 8:42 pm.

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

AYES: Bedell, Daniel, Hegner, Wyckoff, Jundi Mancuso, Shubert

NAYS:

Motion carried.

MOTION NO. 251215-12 MOTION TO RETURN TO OPEN SESSION

Mancuso moved, Jundi seconded:

RESOLVED: That the Board of Trustees moves to return to open session at 8:50 pm

All were in favor. Motion carried.

MOTION NO. 251215-12 ADJOURNMENT

Mancuso moved, Jundi seconded to adjourn the meeting at 8:51pm.

All were in favor. Motion carried.

Board President, Carla Wyckoff _____

Board Secretary, Emily Hegner _____

Gale Koritansky

Director