

**STOW-MUNROE FALLS PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
Monday March 17, 2025**

The meeting was called to order at 6:32 pm by President Shubert

PRESENT

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

ABSENT

Emily Hegner

OTHERS PRESENT

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

PUBLIC

No public comment.

ACTION ITEMS

MOTION NO. 250317-1 APPROVE FEBRUARY 17, 2025 MINUTES

Bedell moved, Jundi seconded:

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

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

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

NAYS:

Motion carried.

FINANCE

MOTION NO. 250317-2 APPROVE FEBRUARY TREASURER'S REPORT

Mancuso moved, Daniel seconded:

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

MTD Bank Report for Year 2025 Month 02 - STOW MUNROE FALLS PUB LIB

Bank	Description	Beg Mo Bal	Deposits	Withdrawals	Trans In	Trans Out	Balance
0001	MAIN CHECKING ACCOUNT	220,101.85	259,241.11	236,717.12	20,000.00	0.00	262,625.84
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	1,618,330.73	5,575.77	0.00	0.00	0.00	1,623,906.50
0024	STAR OHIO BLDG - INVESTMENTS	91,149.54	314.05	0.00	0.00	0.00	91,463.59
0029	STAR PLUS OHIO - INVESTMENTS	0.00	0.00	0.00	0.00	0.00	0.00
0030	US BANK - REDTREE INVESTMENTS	726,180.92	4,129.77	0.00	0.00	0.00	730,310.69
0206	US BANK - FROEBE ENDOWMENT	520,990.56	2,837.96	0.00	0.00	20,000.00	503,828.52
10 Banks		3,177,053.60	272,098.66	236,717.12	20,000.00	20,000.00	3,212,435.14

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

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

NAYS:

Motion carried.

MOTION NO. 250317-3 APPROVE INTERFUND TRANSACTION

Mancuso moved, Wyckoff seconded:

RESOLVED: That the Board of Trustees authorizes the Fiscal Officer to move:

\$4,000 from 101.0.52110 Library Supplies to 101.0.53240 Postage Costs for the Library Strategic Plan survey postcard mailing.

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

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

NAYS:

Motion carried.

MOTION NO. 250317-4 APPROVE PURCHASE OF BAMBOOHR SOFTWARE

Mancuso moved, Wyckoff seconded:

RESOLVED: That the Board of Trustees approves the purchase of BambooHR software at a cost of \$582.24 month and a \$1,500.00 one-time implementation fee.

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

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

NAYS:

Motion carried.

PROGRAM

DIRECTOR'S REPORT

MOTION NO. 250317-5 ACCEPT DIRECTOR'S REPORT

Bedell moved, Jundi seconded:

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

Ms. Koritansky shared information from The Ohio Library Council about (HB) 257 which allows for certain public bodies to meet virtually. We will be working on a policy for this moving forward. She also informed the Board that the United Way of Akron can no longer support the funding for Dolly Parton Imagination Library in Summit County. This program is funded half by the State of Ohio and half by a local 501(c)(3). They will be looking for other funding sources, but this program may have to stop in our county. The library is not able to donate as we are not a 501(c)(3).

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

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

NAYS:

Motion carried.

DISCUSSION ITEMS

BOARD COMMITTEES

BUILDING & GROUNDS/TECHNOLOGY

Mrs. Wyckoff stated nothing to report.

FINANCE

Mr. Bedell stated the Finance Committee did not meet but have reviewed the reports and we have just over 2.4 million in investments. Moving forward we will meet quarterly in January, April, July and October with an additional meeting in December to go over the next year's budget.

FUNDING INITIATIVES

Ms. Wyckoff stated that the committee met this evening and talked about what the committee will be doing moving forward and our goals. They also discussed having a Trustee liaison for the Friends of the Library like we do with the Foundation.

HUMAN RESOURCES

Mr. Mancuso stated that the Human Resources committee did not meet but that he was sent an updated job application form that Ms. Allen revised. Copies of the updated application were shared with the board (see attached).

LEGISLATION AND RULES

Mrs. Daniel stated Legislation and Rules Committee recommends:

MOTION NO. 250317-6 AMEND BOARD POLICY: CHECK SIGNATURE

RESOLVED: That the Board of Trustees amend the Board Policy: Check Signature as follows:

All checks written from the regular account require two (2) signatures, that of (a) the Fiscal Officer or Deputy Fiscal Officer and (b) any officer of the Board of Trustees, ~~in descending order of President, Vice President, Secretary.~~

A separate account is maintained for payroll. One signature, that of the Fiscal Officer or Deputy Fiscal Officer, is required for all payroll and employee deduction checks. At the end of each pay period, one check is drawn from the regular account, signed by (a) the Fiscal Officer or Deputy Fiscal Officer, and (b) any officer of the Boards *of Trustees*, ~~in descending order of President, Vice President, and Secretary.~~

This *supersedes* the Check Signature Policy of January 18, 1988 allowing for one signature.

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

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

NAYS:

Motion carried.

MOTION NO. 250317-7 AMEND BOARD POLICY: COLLECTION DEVELOPMENT

RESOLVED: That the Board of Trustees amends the Board Policy: Collection Development as follows:

Mission Statement

~~The mission of the Stow-Munroe Falls Public Library is to provide excellent library service to all who seek access to information and recreational, educational, and cultural materials in any format. It also aims to promote the well-being of the community through programs and cooperative efforts with other community agencies, public and private. The Stow-Munroe Falls Public Library will help create a community where ideas, culture, and knowledge thrive by providing materials, equipment, and service to all people.~~

Diversity, Equity, and Inclusion Responsibility for Selection

~~The Stow-Munroe Falls Public Library welcomes and values all people, striving to provide an inclusive environment for patrons and staff. SMFPL is responsive to the needs of the community, and seeks to dismantle barriers, while providing equitable access and services to all people, regardless of race, ethnicity, age, gender identity, religion, sexual orientation, ability, or economic status.~~

Mission and Objectives of the Library's Collection

The ~~role of the~~ Stow-Munroe Falls Public *Library (SMFPL) collection* shall ~~be to~~ enhance the educational, informational, recreational, cultural, and social growth of the community. To ~~these~~ *this* end, the library:

1. Provides significant books and other printed, recorded, or electronic materials.
2. Organizes materials to facilitate their use.
3. Provides guidance and aid to the people in their use of the library's resources.
4. Promotes the continued self-development of the public in the direction of cultural, creative, educational, and recreational goals.
5. *Provides free access to information regardless of the view expressed in the materials.*

Responsibility for Materials Selections

Responsibility for selection of books, recorded materials, electronic resources, and eclectic items is and shall be vested in the *Library Director*. However, the library director may delegate to such members of the staff as qualified by reason of training, the authority to interpret and guide the application of the policy in making day-to-day selection. Any library materials so selected shall be ~~held to be selected~~ *upheld* by the *Library Board*. Questions concerning materials or resources will be referred to the *Director* for resolution.

The Stow-Munroe Falls Public Library supports and is supported by the American Library Association's Library Bill of Rights, the Freedom to Read, and the Freedom to View, which affirm that free and convenient access to ideas, information, and creative experience is of vital importance to every citizen today. These documents are **the** guiding principles for this ~~material~~ **collection** development policy.

Principles

No policy can replace the judgment of librarians. Instead, this policy will aid in the selection of library material. Good material selection must be based on a thorough knowledge of the community's needs, resources, and issues, combined with a thorough knowledge of the library's collection and overall balance.

The selection of all library material should be as objective as possible. Selection influenced by personal prejudice, especially when rejecting an item, is censorship. When selecting material of a controversial nature, ~~members of the library's Selection Committee~~ **a selector** will make every attempt to present balanced points of view and opinion. Popular demand will be considered to maintain community interest in and support of the library; however, material selection by popular demand must be guided by consideration of merit, use, cost, and balance in the library's overall collection. Selectors will abide by both the Freedom to Read **Policy, Freedom to View Statement**, and the Library Bill of Rights.

The materials budget will be expanded to meet the demands placed upon it, and ~~to~~ ensure that those demands are proportionately served. Regarding areas of controversial material, a limited budget cannot excuse a one-sided collection.

Each suggested title must be given an honest, objective appraisal analysis prior to purchase. If a requested title does not meet the library's Collection Development Policy, **the selector** ~~Selection Committee member~~ is not justified in buying it. Selection by the library staff of any material should not be construed as the library's endorsement of the views or opinions held therein.

Criteria for Selection

Certain factors influence the selection of library materials. Among these are:

- The importance of subject matter to the collection
- **Bestsellers and popular culture items**
- The community
- Appropriateness of format for intended use and audience
- Availability of material, for loan or for purchase
- Timeliness or enduring nature of the material
- Authoritativeness
- Inclusion in standard or local bibliographies or indexes
- Costs
- Physical characteristics, including ease of use, durability, and clarity of presentation

Formats

Suggestions from the public are welcome, will be considered, and evaluated. The selection of new materials will be made according to merit and potential use. ~~Some~~ Consideration *also* will be given to demand. All decisions on new material will be based ~~upon~~ *on* the reviews and criticism appearing in selection aids, periodicals, brochures, and bibliographies, and/or upon the reading and examination of the materials by staff members.

Scope of the Collection

The collection will be built upon representative materials including those which portray divergent, avant-garde, and controversial points of view, providing library patrons with resources upon which conclusions may be drawn after a free examination of all sides of an issue.

The library recognizes its *obligation* to provide reference and research materials both for the direct answering of specific questions and for continuing research. It also recognizes the purposes and resources of other libraries in the community and shall make effective use of interlibrary networks.

Adult Services Collection

The ~~Adult~~ Information Department has an extensive collection of materials included but not limited to books, graphic novels, recorded materials, *audio-visual recordings*, digital materials, magazines, eclectic items, and the local history collection.

Local History Archives

~~The Stow-Munroe Falls Public Library will collect such materials, including works by local residents, as are necessary to preserve the history of Stow and Munroe Falls, and to a lesser extent, the surrounding areas of Summit and Portage Counties. The library will make every effort to collect and preserve old and current materials for use in meeting the research, educational, and recreational needs of its patrons. Furthermore, the Local History archives should hold works about Ohio and Summit County that will aid patrons in putting the history of Stow and Munroe Falls in perspective.~~

The Stow-Munroe Falls Public Library Local History Room preserves and promotes the history of the communities of Stow and Munroe Falls.

The Library will preserve and maintain the materials in the Stow-Munroe Falls Local History Room for future generations by using accepted preservation methods and providing access to the materials under safe and secure conditions. Local History will work with other entities, such as historical societies, genealogical societies, and libraries, to educate the public on the holdings of the Local History and on the history of Stow and Munroe Falls.

The Local History Room will include materials about the history of Stow and Munroe Falls, Ohio, and, to a lesser extent, materials about the surrounding geographical areas of Summit

and Portage Counties, the state of Ohio, and the Connecticut Western Reserve to set Stow and Munroe Falls within their historical context. Genealogical records and family histories pertaining strictly to the founders of Stow and Munroe Falls may be collected.

Local History will make every effort to collect and preserve old and current materials for use in meeting the research, educational, and recreational needs of our patrons. Materials that do not fit within the collecting policy will be referred to local historical societies. The Local History Librarian reserves the right to withdraw materials that do not fit within the scope of the Local History. Withdrawn items may be returned to donors, offered to other depositories, donated to the Friends of the Library, or discarded.

Eclectic Collection

The Eclectic Collection is an assortment of nontraditional items that complement our mission to provide excellence in library service to all who seek access to information, recreational, educational, and cultural materials of any format.

The Library will select materials for the Eclectic Collection based on the needs and interests of library patrons. The Library reserves the right to take an item out of circulation temporarily to use for library purposes (programs, training, etc.) or for repairs.

Teen Services Collection

A collection representing the recreational and information needs and interests of teens, ages 13-18, including advanced juvenile titles and appropriate adult titles, will be provided. Curriculum-related, reference, and in-depth subject materials are supported in the general collection for use by students of all ages and of diverse backgrounds. The same criteria for selection of adult materials apply to teen materials. The content, style, format, and appeal to teens are ~~taken into~~ **considered**. The Teen collection consists of books, graphic novels, recorded materials, videogames, and electronic resources.

Children's ~~Youth~~ Services Collection

The Children's **Services** Department has an extensive collection of materials including but not limited to picture books, board books, beginning readers, chapter books, graphic novels, nonfiction books, recorded materials, and digital materials.

The library recognizes the unique needs of its young patrons and will make every effort to select resources that address those needs. The materials in the Children's collection are selected in a variety of formats for children from infancy through ~~fifth~~ **middle** grade. Materials are chosen to reflect a wide range of interests and cognitive and reading abilities, within this age group, and to instill a love of reading and learning. Children's books are selected following the same principles as for adult materials. However, certain elements are emphasized in greater detail. The criteria used are:

- ~~Elements of permanent value~~
- ~~Creativity~~

- ~~Clarity and style in writing~~
- Excellence of illustration
- ~~Outstanding design and format~~
- ~~Respect for the personality of the reader~~
- Appropriateness of the subject and its treatment for the reader
- Variety of formats to address various learning *styles and reading levels*
- ~~Acceptance by readers~~

Government Documents

The Stow-Munroe Falls Public Library is not a depository library for state or federal documents.

Textbooks and Curriculum Related Materials

The library strives to provide materials that promote continued independent learning. ~~We~~ The Library believes that providing textbooks and curriculum materials is the responsibility of the schools, but ~~we~~ The Library will strive to provide some curriculum related materials. ~~Selectors will purchase textbooks for the collection only if the textbook supplies information that surpasses standard books in quality or scope.~~ The public library will not assume the responsibility for purchasing textbooks for wide and general distribution.

Local Authors

~~In recognition of local literary and creative efforts, the library includes works by local authors in its collection. When works by local authors or creators are being considered for inclusion, the selection criteria outlined in this policy may be relaxed or modified at the discretion of the Selection Committee or the Library Director.~~

The Library supports local authors and illustrators and recognizes our community's literary and creative efforts. The Library invites local authors and illustrators to donate one copy of their recently published work for the Local Author collection. Local authors/illustrators' works will be displayed at the library in the Local Authors section and be made available for checkout to library patrons. Once donated, the item becomes the property of SMFPL, to be used or disposed of as appropriate. Acceptance of an author/illustrator's work does not guarantee the library will purchase additional copies or purchase them directly through the author/illustrator. Authors wishing to donate their works may drop off one copy of the book and fill-out a donation form.

The following guidelines are used to make the works accessible to the community, while also maintaining the collection standards of our library:

- *Must be professionally printed and bound. No spiral-bound books will be accepted.*
- *The author/illustrator must be a current resident of Summit County, Ohio, or the book must take place in either Summit County, Northeast Ohio, or demonstrate strong local interest.*
- *Must meet the selection criteria in the Library's Collection Development Policy*

The library cannot accept:

- *Review copies*
- *Unsolicited materials submitted by persons or publishers outside of Summit County, unless their works take place in either Summit County, Northeast Ohio, or otherwise demonstrate strong local interest*
- *Material with obvious damage or copyright violations*
- *Material in eBook, eAudio format, or another digital format*

Self-Published Materials

The library is happy to consider recently published materials for the collection.

The library routinely acquires materials published by commercial publishers that meet the library's selection criteria. The library also may ~~buy~~ purchase self-published books when they include unique local content, fit the scope of the library's Collection Development Policy, and meet the selection criteria.

Materials receiving an independent, positive review in one or more of the major review journals (such as Library Journal, School Library Journal, Kirkus Reviews, Booklist, *and* Publisher's Weekly ~~and Video Librarian~~) are carefully considered. The library is more likely to add a self-published book to the collection if it has been reviewed in a major review journal. Self-published eBooks are not considered unless they are available for purchase through one of the library's eBook platforms.

Unsolicited Materials

The library does not pay for unsolicited material. Materials sent to the library become the property of the Stow-Munroe Falls Public Library. ~~and, if not added, will not be returned to the donor.~~

Maintaining the Collection

Systematic withdrawal of materials is ~~no longer~~ useful to maintain relevant resources. The same criteria will be used in weeding materials from the collection as are used in their acquisition. The decision to withdraw library material shall be based on the physical condition, use of the material, age of the material, and accuracy of the information.

Retention of Library Materials

Discarding library materials is necessary to maintain a vital, useful, and well-ordered collection. The purpose of weeding is to support a regular re-evaluation of the collection in conjunction with the selection of new and replacement material. An active and continuous weeding program is essential to maintain a viable and useful collection. ~~Approximately 5% of the total collection will be withdrawn annually, and Selection Committee members handle weeding the specific subject areas for which they select. Any material taking up space that could otherwise be more profitably used by other material that is not circulating is subject to reevaluation and may be~~

~~discarded by a collection committee member or the Library Director.~~ This includes nonfiction that is no longer current or accurate, and once-popular fiction that is no longer in demand.

Criteria for Weeding

Selection of material for discarding is based on the following criteria:

- Material worn or irreparable through use
- Material which is no longer timely
- Material no longer considered accurate or factual
- Material which has had little recent use and is of questionable value
- Excess copies of a specific title that is no longer in demand

While the library attempts to maintain copies of standard and important works, it does not automatically replace all materials that have been withdrawn. The Library's collection is not intended to be and shall not be considered archival. The same criteria that apply to the original selection also will apply to material replacement. The need for replacement is based on:

- Number of available duplicate copies
- Adequate coverage of a particular subject in the collection
- Demand for the specific title or subject area
- Availability of material through other CLEVNET Libraries

Replacement and duplication of older titles is extensive in the Children's collection as children read and reread favorite books from previous decades.

Lost and Replacements

Materials missing or withdrawn from the library's collection are not automatically replaced. The decision to replace items rests on the following criteria:

- Availability of other copies in the collection
- Public interest
- Adequacy of coverage of subject matter
- Cost/availability

Gifts, Donations, Memorials, Bequests, and Trusts

The same principles of selection applied to purchases are applied to gifts. The library accepts gifts of books, pamphlets, magazines, films, music recordings, etc., with the understanding that they will be added to the library collection when needed or will be disposed of if the material is not of value to the library's collection at the time.

Items sometimes are accepted as gifts, although they ordinarily would not be purchased. These include replacements, expensive items of limited interest, local, privately printed, or highly technical materials.

The library welcomes gifts, trusts, or bequests for the purchase of library material. A bookplate will identify the donor and organization or person for whom the donation was made.

Censorship Policies

The Library Director is expressly charged with the legal and professional obligation to execute, in good faith and with the highest degree of skills, the Library's Collection Development Policy. The Director has a professional obligation to resist with equal good faith, skill and vigor, all efforts by any person or group, when directed to him or her, to compel a modification of material selection or services based upon criteria that are substantially in conflict with the policies established by the library's Board of Trustees.

No material will be excluded because of race, nationality, disability, age, political, social, or religious views of the originator. By providing free and unrestricted access to diverse information and viewpoints, the library may serve as a cornerstone of the principles of a democratic society.

The selection of library materials and electronic resources is predicated on the library patron's right to read and, similarly, on freedom from censorship by others. Much material is controversial, and any given item may offend some people. Selections for this library will not, however, be made based on anticipated approval or disapproval, but solely on the merits of the material in relation to the building of the collection, and to serving the interests of the users.

Fictional works are selected based on individual merit. The quality of materials shall be judged on the content, not by detached excerpts. Incident and language of materials should be in keeping with the social, moral, and emotional background of the characters, and the setting. Serious works which present an honest picture of some problems or aspects of life are not necessarily excluded because of objectionable language or frankness. Any attempt by an individual or group to deny access to, or to force inclusion or exclusion, of materials or resources will be resisted.

~~From time to time~~ **Materials** may be purchased for the **library** that some users might find shocking and/or inappropriate. However, if such materials meet the standards of this Collection Development Policy, the interests, and standards of the community, and are of relevant value, the Library is justified in buying such materials. Disapproval of an item by an individual or group ~~should~~ **will** not be how that item **determine if that item** is denied to all individuals or groups.

Although materials of a sensational nature are not knowingly added to the collection, works that present an honest and realistic picture of controversial issues or aspects of life are not excluded because of the frankness of language, description, or depiction.

~~While the library's collection supplements formal study, it is not within its scope to support area schools' curricula by providing multiple copies of books for use in or out of the classroom.~~

Library materials are not marked or labeled in any way that indicates approval or disapproval of their contents. Labels or ratings that provide assessments such as "This material contains language that some may find offensive" are not applied to the item by the library. Materials are selected in their entirety and not subject to modification or alteration by the library staff.

This library holds censorship to be a purely individual matter and declares that, while anyone is free to reject for oneself materials or resources of which one does not approve, one cannot exercise this right of censorship to restrict the freedom of others.

Regarding ~~With respect to~~ the use of library materials and resources by children, the decision as to what a minor may use is the ~~responsibility of the~~ ***parent's*** or legal guardian's ***responsibility***. Selection of materials and resources for the entire library collection is not restricted by the possibility that minors might access materials and resources that their parents consider inappropriate.

Copyright Law

The Stow-Munroe Falls Public Library abides by copyright law. ~~Customers~~ ***Patrons*** using the library materials are responsible for the legal use of that material.

Procedures for Reconsideration of Library Material

The library will reconsider any material in its collection upon written request of a patron. If a complaint is made, the following procedures are followed:

1. Staff or board members will refer the patron to make a written complaint to the library director, using the *Request for Reconsideration* form.
2. If the complaint has not been resolved through informal discussion with the ***Director*** and written response, the complaint will be reviewed by the Board of Trustees and the ***Director***.
3. A review committee will be formed to review the materials. The officers of the board and the director will compose a response. At the discretion of the ***Director***, upon receipt of the reconsideration form, the challenged material may be temporarily removed from the collection to facilitate the review, until a decision about the material has been made.
4. The Review Committee will review the material and then evaluate the original reasons for the purchase. Works are judged in their entirety, not by passages or scenes taken out of context. The committee determines the extent to which the material fits the selection policy, and files a written recommendation to the full ***Library Board***.
5. The ***Library Board*** makes the final decision regarding the complaint.
6. The patron will receive a written response from the director informing them of the ***Board's*** decision. ~~of the board.~~

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

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

NAYS:

Motion carried.

**MOTION NO. 250317-8 AMEND BOARD POLICY: COMPENSATION
PHILOSOPHY**

RESOLVED: That the Board of Trustees amends the Board Policy: Compensation Philosophy as follows:

~~The mission of~~ Stow-Munroe Falls Public Library is focused on cultivating meaningful connections by attracting, promoting, retaining, and rewarding a qualified and diverse workforce. Within the boundaries of financial feasibility, employee compensation shall be externally competitive with libraries similar ~~to us~~ in budget and size.

The Library ***Board of Trustees*** will determine the appropriate salary grade for each library job by considering all elements of our compensation philosophy and by ranking jobs within our organizational structure.

Total compensation will be reviewed annually. Stow-Munroe Falls Public Library's compensation philosophy is to provide a total compensation package (including base pay and benefit offerings) that is competitive within our external labor market, and fair within the library.

Benefits include health insurance, retirement plans, sick leave, vacation leave, and professional growth opportunities for staff.

- Salaries for new staff should be established at levels that recognize the individual's knowledge, skills, and experience within the salary grade for the position and salary levels of current employees within the same job title.
- Salary ranges will be reviewed periodically and will be measured against the rate of inflation, the job market for positions, internal equity, the Library's compensation philosophy, and the Library's budget.
- Wages for staff are based on a longevity step system with increases given on anniversary dates.
- We seek to ensure that employees in similar jobs are compensated fairly, with consideration for skill ***and*** experience. ~~and performance.~~
- Our compensation program will reflect our need to be good stewards of our financial resources.
- ***We offer flexible work arrangements where possible, including part-time schedules, and remote work options for positions that can accommodate such flexibility.***

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

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

NAYS:

Motion carried.

MOTION NO. 250317-9 AMEND BOARD POLICY: CONCEALED CARRY

RESOLVED: That the Board of Trustees amends the Board Policy: Concealed Carry as follows:

Whereas the Stow-Munroe Falls Public Library is a community gathering place for *lifelong* learning, and

Whereas the Stow-Munroe Falls Public Library *always* has children and adults of all ages in their buildings at all times, and

Whereas the Ohio General Assembly has enacted legislation that includes an exemption for public libraries as a permissible location for concealed weapons, *and*

~~Therefore, be it resolved, that the Board of Trustees of the Stow-Munroe Falls Public Library, does not permit weapons of any kind, either concealed or in plain view on its property or in its buildings, unless the owner of the weapon is a law enforcement officer, and~~

~~Be it further resolved, that the Board of Trustees of the Stow-Munroe Falls Public Library will post the necessary notification of its status as exempt from Ohio's Concealed Carry Legislation, as required by the Ohio Revised Code.~~

Ohio public libraries are exempt from the state's "Concealed Carry" law as a political subdivision of the Ohio Revised Code, Section 2923.126(**B**) (**7**):

Any building that is a government facility of this state or a political subdivision of this state and that is not a building that is used primarily as a shelter, restroom, parking facility for motor vehicles, or rest facility and is not a courthouse or other building or structure in which a courtroom is located *that is subject to division (B)(3) of this section, unless the governing body with authority over the building has enacted a statute, ordinance, or policy that permits a license to carry a concealed handgun into the building*

Therefore, be it resolved, that the Board of Trustees of the Stow-Munroe Falls Public Library, does not permit weapons of any kind, either concealed or in plain view in its buildings, unless the owner of the weapon is a law enforcement officer, and

Be it further resolved, the Board of Trustees of the Stow-Munroe Falls Public Library will post the necessary notification of its status as exempt from Ohio's Concealed Carry Legislation, as required by the Ohio Revised Code.

As stated in the Ohio Revised Code, Sec. 2923.1210, a person who has been issued a valid concealed handgun permit may transport or store a firearm or ammunition in his or her vehicle on Library property when both of the following conditions are met:

(A) A business entity, property owner, or public or private employer may not establish, maintain, or enforce a policy or rule that prohibits or has the effect of prohibiting a person who has been

issued a valid concealed handgun license from transporting or storing a firearm or ammunition when both of the following conditions are met:

(1) Each firearm and all of the ammunition remains inside the person's privately-owned motor vehicle while the person is physically present inside the motor vehicle, or each firearm and all of the ammunition is locked within the trunk, glove box, or other enclosed compartment or container within or on the person's privately owned motor vehicle;

(2) The vehicle is in a location where it is otherwise permitted to be.

(B) No business entity, property owner, or public or private employer shall be held liable in any civil action for damages, injuries, or death resulting from or arising out of another person's actions involving a firearm or ammunition transported or stored pursuant to division (A) of this section including the theft of a firearm from an employee's or invitee's automobile, unless the business entity, property owner, or public or private employer intentionally solicited or procured the other person's injurious actions.

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

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

NAYS:

Motion carried.

**MOTION NO. 250317-10 RESCIND BOARD POLICY: LOCAL HISTORY
COLLECTION DEVELOPMENT POLICY**

RESOLVED: That the Board of Trustees rescinds the Board Policy: Local History
Collection Development Policy as follows:

Local History Mission Statement:

The mission of the Stow-Munroe Falls Public Library Local History Archives is to preserve the history of the communities of Stow and Munroe Falls, Ohio.

Stow-Munroe Falls Public Library will preserve and maintain these materials for future generations by using accepted preservation methods, and providing access to the materials under safe and secure conditions. The library will work in conjunction with other Local History entities, such as historical societies and libraries, to educate the public on the holdings of the collection and on the history of Stow and Munroe Falls.

Local History Collection – Scope:

The focus of the collection will include materials about the history of Stow and Munroe Falls, Ohio, and, to a lesser extent, materials about the surrounding geographical areas of Summit and Portage Counties, the state of Ohio, and the Connecticut Western Reserve to set Stow and Munroe Falls within their historical context.

Genealogical records and family histories pertaining strictly to founders and/or pioneer families of Stow and Munroe Falls may be collected.

Local History Collection – Collecting Policy:

The Local History collection will collect books, documents, maps, memorabilia, genealogical records of founding families, slides, microfilm, newspapers, news clippings, identified photographs (framed and unframed). The Local History Collection will contain Oral History interviews, in audio and print formats, conducted by the staff of Stow-Munroe Falls Public Library. Three-dimensional objects and electronic and digital formats will be considered if they fit within the mission of our collection.

The Local History Collection does not contain government records, such as City Council meeting minutes or Board of Education meeting minutes, or day-to-day business records.

Selection Criteria:

The Stow Munroe-Falls Public Library Local History Collection will include:

- Materials that record the history and ancestry of Stow/Munroe Falls founding and/or pioneer families
- Materials that record the history and contributions of prominent individuals who have lived in or served in the communities of Stow/Munroe Falls
- Materials that preserve the histories of local clubs, organizations, schools, churches, businesses, and institutions of Stow/Munroe Falls
- Materials that record the history of the community
- Artifacts or objects that support the history of the community, its people, and/or its institutions

Other criteria include:

- Relevance to the histories of Stow and or Munroe Falls, Ohio
- Uniqueness and historical value of the item
- Physical condition of the item
- Space constraints for storage of the item
- Time needed to arrange the collection for use
- Signed “Deed of Gift”

Gifts:

The library welcomes donations to its Local History collection. All donated materials must be free of dirt, mold, moisture, and pests and should be in good condition. Scrapbooks/photo albums must be in archival quality albums or enclosures, and photographs must be identified. Three dimensional objects may be accepted if they fit the scope of the collection and do not require special storage and preservation needs.

Materials that do not fit within our collecting policy will be referred to local historical societies. The library reserves the right to decline gift offers.

Donors must sign a “Deed of Gift” transferring ownership, and copyright, if applicable, to the Stow-Munroe Falls Public Library. The donor and the library each retain a copy of the deed of gift.

Once a donation has been made, the library reserves the right to decide how the donated item will be displayed or stored, how the item may be used by the public, and how long the item will be retained. Materials in the Local History Collection may be scanned and placed on the Internet for viewing, may be moved to another location within the library, and may be withdrawn from the collection if deemed no longer appropriate to the collection.

Items that will not be accepted:

- Unidentified photographs
- Photographs in magnetic sleeve photo albums
- Duplicate materials, unless in better condition than those currently in the collection
- Periodicals
- Formats that are obsolete or that require transfer to up-to-date format to facilitate access. Examples include (but are not limited to) VHS tape, 8 mm film, floppy disks
- Government records, such as meeting minutes
- Items that have restrictions on use
- Items that are in poor physical condition

Access:

The Local History Collection, although stored in various parts of the library, is accessible to the public by request. Staff will retrieve those materials; fill out a use form and hold ID while the materials are used. Library staff may refuse to allow photocopying of rare or fragile materials.

The Local History Collection reference and non-circulating materials are housed in a separate area of the library on the Local History collection shelves and in adjacent file cabinets and map case. Other materials are stored in archival quality storage boxes. Some local history materials are stored in staff areas. Exhibits of Local History will be displayed in the Local History Center and two display cases.

Local History materials do not circulate.

Preservation and Maintenance:

Local History materials, when appropriate, will be preserved in acid-free folders, enclosures, and containers. The collection will be maintained in a clean, safe, and secure environment.

Discarding Materials:

Stow-Munroe Falls Public Library reserves the right to withdraw materials that do not fit within the scope of the Local History Collection. Withdrawn items may be returned to donors, offered to other depositories, donated to the Friends of the Library, or discarded.

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

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

NAYS:

Motion carried.

LONG RANGE PLANNING

Mr. Shubert stated that the committee will meet at 5pm on Monday April 21, 2025 to discuss the Strategic Plan.

RECORDS COMMISSION

Mr. Shubert stated nothing to report.

NEW BUSINESS

MOTION NO. 250317-11 ADJOURNMENT

Bedell moved, Wyckoff seconded to adjourn the meeting at 7:54pm.

All were in favor.

Motion carried.

Secretary

Board President

Jennifer Hale
Fiscal Officer



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Please complete all fields.*

Please print clearly or fill out electronically			
GENERAL INFORMATION	NAME: Last	First	MI
	Street Address	Telephone Number	
	City	State	Zip
	Email		
	Availability: <input type="checkbox"/> Full Time Only <input type="checkbox"/> Part Time Only <input type="checkbox"/> Full OR Part Time		
	What hours are you available to work? <input type="checkbox"/> Daytime <input type="checkbox"/> Evening <input type="checkbox"/> Weekend		
<p style="text-align: right;"><i>Continues on the next page</i></p> <p>In compliance with Federal and State equal employee opportunity laws, qualified applicants are considered for positions without regard to race, color, religion, sex, national origin, age, marital status, or the presence of a non-job related medical condition or disability.</p>			

EDUCATION	List all schools attended: high school, technical/vocational, college, business, military, etc. Attach another sheet, if necessary.	
	School Name: <div></div>	Degree Acquired and Major/Subjects: <div></div>
	School Name: <div></div>	Degree Acquired and Major/Subjects: <div></div>
	School Name: <div></div>	Degree Acquired and Major/Subjects: <div></div>

EDUCATION	Employment Desired:
	Position Desired: <div></div>
	Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Can we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Referral Source:
	How did you hear about us? <div></div>
	Have you worked with SMFPL in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, when? <div></div>
	Previous Library Experience:
	<div></div>

Please attach a copy of your resume and a cover letter for previous employment

REFERENCES	Reference Name:	Email:	Company:	Years Acquainted:
	Reference Name:	Email:	Company:	Years Acquainted:
	Reference Name:	Email:	Company:	Years Acquainted:

SIGNATURE	Agreement
	<p>I certify that answers given herein are true and complete to the best of my knowledge.</p> <p>I authorize you to make such investigations and inquiries of my personal, employment and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, or persons from liability in responding to inquiries in connection with my application.</p> <p>In the event of employment, I understand that false or misleading information given on the application or in the interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Stow-Munroe Falls Public Library.</p>
	<p>Date <input type="text"/></p>
	<p>Signature <input type="text"/></p>



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