

**STOW-MUNROE FALLS PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
Monday September 15, 2025**

**CALL TO ORDER**

The meeting was called to order at 6:35 pm by President Shubert.

**PRESENT**

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

**OTHERS PRESENT**

Gale Koritansky, Director; Jackie McCloud HR Specialist, Kevin Gemmell

**PUBLIC**

Mr. Bedell introduced Kevin Gemmell to be our interim Fiscal Officer. Mr. Gemmell reviewed his credentials with the Board. Mr. Gemmell is currently the Fiscal Officer at the Cuyahoga Falls Library and will be providing temporary contract hours at SMFPL until a new Fiscal Officer is hired.

**MOTION NO. 250915-1    APPROVE THE HIRING OF KEVIN GEMMELL**

Bedell moved, Wyckoff second

RESOLVED:            That the Board approves the hiring of Kevin Gemmell for temporary contracted hours as needed for the Fiscal Officer position. This position is to be temporary contract hours and held until the hiring of a new fiscal officer.

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

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

NAYS: Jundi

Motion carried.

**MINUTES**

**MOTION NO. 250915-2    APPROVE AUGUST 18, 2025, MINUTES**

Mancuso moved, Jundi seconded:

RESOLVED: That the Board Minutes of August 18, 2025, regular meeting be accepted and approved.

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

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

NAYS:

Motion carried.

## **FINANCE**

### **MOTION NO. 250915-3 APPROVE AUGUST TREASURER'S REPORT**

Jundi moved, Hegner seconded:

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

#### **MTD Bank Report for Year 2025 Month 08 - STOW MUNROE FALLS PUB LIB**

Bank	Description	Beg Mo Bal	Deposits	Withdrawals	Trans In	Trans Out	Balance
0001	MAIN CHECKING ACCOUNT	594,566.13	136,961.33	196,125.83	0.00	0.00	535,401.63
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	0.00	0.00	0.00	0.00	1,654,499.64
0024	STAR OHIO BLDG - INVESTMENTS	93,188.45	0.00	0.00	0.00	0.00	93,188.45
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	0.00	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		3,598,226.59	136,961.33	196,125.83	0.00	0.00	3,539,062.09

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

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

NAYS:

Motion carried.

### **MOTION NO. 250915-4 Approve Appropriation – Froebe Endowment:**

Hegner moved, Mancuso seconded:

RESOLVED: That the Board of Trustees authorizes the Director to appropriate: \$2,000 from the Froebe Endowment fund to 801.0.54500 Computer Services/Froebe to 8011.0.54100 Print/Froebe.

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

NAYS:

Motion carried.

**MOTION NO. 250915-5     APPROVE APPROPRIATION- TRAVEL AND  
CONFERENCE:**

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Hegner moved, Mancuso seconded:

RESOLVED:            That The Board of Trustees authorizes the Director to appropriate:

\$2,000 from the 101.0.55500 Furniture and Equipment to 101.0.53110  
Travel/ Conferences.

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

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

NAYS:

Motion carried.

**PROGRAM**

**DIRECTOR'S REPORT**

**MOTION NO. 250915-6     ACCEPT THE DIRECTOR'S REPORT**

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Mancuso moved, Hegner seconded:

RESOLVED: That the Board of Trustees accepts the Director's written report for the month of  
August 2024.

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

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

NAYS:

Motion carried.

**DISCUSSION ITEMS**

Mr. Bedell discussed a recent AI program he watched about purchasing and book suggestions. He asked if we had heard of technology. There was another discussion about the need for more informational programs about AI for the public.

**BOARD COMMITTEES**

BUILDING & GROUNDS & Technology

Ms. Hegner stated the committee did not meet.

## FINANCE

Mr. Bedell stated that Finance Committee did not meet but will meet in October. Bedell stated that with the resignation of the fiscal officer in August the staff and he are learning the processes. With the approval of hiring Mr. Gemmell as a contractor in finance. This should help keep our accounting current until the Board hires a new Fiscal officer. Mr. Bedell recommends the following:

### **MOTION NO. 250915-7      ADOPTS BOARD POLICY: CREDIT CARD POLICY**

RESOLVED:              That the Board of Trustees adopts the Board Policy: Credit Card Policy.

The Board of Trustees shall permit the Fiscal Officer, and the Deputy Fiscal Officer, *and Director* to use credit cards.

1. This policy applies to all (i) payment cards, checks or other payment instruments associated with a credit account issued by a financial institution or a retailer, and (ii) payment cards related to the receipt of grant funds. All such cards and instruments are referred to herein as “credit cards.”
2. This policy does not apply to procurement cards (P-cards), or to gas cards, or other payment cards that are capable of use only for the purchase of certain limited types of goods.
3. The library will not obtain or maintain any debit cards.
4. Credit cards will be established in the name of the Stow-Munroe Falls Public Library with a maximum credit limit not to exceed \$10,500 ***\$10,000*** for the Fiscal Officer and \$10,500 ***\$10,000*** for the Deputy Fiscal Officer, *and \$10,000 for the Director*.
5. The Fiscal Officer or *Director* will work with the appropriate financial institutions that issue credit cards to determine the best type of credit card accounts for the Library, and to determine which store credit card accounts the Library will utilize.
  - a. The Fiscal Officer *or Director is* responsible for working with the issuing financial institution to determine the dates when credit cards expire and the re-issuance of replacement cards.
  - b. The Fiscal Officer *or Director is* responsible for determining, when necessary, the need to cancel a credit card account and any adjustment to credit limits on the credit cards.
  - c. *The credit card statement is processed and paid by the Fiscal Officer or Deputy Fiscal Officer.*

- d. The Fiscal Officer or ***Director*** is responsible for notifying the issuing financial institution of a lost or stolen card. Library personnel using a credit card must notify the Fiscal Officer or ***Director*** when they become aware that a card is lost or stolen.
6. Credit cards will be kept in the office of the Fiscal Officer ***or Director*** and may be signed out to authorized Library personnel from time to time, as necessary. The credit card should be promptly returned to the office of the Fiscal Officer ***or Director*** once the purchases for which it was checked out have been made.
7. Credit cards may be signed out only to Library personnel.
8. A credit card may not be used by anyone other than the individual to whom it is signed out.
9. Prior to initial receipt of a credit card, each individual must agree to and sign the Credit Card Responsibility and Use Procedures.
10. The Board authorizes the use of Library credit cards for use in connection with Board-approved or Library-related activities and for only those types of expenses that are for the benefit of the Library that serve a valid and proper public purpose shall be paid for by credit card. Credit cards will be used primarily for travel expenses to conferences and/or workshops and pre-payment of materials when required by a vendor. In any event, credit cards may be used only for expenditures that are within the applicable budget and departmental guidelines.
11. For each purchase made using a credit card, an itemized receipt indicating the amount paid, the vendor, and the goods/services purchased must be submitted to the Fiscal Officer promptly following the purchase.
12. Use of a credit card for personal expenditures, for expenditures in excess of the applicable credit limit, or otherwise in violation of this policy constitutes a misuse of the credit card. Any Library personnel engaging in misuse of a credit card will be responsible to reimburse the Library for any unauthorized expenditures and may be subject to disciplinary action up to and including termination of employment.
13. If a credit card is lost or stolen, or any Library personnel become aware of unauthorized or fraudulent use of any of the Library's credit card accounts, the same must be reported immediately to the Fiscal Officer ***or Director***.
14. All monthly credit card statements and other correspondence associated with the credit card accounts will be sent to the Stow-Munroe Falls Public Library. Payment of the monthly statements must be made in a timely fashion so that finance charges and late payment fees are not incurred.
15. On an annual basis, the Fiscal Officer will submit a report to the Library Board of Trustees regarding all credit card rewards received by the Library.

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

Motion carried.

## HUMAN RESOURCES

Mr. Mancuso stated that the Human Resources Committee did not meet, however, recommended the following:

### **MOTION NO. 250915-8 ADOPTS: TITLE CHANGE FOR HUMAN RESOURCES SPECIALIST**

RESOLVED: That the Board of Trustees hereby approves the title change of the position currently designated as *Human Resources Specialist* to the new title of *Human Resources Generalist*. This change is reflected in the updated job description and the Library's Organizational Chart.

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

Motion carried.

## LEGISLATION/RULES

Ms. Daniel stated the Legislation/Rules Committee recommends the following:

### **MOTION NO. 250915-9 ADOPTS BOARD POLICY: VIRTUAL MEETINGS POLICY**

RESOLVED: That the Board of Trustees adopts the Board Policy: Virtual Meetings Policy

#### ***Virtual Meetings Policy***

- A. "All-Virtual Meeting" means a Meeting that is to be conducted through the use of video conferencing or similar electronic technology and during which all participating Trustees will attend remotely through use of such technology rather than being assembled in one physical location.***
- B. "Emergency" means an unforeseen event or circumstance that would prevent a Trustee from physically attending a scheduled in-person Meeting without undue effort, expense, or risk to the Trustee or others (e.g., unexpected travel for work, adverse weather conditions, illness, etc.)***
- C. "Emergency Requiring Immediate Official Action" means an issue or circumstance that requires immediate consideration and/or action by the Library Board of***

*Trustees in regard to an imminent threat to the safety or security of the Library, its staff and/or patrons or to avoid the potential loss of a business opportunity, missing a statutory or other deadline, incurring liability, violating the law, or other material adverse consequences to the Library's operations or finances.*

*D. "Major Non-Routine Expenditure" means approval of purchases and contracts exceeding \$10,000 of the Library's operating budget.*

*E. "Significant Hiring Decision" means the Board of Trustees hiring of the Executive Director and the Fiscal Officer.*

*F. "Virtual Meeting" means an All-Virtual Meeting, or any Meeting that is attended by one or more Trustees remotely through use of electronic technology.*

#### ***Policy***

- 1. This policy applies to all meetings of the Board of Trustees and all meetings of committees and subcommittees of the Board of Trustees. All such meetings are referred to herein as "Meetings."*
- 2. Subject to the exceptions set out below in Section 7, Meetings may be conducted, and Trustees may attend Meetings, through use of video conferencing or similar electronic technology that enables the Trustee(s) to be both seen and heard by members of the public attending the Meeting in-person as applicable. Use of telephone or other audio-only conferencing technology is not permitted under this policy.*
- 3. In regard an All-Virtual Meeting, the Library must:*
  - a. notify the public, and media outlets that have requested to receive meeting notices, of the All-Virtual Meeting at least 72 hours in advance, except in the event of an Emergency Requiring Immediate Official Action. Such notification must identify the time and agenda of the Meeting, together with the particular electronic technology that will be used to conduct the Meeting and the means by which the public may access it (e.g., a video conferencing link). In the event an All-Virtual Meeting is being convened to address an Emergency Requiring Immediate Official Action, such 72 hours' advance notice is not required and the Library must, instead, immediately provide notice of the Meeting to those media outlets that have requested to receive meeting notices – identifying the time and purpose of the Meeting, together with the particular electronic technology that will be used to conduct the Meeting and the means by which the public may access it (e.g., a video conferencing link);*
  - b. allow the public to access the All-Virtual Meeting through use of the electronic technology being used to conduct it; and*
  - c. through the use of electronic technology that is widely available to the public, provide a means to permit public comment by members of the public attending the Meeting remotely, if the Meeting agenda includes a public comment item.*

4. *The Library must ensure that the public is able to see and hear the discussions and deliberations of all Trustees participating in a Virtual Meeting, whether a Trustee is participating in-person or remotely.*
5. *Each Trustee attending a Meeting remotely through use of electronic technology must:*
  - a. *have the necessary hardware, software, and Internet connection to enable them to be seen and heard clearly during the Meeting; and*
  - b. *be visible to the public at all times during the Meeting.*
6. *In any Virtual Meeting for which the public is provided a video conference link or other electronic means of access, the Library must designate an email address or other method of contact the public may use during the Meeting to notify the Board that the conference link or other electronic means of access does not work or that the conferencing technology has failed.*
7. *The minutes of any Virtual Meeting must be recorded:*
  - a. *that the Meeting was conducted in an all-virtual manner or that one or more identified Trustees attended the Meeting virtually through use of electronic technology, as applicable; and*
  - b. *the particular video conferencing or other technology used to conduct or attend the Meeting.*
8. *All votes taken during a Virtual Meeting must be in the form of a roll-call vote, unless there is a motion for unanimous consent that is not objected to by a Trustee. If a vote is taken by unanimous consent, the Board of Trustees must indicate to the public how each Trustee voted – including any Trustee who abstained from voting.*
9. *Any Trustee who intends to attend any scheduled in-person Meeting remotely through use of electronic technology must notify the President of the Board of Trustees of same at least 48 hours prior to the Meeting, except in the case of an Emergency - in which event the Trustee is to give such prior notice as is reasonably possible. Trustees may only attend two virtual meetings a year in order to ensure engaging open dialogue between trustees.*
10. *Meetings may not be conducted, and Trustees may not attend Meetings, through use of video conferencing or similar electronic technology if the Meeting involves:*
  - a. *a vote to approve a Major Non-Routine Expenditure over \$10,000;*
  - b. *vote to approve a Significant Hiring Decision;*
  - c. *a vote to approve the purchase of real property; or*
  - d. *proposing, approving, or voting on a tax issue or tax increase.*
11. *If, not less than 48 hours prior to the Meeting, two or more Trustees notify the President of the Board of Trustees that an item on the agenda must be acted on only at*



*a Meeting conducted fully in-person – then the Board of Trustees will take action on such item only at a Meeting conducted fully in-person and not at a Virtual Meeting.*

12. *Meetings may be conducted, and Trustees may attend Meetings, through use of video conferencing or similar electronic technology only after the adoption of this policy by the Board of Trustees, and only so long as this policy (or a successor policy) remains in effect*

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

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

NAYS:

Motion carried.

## **LONG RANGE PLANNING**

Mr. Shubert stated that Long Range Planning met on August 18, 2025. The committee outlined the next steps for the Library's strategic plan. Ms. Koritansky will give an update on the progress at the next Board meeting in October.

## **RECORDS COMMISSION**

Mr. Shubert stated they will meet in October.

## **NEW BUSINESS**

Mr. Shubert stated there was no new business.

**MOTION NO. 250915-10 THAT THE BOARD OF TRUSTEES MOVES TO ADJOURN INTO EXECUTIVE SESSION TO REVIEW APPLICANTS FOR THE FISCAL OFFICER POSITION.**

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

NAYS:

Motion carried.

**MOTION NO. 250818-11 To Return form Executive Session**

Hegner moved; Jundi seconded:

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

**Motion carried.**

**MOTION NO. 250915-12    MOTION TO ADJOURN**

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Mancuso moved, Daniel seconded to adjourn the meeting at 8:30pm.

All were in favor.

Motion carried.

Secretary

Board President

Gale Koritansky  
Executive Director