

**STOW-MUNROE FALLS PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
Monday May 19, 2025**

CALL TO ORDER

The meeting was called to order at 6:31 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

PUBLIC

No public comment.

MINUTES

MOTION NO. 250519-1 APPROVE APRIL 21, 2025 MINUTES

Wyckoff moved, Jundi seconded:

RESOLVED: That the Board Minutes of April 21, 2025, regular meeting be accepted and approved.

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

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

NAYS:

Motion carried.

FINANCE

MOTION NO. 250519-2 APPROVE APRIL TREASURER'S REPORT

Mancuso moved, Bedell seconded:

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

MTD Bank Report for Year 2025 Month 04 - STOW MUNROE FALLS PUB LIB

	Description	Beg Mo Bal	Deposits	Withdrawals	Trans In	Trans Out	Balance
<u>0001</u>	MAIN CHECKING ACCOUNT	215,647.63	811,583.36	309,659.38	110.63	0.00	717,682.24
<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	1,630,061.30	5,995.22	0.00	0.00	0.00	1,636,056.52
<u>0024</u>	STAR OHIO BLDG - INVESTMENTS	91,463.59	684.34	0.00	0.00	0.00	92,147.93
<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	733,988.75	2,937.83	0.00	0.00	110.63	736,815.95
<u>0206</u>	US BANK - FROEBE ENDOWMENT	506,356.07	1,942.85	0.00	0.00	0.00	508,298.92
10 Banks		3,177,817.34	823,143.60	309,659.38	110.63	110.63	3,691,301.56

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

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

NAYS:

Motion carried.

MOTION NO. 250519-3 APPROVE APPROPRIATION TRANSACTION

Hegner moved, Mancuso seconded:

RESOLVED: That the Board of Trustees authorizes the Fiscal Officer to appropriate:
\$30,000.00 from the General Fund to 101.0.53110 Travel/Conference
Expenses for Microsoft 365 class that is being provided through a Tech
Cred Grant.

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

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

NAYS:

Motion carried.

PROGRAM

DIRECTOR'S REPORT

MOTION NO. 250519-4 ACCEPT THE DIRECTOR'S REPORT

Mancuso moved, Bedell seconded:

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

Ms. Koritansky shared with the Board that through our Google Ad grant with Koios we have been receiving \$10,000 per month in Google Ad funds which is increasing traffic to our website.

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

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

NAYS:

Motion carried.

DISCUSSION ITEMS

Ms. Koritansky shared with the Board Ohio Library Council's template for a new board policy addressing the recent change in Ohio law regarding virtual board meetings. The Board decided that the Legislation/Rules Committee would use the template to write up a policy for us.

Mr. Jundi shared that he was contacted by the Stow School Board who wanted to know if we could send someone to one of their meetings to talk about what the Library Trustees do. Unfortunately, as our meetings overlap with their meetings, we are unable to do so but they can certainly come to one of our meetings or view our meeting minutes and information online.

BOARD COMMITTEES

BUILDING & GROUNDS/TECHNOLOGY

Ms. Hegner stated nothing to report.

FINANCE

Mr. Bedell stated the Finance Committee did not meet this month, but all the financials presented by the Fiscal Officer are in order.

FUNDING INITIATIVES

Ms. Wyckoff stated that they did not meet but that she would be scheduling a meeting soon with the new Friends of the Library president.

HUMAN RESOURCES

Mr. Mancuso stated nothing to report, but he would be scheduling a meeting soon.

LEGISLATION/RULES

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

MOTION NO. 250519-5 REPLACE BOARD POLICY: DISTRIBUTION AND DISPLAY OF FREE MATERIAL POLICY

RESOLVED: That the Board of Trustees replaces the Board Policy: Distribution and Display of Free Material Policy to read as follows:

Bulletin Board and Community Information Display Policy

The Stow-Munroe Falls Public Library provides space for local nonprofit organizations and community members to share information about civic, educational, cultural, and recreational events. This service supports the Library's mission to serve as an information hub for the community. Posting of materials does not imply Library endorsement of the content.

Designated Display Areas

1. Main Atrium Bulletin Board and Rack Holder
 - Intended Use: For nonprofit organizations to display general community notices and event flyers.
 - Location: Near the Library's main entrance.
 - Includes: The main literature rack for brochures and free handouts.
 - Content Examples: Literacy programs, concerts, lectures, workshops, cultural events, local services, and free publications from nonprofit organizations.
 - Posting Process: Materials must be submitted to the Circulation Desk. Designated staff will review and post approved items.
2. Children's Area Bulletin Board
 - Intended Use: For nonprofits promoting camps, educational opportunities, parenting programs school-related events, and children's activities.
 - Location: In the Children's Department.

- No rack holder is present in this area.
 - Content Examples: Summer camps, tutoring programs, story times, school fundraisers, Parenting programs, Homeschool groups, STEM workshops.
 - Posting Process: Materials must be submitted to the Children's Desk. Designated staff will review and post approved items.
3. Community Bulletin Board
- Intended Use: For community members to post their own flyers about nonprofit events and general local interest topics.
 - Location: On the first floor near the public restrooms.
 - Content Examples: Support groups, open mic nights, local nonprofit meetings, cultural festivals, local yard sales.
 - Posting Process: Materials must be submitted to the Circulation Desk. Designated staff will review and post approved items.

General Regulations for All Bulletin Boards and Rack Areas

1. Eligibility:
 - a. Only nonprofit organizations and community-focused events may post.
2. Prohibited Materials:
 - a. Advertisements for businesses or services.
 - b. Job postings, petitions, solicitations, for-profit, commercial, political campaigns, personal, or religious materials
 - c. Materials endorsing political candidates or positions.
 - d. Items larger than 8.5" x 11", unless approved due to content value or space availability.
 - e. Poorly formatted or damaged materials.
3. Submission & Approval:
 - a. Library staff reserves the right to decline, remove, or limit postings due to space or content.
4. Posting Duration:
 - a. Flyers will be posted for up to 30 days or until the advertised event occurs.
 - b. Materials without a date will be posted for no more than 30 days.
 - c. Duplicates or excessive quantities will not be accepted.
5. Disclaimers:
 - a. The Library assumes no responsibility for lost or damaged materials.
 - b. Submission does not guarantee posting.
 - c. Posted items will not be returned.
 - d. The Library Director has final authority over what may be posted or distributed.
6. Signage Restrictions:
 - a. No postings are allowed on Library entrance doors or unauthorized areas.

Appeals Process

Anyone who disagrees with a decision regarding materials may submit a written appeal to the Library Director. Further appeals may be addressed to the Library Board of Trustees.

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. 250519-6 AMEND BOARD POLICY: GALLERY, DISPLAY CASES AND GENERAL EXHIBITS

RESOLVED: That the Board of Trustees amends the Board Policy: Gallery, Display Cases and General Exhibits as follows:

~~The Stow-Munroe Falls Public Library encourages local artists, photographers, crafts people, and collectors to display their work in the library. Exhibit space is not available for partisan political activities, for profit organizations, or groups which have unlawful discriminatory membership requirements. The Stow-Munroe Falls Public Library does not endorse the beliefs or viewpoints of topics which may be the subject of library exhibits.~~

~~The exhibitor must complete and sign the form "Guidelines for Art Exhibits and Displays."~~

~~Library sponsored programs, Foundation of the Stow-Munroe Falls Public Library and Friends of the Stow-Munroe Falls Public Library are exempt from this policy since their activities and programs fall within the service goals of the Library.~~

The Stow-Munroe Falls Public Library welcomes exhibits and displays that provide interest, information, and enrichment to the community. Use of the library's display cases must be scheduled through the Local History Librarian and is subject to space availability.

Guidelines

- Individuals and community organizations may use the display cases for presentations of an educational, civic, cultural, or artistic nature.***
- Provision of display space does not imply endorsement by the Library.***
- All displays should be visually appealing and professionally arranged.***
- The name of the sponsoring individual or organization must be clearly included in the display.***
- Placement and removal of exhibits are the responsibility of the exhibitor and must be conducted during regular library hours.***

- *Display materials may not be stored at the Library before setup or after takedown. Set-up and removal must be completed within a concise and reasonable time frame.*
- *The Library is not involved in the sale of exhibit items. No prices or price lists may be included in the display, and library staff will not provide any information regarding the value of items.*
- *The Library reserves the right to determine the suitability of any display. Final approval rests with the Library Director or a designated staff member.*
- *Displays sponsored by the Library, the Stow-Munroe Falls Public Library Foundation, or the Friends of the Stow-Munroe Falls Public Library are exempt from this policy, as their activities align with the Library's service goals.*
- *The Library assumes no liability for damage, loss, or theft of any display materials.*
- *Exhibit space is not available for partisan political activities, for profit organizations, or groups which have unlawful discriminatory membership requirements.*
- *The Stow-Munroe Falls Public Library does not endorse the beliefs or viewpoints of topics which may be the subject of library exhibits.*

Display Case Form:

Name of Organization: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

I have read and agree to abide by the Stow-Munroe Falls Public Library Display Case Policy.

Signature: _____

Date: _____

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

Ms. Koritansky shared with the Board the Strategic Plan Survey questions (see attached) as well as went over our plan for getting that out to the community and reminded them that we would have our management and board retreat next month Monday June 16th at 4:30pm prior to our regular meeting.

RECORDS COMMISSION

Mr. Shubert stated nothing to report.

NEW BUSINESS

MOTION NO. 250519-7 APPROVE EXTENDED SICK LEAVE

Mancuso moved, Wyckoff seconded:

RESOLVED: That the Board of Trustees approves extended sick leave for J. McCloud from Tuesday May 27, 2025 to Monday July 7, 2025.

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

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

NAYS:

Motion carried.

MOTION NO. 250519-8 CANCEL REGULAR JULY BOARD MEETING

Hegner moved; Jundi seconded:

RESOLVED: That the Board of Trustees of the Stow-Munroe Falls Public Library
approve to cancel the July Regular Library Board Meeting.

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

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

NAYS:

Motion carried.

MOTION NO. 250519-9 MOTION TO ADJOURN INTO EXECUTIVE SESSION

Mancuso moved, Bedell seconded:

RESOLVED: The Board of Trustees moves to adjourn into executive session at 7:39pm
to consider the employment of a public employee.

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

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

NAYS:

Motion carried.

MOTION NO. 250519-10 MOTION TO RETURN TO OPEN SESSION

Mancuso moved, Hegner seconded:

RESOLVED: That the Board of Trustees moves to return to open session at 8:09pm.

All were in favor. Motion carried.

MOTION NO. 250519-11 ADJOURNMENT

Bedell moved, Mancuso seconded to adjourn the meeting at 8:09 pm.

All were in favor.

Motion carried.

Secretary

Board President

Jennifer Hale

Fiscal Officer