

**STOW-MUNROE FALLS PUBLIC LIBRARY  
BOARD OF TRUSTEES  
SPECIAL BOARD MEETING  
Wednesday, December 17, 2025  
5:30pm**

**CALL TO ORDER**

The meeting was called to order at 5:35 pm by President Shubert.

**PRESENT**

Tom Shubert, President; Craig Mancuso, Vice President; Carla Wyckoff, Secretary; Emily Hegner; Rich Bedell; Michael Jundi; Kevin Gemmell, interim fiscal officer

**ABSENT**

Gale Koritansky, director; Angela Daniel;

**PUBLIC**

No public comment

**MINUTES**

**ACTION ITEMS**

**MOTION: SET BOND FOR DEPUTY FISCAL OFFICER**

**This was tabled until January 2026 for regular board meeting.**

**DIRECTOR'S REPORT**

No report

**DISCUSSION ITEMS**

No discussion items

**BOARD COMMITTEES**

## **BUILDING & GROUNDS & TECHNOLOGY**

**No Report**

## **FINANCE**

### **MOTION NO. 251217-1 APPROVAL OF COST-OF-LIVING ADJUSTMENT (COLA)**

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

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

NAYS:

Motion carried.

### **MOTION NO. 251217-2 ADOPTS THE 2026 GENERAL FUND REVENUE AND APPROPRIATION BUDGET**

Jundi moved, Mancuso second;

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

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

NAYS:

Motion carried.

**MOTION NO. 251217-3 AUTHORIZE ONE TIME PAYMENT FOR EMPLOYEES  
AFFECTED BY THE 125 POST TAX ISSUE**

RESOLVED: To authorize the Fiscal Officer, beginning in the 2026 budget year, to issue one-time payments to past and present 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 Three Thousand Dollars (\$103,000.00). These payments shall be processed outside of regular payroll as “bonus” compensation to current employees and shall not be subject to withholding OPERS, or other deductions. All state, federal, and local taxes will apply. 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.

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

NAYS:

Motion carried.

**FUNDING INITIATIVES**

Nothing to report

**HUMAN RESOURCES**

**MOTION NO. 251217-4 AMENDS THE EMPLOYEE POLICY: JOB  
CLASSIFICATIONS (WAGE INCREASE, PAY GRADES, AND STAFF POSITION  
TITLE)**

RESOLVED: That the Board of Trustees amends the Employee Policy: Job Classification (Wage Increase, Pay Grades, and Staff Position Titles) as follows:

Effective January 1, 2024, The Stow-Munroe Falls Public Library will move to a longevity step scale with increases given on the employee’s anniversary dates with the percentage being determined by the Board of Trustees for that calendar year.

Grade	Position	Minimum	Midpoint	Maximum
1	Shelving Page	\$12.75	\$12.75	\$12.75
		\$13.08	\$13.08	\$13.08

2	Custodian	<del>\$13.00</del>	<del>\$16.49</del>	<del>\$20.91</del>
	Public Services Assistant	<del>\$27,040.00</del>	<del>\$34,278.40</del>	<del>\$43,451.20</del>
		\$13.34	\$16.92	\$21.45
	Collection Development Processor	\$27,747.20	\$35,193.60	\$44,616.00

3	Maintenance Associate	<del>\$15.10</del>	<del>\$19.15</del>	<del>\$24.29</del>
		<del>\$31,408.00</del>	<del>\$39,811.20</del>	<del>\$50,460.80</del>
		\$15.49	\$19.65	\$24.45
	Public Services Assistant II	\$32,219.20	\$40,872.00	\$50,856

4	Childrens Services Associate			
	Community Outreach and Partnerships Associate			
		<del>\$17.31</del>	<del>\$21.94</del>	<del>\$27.82</del>
	Development Officer	<del>\$36,004.80</del>	<del>\$45,635.20</del>	<del>\$57,865.60</del>
	Marketing and Public Relations Coordinator	\$17.76	\$22.51	\$28.54
		\$36,940.80	\$46,820.80	\$59,363.20
	Information Services Associate			
	Collection Development Senior Processor			

5	Children Services Librarian			
		<del>\$18.86</del>	<del>\$23.91</del>	<del>\$30.31</del>
	Graphic Designer	<del>\$39,228.80</del>	<del>\$49,732.80</del>	<del>\$63,044.80</del>
	Information Services Librarian	\$19.35	\$24.53	\$31.10
	Local History Librarian	\$40,248.00	\$51,022.40	\$68,494.40
	Teen Librarian			

6	Assistant Head Children Services			
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		<del>\$20.49</del>	<del>\$25.97</del>	<del>\$32.93</del>
		<del>\$42,619.20</del>	<del>\$54,017.60</del>	<del>\$68,494.40</del>
		\$21.02	\$26.65	\$33.79
		\$43,721.60	\$55,432.00	\$70,283.20

7	Head of Information Services			
	Head of Children Services			
	Head of Circulation Services			
	Human Resources Generalist	<del>\$23.34</del>	<del>\$29.59</del>	<del>\$37.51</del>
		<del>48,547.20</del>	<del>\$61,547.20</del>	<del>\$78,020.80</del>
		\$23.95	\$30.36	\$38.49
	Head of Collection Development	\$48,816.00	\$63,148.80	\$80,059.20
	Head of Community Outreach and Partnerships			
	Marketing & Public Relations Manager			

99	Executive Director	<i>Board Determined</i>
	Fiscal Officer	
	Head of Library Systems Administrator	

\*Salaries are based on full-time hours.

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

NAYS:

Motion carried.

### **MOTION NO. 251217-5 SET SALARY FOR HEAD OF SYSTEMS**

RESOLVED: That the Board of Trustees sets the yearly salary for the Head of System Administration at starting Pay 1, 2026 at \$98,500

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

Motion carried.

## LEGISLATION & RULES

No Report

## LONG-RANGE PLANNING

No Report

## RECORDS COMMISSION

No Report

## NEW BUSINESS

No new business

## **MOTION NO. 251217- 6    MOTION TO ADJOURN**

Mancuso moved, Jundi seconded to adjourn the meeting at 6:34pm.

All were in favor.

Motion carried.

Board President, Carla Wyckoff

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Board Secretary, Emily Hegner

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