

**STOW-MUNROE FALLS PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
Monday June 16, 2025**

CALL TO ORDER

The meeting was called to order at 6:30 pm by President Shubert.

PRESENT

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

ABSENT

OTHERS PRESENT

Gale Koritansky, Director; Jennifer Hale, Fiscal Officer; Katie Allen, Human Resources Specialist

PUBLIC

No public comment.

MINUTES

MOTION NO. 250616-1 APPROVE MAY 19, 2025 MINUTES

Mancuso moved, Bedell seconded:

RESOLVED: That the Board Minutes of May 19, 2025, regular meeting be accepted and approved.

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

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

NAYS:

Motion carried.

FINANCE

MOTION NO. 250616-2 APPROVE MAY TREASURER'S REPORT

Wyckoff moved, Jundi seconded:

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

MTD Bank Report for Year 2025 Month 05 - STOW MUNROE FALLS PUB LIB

Bank	Description	Beg Mo Bal	Deposits	Withdrawals	Trans In	Trans Out	Balance
<u>0001</u>	MAIN CHECKING ACCOUNT	717,682.24	237,298.82	292,055.41	0.00	0.00	662,925.65
<u>0002</u>	PAYROLL CHECKING ACCOUNT	0.00	0.00	0.00	0.00	0.00	0.00
<u>0004</u>	BUILDING PROJECT CHECKING ACCT	0.00	0.00	0.00	0.00	0.00	0.00
<u>0009</u>	IMPREST FUNDS	300.00	0.00	0.00	0.00	0.00	300.00
<u>0020</u>	CERTIFICATES OF DEPOSIT	0.00	0.00	0.00	0.00	0.00	0.00
<u>0021</u>	STAR OHIO - INVESTMENTS	1,636,056.52	6,194.24	0.00	0.00	0.00	1,642,250.76
<u>0024</u>	STAR OHIO BLDG - INVESTMENTS	92,147.93	350.61	0.00	0.00	0.00	92,498.54
<u>0029</u>	STAR PLUS OHIO - INVESTMENTS	0.00	0.00	0.00	0.00	0.00	0.00
<u>0030</u>	US BANK - REDTREE INVESTMENTS	736,815.95	1,457.84	111.06	0.00	0.00	738,162.73
<u>0206</u>	US BANK - FROEBE ENDOWMENT	508,298.92	925.50	0.00	0.00	0.00	509,224.42
10 Banks		3,691,301.56	246,227.01	292,166.47	0.00	0.00	3,645,362.10

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

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

NAYS:

Motion carried.

PROGRAM

DIRECTOR'S REPORT

MOTION NO. 250616-3 ACCEPT THE DIRECTOR'S REPORT

Jundi moved, Mancuso seconded:

RESOLVED: That the Board of Trustees accepts the written Director's report for the month of May 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

Ms. Hale stated that Ms. Allen will be leaving the library as of June 25, 2025. We will need to appoint a new Deputy Fiscal Officer for the remainder of the year.

MOTION NO. 250616-4 APPOINTMENT OF DEPUTY FISCAL OFFICER

Jundi moved, Hegner seconded:

RESOLUTION: That the Library Board of Trustees appoint Richard P. Bedell as Deputy Fiscal Officer of Stow-Munroe Falls Public Library for the year 2025, effective July 1, 2025.

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

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

NAYS:

Motion carried.

BOARD COMMITTEES

BUILDING & GROUNDS/TECHNOLOGY

Ms. Hegner stated nothing to report.

FINANCE

Mr. Bedell stated that the Finance Committee met this evening and reviewed the reports. Everything is in order and the finances are solid. We adjourned at 6:22 p.m.

FUNDING INITIATIVES

Ms. Wyckoff stated that she met with Ms. Koritansky, Ms. Malthaner (Marketing and Public Relations Manager) and the new Friends of the Library President Joanna Butler. They discussed options for new members, fundraising options, and how the library can help.

HUMAN RESOURCES

Mr. Mancuso stated that the committee met June 5, 2025, and discussed the process for Director and Fiscal Officer evaluations, staff budget and recommendations, and the Organizational Chart.

Mr. Mancuso stated that the Human Resources Committee recommends the following:

MOTION NO. 250616-5 AMEND EMPLOYEE POLICY: ORGANIZATIONAL CHART

RESOLVED: That the Board of Trustees amends the Employee Policy: Organizational Chart as follows:

	BOARD OF TRUSTEES	HR SPECIALIST
		FISCAL OFFICER
		MAINTENANCE ASSOCIATE
DIRECTOR	<i>COLLECTION DEVELOPMENT SENIOR PROCESSOR</i>	HEAD LIBRARY
HEAD OF COLLECTION DEVELOPMENT	<i>COLLECTION DEVELOPMENT PROCESSOR</i>	SYSTEMS ADMINISTRATOR
	ASSISTANT HEAD OF INFORMATION SERVICES	DEVELOPMENT OFFICER
HEAD OF INFORMATION	INFORMATION SERVICES ASSOCIATE INFORMATION SERVICES LIBRARIAN	CUSTODIAN
	LOCAL HISTORY LIBRARIAN TEEN LIBRARIAN	
		CHILDREN SERVICES ASSOC.
	ASSISTANT HEAD OF CHILDREN SERVICES	
CHILDREN SERVICES	CHILDREN SERVICES LIBRARIAN	
	MARKETING AND PUBLIC RELATIONS COORDINATOR	
MARKETING AND PUBLIC RELATIONS MANAGER	GRAPHIC DESIGNER COORDINATOR & MEDIA SPECIALIST	
	PUBLIC SERVICES ASSISTANT	
HEAD OF CIRCULATION SERVICES	PUBLIC SERVICES ASSISTANT II	

	SHELVING PAGE
HEAD OF	TECHNICAL SERVICES SENIOR
TECHNICAL	PROCESSOR
SERVICES	TECHNICAL SERVICES PROCESSOR
HEAD OF	
COMMUNITY	COMMUNITY OUTREACH AND
OUTREACH	PARTNERSHIPS ASSOCIATE
AND PARTNERSHIPS	

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

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

NAYS:

Motion carried.

LEGISLATION/RULES

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

MOTION NO. 250616-6 AMEND BOARD POLICY: OVER-THE-COUNTER-CASH DISBURSEMENTS

RESOLVED: That the Board of Trustees amends the Board Policy: Over-The-Counter-Cash Disbursements as follows:

“Lost and Paid” refunds to patrons under \$10.00 will be handled by the counter in cash providing there is evidence of payment by the patron through the CLEVNET system or a ~~cash-written~~ receipt accompanies the request for refund. All transactions over the \$10 amount will be handled through the ~~system~~ **Finance Department**, with the Fiscal Officer verifying the transaction and creating payment by means of mailed check to the patron. All transactions for “Lost and Paid” over the counter in cash will be noted on the CLEVNET system and a ~~hand-written~~ receipt will be given to the Fiscal Officer for balancing purposes.

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

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

NAYS:

Motion carried.

MOTION NO. 250616-7 AMEND BOARD POLICY: POLITICAL ACTIVITY

RESOLVED: That the Board of Trustees amend the Board Policy: Political Activity as follows:

~~Display of information on election issues is considered dissemination of information. Efforts will be made to include information about all candidates and issues applicable to Stow/Munroe Falls voters.~~

The Stow-Munroe Falls Public Library does not support, endorse, or advocate for the viewpoints or beliefs of any candidate, political party, non-partisan political organization, non-profit group, or any other such individual or entity. The library does not allow the posting or distribution of any partisan election or campaign materials on library premises and does not provide its space for related activities except in the case of non-partisan materials or forums that provide information on ballot issues or non-partisan races.

The **library** as well as the Board of Trustees in its corporate capacity will neither seek, nor grant endorsements of election issues. ~~No advocacy is assumed by the library on any election issues other than its own.~~

~~Employees are free to engage in whatever political activity they choose—
As their involvement does not infringe on Library time and is not conducted on the Library premises.~~

As paid representatives of the Library, SMFPL staff members have an obligation to maintain the political neutrality of the library and will refrain from active or passive campaign activities while on Library premises or on Library time.

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

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

NAYS:

Motion carried.

LONG RANGE PLANNING

Mr. Shubert stated nothing to report.

RECORDS COMMISSION

Mr. Shubert stated nothing to report.

NEW BUSINESS

Mr. Jundi stated that he followed up with Dr. Wind of the Stow-Munroe Falls School Board and relayed the Board's decision that since our meetings typically fall on the same day, we would be unable to send anyone to speak at their meeting. He stated that Dr. Wind was really looking to discuss shared advocacy and Mr. Shubert stated that Ms. Koritansky would be happy to work with the schools in any way she can.

MOTION NO. 250616-8 ADJOURNMENT

Wyckoff moved, Mancuso seconded to adjourn the meeting at 7:15 pm.

All were in favor.

Motion carried.

Secretary

Board President

Jennifer Hale
Fiscal Officer