

**STOW-MUNROE FALLS PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
Monday November 18, 2024**

**CALL TO ORDER**

The meeting was called to order at 6:34 pm by President Shubert.

**PRESENT**

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

**ABSENT**

Rich Bedell excused at 6:41pm.

**OTHERS PRESENT**

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

**PUBLIC**

No Public Comment

**MOTION NO. 241118-1    APPROVE OCTOBER 21, 2024 MINUTES**

Renninger moved, Bedell seconded:

RESOLVED:            That the Board Minutes of October 21, 2024 regular board meeting be accepted and approved.

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

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

NAYS:

Motion carried.

## FINANCE

### **MOTION NO. 241118-2 APPROVE OCTOBER TREASURER'S REPORT**

---

Wyckoff moved, Renninger seconded:

RESOLVED: That the Board of Trustees approves the Treasurer's Report for October 2024.

### **MTD Bank Report for Year 2024 Month 10 - STOW MUNROE FALLS PUB LIB**

Bank	Description	Beg Mo Bal	Deposits	Withdrawals	Trans In	Trans Out	Balance
0001	MAIN CHECKING ACCOUNT	826,554.25	209,511.19	248,809.14	0.00	0.00	787,256.30
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	1,592,524.73	6,812.58	0.00	0.00	0.00	1,599,337.31
0024	STAR OHIO BLDG - INVESTMENTS	89,697.77	383.71	0.00	0.00	0.00	90,081.48
0029	STAR PLUS OHIO - INVESTMENTS	0.00	0.00	0.00	0.00	0.00	0.00
0030	US BANK - REDTREE INVESTMENTS	720,295.82	2,633.36	0.00	0.00	0.00	722,929.18
0206	US BANK - FROEBE ENDOWMENT	514,745.50	1,881.88	0.00	0.00	0.00	516,627.38
10 Banks		3,744,118.07	221,222.72	248,809.14	0.00	0.00	3,716,531.65

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

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

NAYS:

Motion carried.

### **MOTION NO. 241118-3 ACKNOWLEDGE OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES**

---

Mancuso moved, Daniel seconded:

RESOLVED: That the Board of Trustees acknowledges an increase of \$4,571.19 in 2024 property tax per Official Certificate of Estimated Resources dated November 7, 2024. (see copy attached)

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

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

NAYS:

Motion carried.

## DIRECTOR'S REPORT

### **MOTION NO. 241118-4 ACCEPT DIRECTOR'S REPORT**

Renninger moved, Mancuso seconded:

RESOLVED: That the Board of Trustees accepts the written Director's report for the month of October 2023.

Ms. Koritansky informed the Board that on November 2, 2024 the Library had two people come in the library videotaping patrons, staff, and minors. The two individuals claimed to be independent journalist and first amendment auditors. They posted the videos online through YouTube. The police were called and the two people were asked to stop filming and leave the library. The Friends of the Library donation bin had money stolen out of it on Tuesday November 12. The person was found and most of the money was returned.

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

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

NAYS:

Motion carried.

## **DISCUSSION ITEMS**

No Discussion Items

## **BOARD COMMITTEES**

### **BUILDING & GROUNDS**

Ms. Hegner stated nothing to report.

### **FINANCE**

Mr. Renninger stated the Finance Committee met at 6pm and reviewed the reports, everything is in order we adjourned at 6:27pm.

### **HUMAN RESOURCES**

Mr. Mancuso stated the annual evaluations for the Director and Fiscal Officer will be going out to the Board members.

Mr. Mancuso stated the Human Resources Committee Recommends:

**MOTION NO. 241118-5 AMEND JOB DESCRIPTION: TECHNICAL SERVICES  
SENIOR PROCESSOR**

---

RESOLUTION: That the Board of Trustees amends the Job Description: Technical Services Senior Processor as follows:

Job Title:	Technical Services Senior Processor
Department:	Collection Development
Pay Grade:	4
Supervises:	None
Reports to:	Head of Collection Development and Technical Services

**Position Summary:**

Under general direction, the Technical Services Senior Processor helps catalog, invoice and process library materials and oversees the maintenance of the library collection.

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

- Assists with shelving as needed
- Assists with public catalog overlay creation and maintenance
- Handles some duties when Head of Collection Development and Technical Services is not present
- Maintains magazines and periodicals, including subscriptions
- Material processing and maintenance
- May perform some collection development tasks when required
- Orders, receives, and invoices all library materials
- Responsible for continuous professional development through attendance at meetings, conferences, in-service training sessions and committee assignments
- Transfers Bibliographic Records into ILS
- Performs additional duties and assignments, as assigned

**Qualifications:**

**Education and Experience:**

- Bachelor's degree in any field
- 6mo – 1-year previous library experience

**Knowledge, Skills, Abilities:**

- Communicates effectively in written and oral form
- Develops and maintains effective working relationships with supervisor and co-workers
- Interacts and responds appropriately to patrons and staff
- Proficient in Microsoft Office Suite and related library software
- Organizes, prioritizes, and coordinates multiple tasks
- Present a positive, professional image to the public

### **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: Daniel, Hegner, Mancuso, Renninger, Wyckoff, Shubert

NAYS:

Motion carried.

### **LEGISLATION/RULES**

Mrs. Daniel stated the Legislation/Rules Committee Recommends:

### **MOTION NO. 241118-6          AMEND BOARD POLICY: FINE AND FEES**

RESOLUTION:          That the Board of Trustees amends the Board Policy: Fines and Fees as follows:

The Stow-Munroe Falls Public Library will establish the following fines or fees for use of the following:

1	Color Copier Prints	.50 per page
2	Eclectic Collection	5.00 per day
3	Ear Buds	1.00 each
4	Flash Drives	5.00 each
5	Passport Acceptance	35.00 ea
6	Passport Photographs (2)	\$15.00
7	Prints (Black & White)	.15 per page

8	Museum Tickets and Passes	5.00 per day*
9	<i>EV Charging Station</i>	<i>\$ .38 per KWH</i>

\*Museum passes and tickets accrue fines for up to 7 days and then patrons will be charged for overdue fines of \$35 and the cost of the pass up to \$250.00.

The Library does not accept replacement copies for lost or damaged materials.

Per U.S. Department of State Passport Services, effective April 2, 2018, the new fee for Passport acceptance (also known as the execution fee) will be \$35.00.

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

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

NAYS:

Motion carried.

#### LONG RANGE PLANNING

Mr. Renninger stated the Long Range Planning did not meet in November. There is a meeting scheduled for December 17, 2024 at 1:00 pm.

#### TECHNOLOGY

Mr. Shubert stated nothing to report.

#### RECORDS COMMISSION

Mr. Shubert stated nothing to report.

#### NEW BUSINESS

#### ELECTION OF OFFICERS

Mrs. Daniel stated the nominating committee recommends the following:

#### **MOTION NO. 241118-7 ELECTION OF 2025 OFFICERS**

Renninger moved, Hegner seconded:

RESOLVED: The Library Board of Trustees elect the following officers for 2024:

PRESIDENT – Tom Shubert  
VICE PRESIDENT – Craig Mancuso  
SECRETARY – Carla Wyckoff

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

AYES: Daniel, Hegner, Mancuso, Renninger, Wyckoff, Shubert  
NAYS:

Motion carried.

## **2025 BOARD MEETING SCHEDULE DATES**

### **MOTION NO. 241118-8 APPROVE 2025 BOARD MEETING SCHEDULE DATES**

Mancuso moved, Hegner seconded:

RESOLVED: That the Board of Trustees approves the 2025 scheduled Board Meeting dates as the 3rd Monday of the month. The Organizational Meeting is on January 20, 2025.

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

AYES: Daniel, Renninger, Hegner, Mancuso, Wyckoff, Shubert  
NAYS:

Motion carried.

## **2025 HOLIDAY/SPECIAL CLOSING SCHEDULE**

### **MOTION NO. 241118-9 ADOPT 2025 HOLIDAY/SPECIAL CLOSING SCHEDULE**

Renninger moved, Wyckoff seconded:

RESOLUTION: That the Board of Trustees adopt the following 2025 Holiday and Special Library closings:

### **\*2025 HOLIDAYS**

January	1	New Year's Day	(Wednesday)	Closed *(OH)
April	20	Easter Sunday	(Sunday)	Closed
May	25	Sunday before Memorial Day		Closed
May	26	Memorial Day	(Monday)	Closed *(OH)
July	4	Independence Day	(Friday)	Closed *(OH)
August	31	Sunday before Labor Day		Closed
September	1	Labor Day	(Monday)	Closed *(OH)
October	13	Staff Inservice	(Monday)	Closed
November	27	Thanksgiving	(Thursday)	Closed *(OH)
December	24	Christmas Eve	(Wednesday)	Closed *(OH)
December	25	Christmas	(Thursday)	Closed *(OH)

\* All regular full-time employees are entitled to eight (8) hours of paid leave for each of the official holidays (OH) on which the library is closed.

### **\*STAFF FLOATING HOLIDAYS**

January	20	Martin Luther King Day
February	17	Presidents' Day
June	19	Juneteenth
November	11	Veterans' Day

\* All regular full-time employees are entitled to paid leave for the four Floating Holidays on which the library is open: Martin Luther King Day; Presidents' Day; Juneteenth; Veterans' Day. Floating Holidays must be taken by the last pay period of the year.

### **\*EARLY CLOSINGS**

November	26	Day before Thanksgiving	(Wednesday)	Close 5pm
December	31	New Year's Eve	(Wednesday)	Close 5pm

\*see pg 21, Holidays (Official and Floating)/Library Closings *Employee Policy Manual*

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

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

NAYS:

Motion carried.

### **MOTION NO. 241118-10    ADJOURNMENT**

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

All were in favor.

Motion carried.

Secretary

Board President

Jennifer Hale  
Fiscal Officer



Amendment 5  
Amended: PT Estimate to Actual

Akron, Ohio  
November 7, 2024

AMENDED  
"OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES"  
Revised Code, Section 5705.35

STOW MUNROE FALLS PUBLIC LIBRARY

The Budget Commission of Summit County, Ohio, hereby makes  
this Certificate for the Fiscal Year beginning January 1, 2024,  
which shall govern the total of appropriations by fund.

FUND TYPE Fund Class Fund Name	ACTUAL UNENCUMBERED BALANCE January 1, 2024	PT=Property Tax: real estate, personal property, homestead and rollback. LG=Library Local Government (Public Library Fund). TR=Transfer-in      O=Other revenue						TOTAL ESTIMATED AVAILABLE RESOURCES	
GOVERNMENTAL TYPE									
101 General	3,580,041.19	1,943,277.19 1,372,754.85	PT LG	147,125.16	O				7,043,198.39
SPECIAL REVENUE									
Target	82.51								82.51
COVID-19 Relief Fund	0.00								0.00
Walmart	0.00								0.00
Accumulated Benefits	64,000.00								64,000.00
Froebe Endowment Fund	511,579.70						28,648.64	O	540,228.34
TOTAL SPECIAL REVENUE	575,662.21	0.00		0.00		0.00	28,648.64		604,310.85
CAPITAL PROJECT									
401 Building	50,523.23						0.00	O	50,523.23
									0.00
TOTAL CAPITAL PROJECT	50,523.23	0.00		0.00		0.00	0.00		50,523.23
FIDUCIARY TRUST and AGENCY									
	0.00								0.00
	0.00								0.00
TOTAL TRUST and AGENCY	0.00	0.00		0.00		0.00	0.00		0.00
ALL FUNDS									
	4,206,226.63	3,316,032.04		147,125.16		0.00	28,648.64		7,698,032.47

The Budget Commission further certifies that its action on the foregoing budget and Tax Equalization estimate of the rate of each tax necessary to be levied within and without the 10 mill limitation is set forth in the proper columns of Schedule B, and the total amount approved for each fund must govern govern the amount of appropriation from such fund.

This Certificate has been Approved  
by the Summit County Fiscal Office



November 7, 2024  
Date

*Jaret L. Adams*  
Jaret L. Adams  
Secretary of Budget Commission