

**STOW-MUNROE FALLS PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
Monday February 20, 2023**

**CALL TO ORDER**

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

**PRESENT**

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

**OTHERS PRESENT**

Gale Koritansky, Director; Jennifer Hale, Fiscal Officer

**ABSENT**

Tom Shubert, President

**PUBLIC**

No public comment.

**ACTION ITEMS**

**MOTION NO. 230220-1 APPROVE JANUARY 16, 2023 ORGANIZATIONAL  
MINUTES**

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Renninger moved, Bedell seconded:

RESOLVED: That the Board Minutes of January 16, 2023 organizational board meeting be accepted and approved.

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

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

NAYS:

Motion carried.

**MOTION NO. 230220-2 APPROVE JANUARY 16, 2023 BOARD MINUTES**

Renninger moved, Bedell seconded:

RESOLVED: That the Board Minutes of January 16, 2023 regular board meeting be accepted and approved.

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

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

NAYS:

Motion carried.

**FINANCE**

**MOTION NO. 230220-3 APPROVE FEBRUARY TREASURER’S REPORT**

Wyckoff moved, Bedell seconded:

RESOLVED: That the Board of Trustees approves the Treasurer’s Report for January 2023.

**MTD Bank Report for Year 2023 Month 01 - STOW MUNROE FALLS PUB LIB**

Bank	Description	Beg Mo Bal	Deposits	Withdrawals	Trans In	Trans Out	Balance
0001	MAIN CHECKING ACCOUNT	652,078.57	122,826.26	225,473.12	0.00	0.00	549,431.71
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	2,498,461.65	9,672.15	0.00	0.00	0.00	2,508,133.80
0024	STAR OHIO BLDG - INVESTMENTS	81,739.74	316.43	0.00	0.00	0.00	82,056.17
0029	STAR PLUS OHIO - INVESTMENTS	0.00	0.00	0.00	0.00	0.00	0.00
0206	AKRON COMM. FOUNDATION - FROBE	328,370.15	0.00	0.00	0.00	0.00	328,370.15
<b>9 Banks</b>		<b>3,560,950.11</b>	<b>132,814.84</b>	<b>225,473.12</b>	<b>0.00</b>	<b>0.00</b>	<b>3,468,291.83</b>

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

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

NAYS:

Motion carried.

**MOTION NO. 230220-4    ACKNOWLEDGE 2023 LOCAL TAXES: REAL/PERSONAL  
AND STATE SOURCES: HOMESTEAD ROLLBACK**

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Renninger moved, Wyckoff seconded:

RESOLVED:            That the Board of Trustees acknowledges an increase of \$30,930 in 2023 Local Taxes: Real Estate Taxes (\$30,930) per Summit County Budget Commission Certification of Tax Levy – revised estimate dated February 6, 2023 from the Summit County Fiscal Office stating:

Local Taxes:		
Real	\$1,713,989	
State Sources:		
Homestead Rollback	<u>\$222,000</u>	
Total	\$1,935,989	(see copy attached)

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

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

Motion carried.

**PROGRAM**

**DIRECTOR’S REPORT**

**MOTION NO. 230220-5    ACCEPT THE DIRECTOR’S REPORT**

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Bedell moved, Renninger seconded:

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

The Director distributed and discussed the Library Fast Facts brochure for 2022 and a timeline for the Strategic Plan action items for the next 3 years. She stated that she would have a report on our progress with the strategic plan items included in her Director’s report every month. They were also given a list of our staff meetings for the year and encouraged to attend.

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

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

Motion carried.

**DISCUSSION ITEMS**

No discussion items.

**BOARD COMMITTEES**

**BUILDING & GROUNDS**

Ms. Hegner stated the Building and Grounds Committee recommends:

**MOTION NO. 230220-6 APPROVE TO HIRE CBLH DESIGN**

RESOLVED: That the Board of Trustees approves to hire CBLH Design to create the Circulation remodel floor plans at a cost of \$9,000.00.

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

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

NAYS:

Motion carried.

**FINANCE**

Mr. Bedell stated the Finance Committee met prior to the Board meeting at 6pm and stated the reports were reviewed and we have adequate funds for the year. They adjourned at 6:20pm.

**HUMAN RESOURCES**

Mr. Mancuso stated nothing to report.

**LEGISLATION/RULES**

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

**MOTION NO. 230220-7 ADOPT EMPLOYEE POLICY: ATTENDANCE POLICY**

RESOLVED: That the Board of Trustees adopts the Employee Policy: Attendance Policy as follows:

Punctual and regular attendance is an essential responsibility of each employee at Stow-Munroe Falls Public Library. Employees are expected to report to work as scheduled, on time and prepared to start working. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided.

This policy does not apply to absences covered by the Family and Medical Leave Act (FMLA) or leave provided as a reasonable accommodation under the Americans with Disabilities Act (ADA).

- An *Excused absence* occurs when all the following conditions are met:
  - The employee provides to their supervisor sufficient notice of the absence.
  - The employee has Sick or Emergency Leave to cover the absence.
- An *Unexcused absence* occurs when any of the above conditions are not met. If it is necessary for an employee to be absent or late for work because of an illness or an emergency, the employee must call the sick line or notify their supervisor. If out sick for multiple days you must call in each day; texts, or email messages are not acceptable.

Employees with five or more consecutive days of excused absences *because of illness or injury* must give Human Resources proof of physician's care and a fitness for duty release prior to returning to work.

Employees must take earned sick, emergency, holiday, and then vacation leave for every absence unless otherwise allowed by employee policy (e.g., unpaid leave of absence, bereavement, jury duty).

It is important that each employee be at their work station ready for work at their scheduled time. Habitual and repeated tardiness is cause for disciplinary action up to and including termination.

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

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

NAYS:

Motion carried.

**MOTION NO. 230220-8 AMEND EMPLOYEE POLICY: HISTORY OF STOW-MUNROE FALLS PUBLIC LIBRARY**

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RESOLVED: That the Board of Trustees amends the Employee Policy: History of Stow-Munroe Falls Public Library as follows:

1924 Stow Township resident Lottie Peck travels to Columbus to attend a Farm Bureau meeting. She attends a talk given by State Librarian Paul Noon, who explains the process by which a school district can start a public library.

Peck heads up a committee that petitions the Board of Education to form a public library. The Board of Education appoints the library Board of Trustees on March 20 and establishes its budget and bylaws on May 15, which we recognize as the library's founding date.

The library is housed in the former Township Hall, located at the southwest corner of Kent and Darrow Roads. Jessie Williamson, daughter of Adell Durbin, becomes the first librarian after receiving a month of training at Western Reserve University.

1925 On January 21, the library opens to the public. The library's collection contains about 2,000 volumes.

The \$4,600 budget funds the operating costs of two school libraries, one at the high school and one at the grade school, in addition to Stow Public Library.

1927 Director Louise Thompson catalogs the collection and starts hosting story hours for children.

1930 The Library Board of Trustees purchases the Clara M. Bradley property for \$8,500. The house is one block north of the former Township Hall on Darrow Road, across from First Christian Church, and provides space for a children's room, offices, and shelving. The Board hires a part-time assistant to help the director.

1932 Director Nellie Glass is terminated on August 1 following a supposed scandal.

According to *Stories from a Stow Native* by historian Fred Long, Glass rented the upstairs living quarters above the library for \$25/month. On the weekends, residents noticed an unfamiliar car parked in the library garage. They verified through the plates on the car that it belonged to a married man.

Library director Marion King completes a full cataloging of the collection.

1937 The Board appoints Jeanne C. Lewis as director. She is the first graduate of Kent State University School of Library Science to lead the library.

1940s By 1940, the library has 1,250 borrowers from Stow, Silver Lake, Tallmadge, Munroe Falls, and Darrowville.

During Director Lottie Mae Straka's term, the Clara Bradley house is remodeled. The adult room is expanded into old office space, and a side porch is enclosed to provide new office space, including a staff work room.

The Board makes the part-time assistant librarian position full-time, providing relief for the overworked librarian. Patrons are fined two cents per day for overdue materials.

1950 Library staff install telephones, a safe for handling funds, and a mimeograph machine.

- 1953 The library hires its first shelvers at a rate of \$0.50 per hour.
- 1959 In June, the Board of Education votes to sever the connection between the public and school libraries. Director Dorthy A. Stair (Saviors) and the library Board of Trustees begin planning for a new library building.
- 1960 The Board of Trustees purchases the Grace Nobel property at 3518 Darrow Road for \$20,000 and adjoins it to the Clara Bradley property to the north.
- 1962 The library purchases the lot directly west behind the library, to allow for future expansion.
- Saviors receives her first complaint that certain books were being made available to young adults. The Board creates a book selection policy to address the problem. The policy reads:
- “The Stow Public Library is to have an extensive, comprehensive, and cosmopolitan book collection. The librarian is responsible to the board for section of books and development of the collection by using his best judgment as a professional librarian. The Stow Public Library does not promote special views or beliefs; but it should be a refuge for opinion as well as fact.”
- 1963 The library breaks ground on the new 8,600 square foot building in April and completes the project in November for the cost of \$180,000. Many Stow organizations, including the Jaycees, Overdale Garden Club, and Girl Scouts, help the library move from the Clara Bradley house into the new building.
- There are now nearly 5,000 registered borrowers.
- 1964 Director Doris Jyuorvat forms the first adult book discussion group, sets regular schedule of story hours for children, and leads library tours for public school classes.
- 1968 In June, Stow Public Library becomes a charter member of the Summit County Library Planning Council to discuss equitable apportionment of tax money.
- 1973 The library builds a 1,220 square foot addition to provide meeting room space for the public and shelf space for its growing collection.
- University of Akron Professor Richard Fawcett and Gertrude “Tud” deMeza found The Friends of the Stow Public Library with the objective of raising money for story hours and library equipment.

- 1974 Staff increases from 11 in 1964 to 22 in 1974, adding a children's librarian, assistant children's librarian, reference librarians and assistants, a cataloger, a typist, circulation clerks, and pages.
- 1979 The library builds another addition, completing the first floor of the building at a total of 20,000 square feet. A second floor is added, but it remains unfinished due to funding restrictions.
- 1985 Staff member Judy Griggs purchases a female Japanese pond turtle for a Father's Day program. In a contest, a little boy with spiky hair wins the right to name the turtle. He chooses the name "Spike." Spike has lived in the children's department ever since.
- 1987 The first electronic computer catalog is installed.
- 1990 In the early 1990s, the library becomes part of Cleveland Area Metropolitan Library System (CAMLIS).
- Director Margaret Cooper and the Board of Trustees put a \$9 million bond issue on the ballot that would be used to construct a new library building behind the Stow Post Office, further north on Darrow Road. Voters reject it.
- 1994 The Stow-Munroe Falls Library Foundation was incorporated as a non-profit, tax-exempt 501(c)(3) organization with the mission to provide funding for significant projects and build an endowment that will carry on the legacy of the library.
- 1995 The library puts a \$3.9 million bond issue on the ballot that would finish the second floor of the existing library building, add a new entry on the north side, and double the parking lot. Voters approve the bond issue.
- 1996 The library renovation begins under the supervision of Interim Director Vicki Victoria. The collection temporarily moves to the Stow-Kent Shopping Plaza.
- 1997 Library staff connect their first computer to the internet.
- On January 28, the Board of Trustees votes to change the name of the library to Stow-Munroe Falls Public Library.
- On November 17, the library opens the doors of its newly renovated, 33,040 square foot building. Director John Patane hosts a grand re-opening ceremony on December 7, which is attended by 1,000 guests. Immediately, the library sees dramatic increases in cardholders and circulation.
- 2006 In October, the library purchases a 2007 Honda Element as its first outreach vehicle.



- 2010 Director Doug Dotterer and the Board of Trustees put a continuing levy on the ballot for 2 mills. The issue passes with 56% of the vote.
- 2011 On May 16, SMFPL becomes a Passport Facility.
- 2013 The library undergoes a renovation including the Children’s Storytime Room, Community Room, Information desk, Circulation desk as well as getting all the carpet replaced. The project totaled \$240,000.
- 2014 The library renovates the children’s room, renaming it Spike’s Place for a total of \$70,000.
- 2021 SMFPL joins CLEVNET.
- 2022 SMFPL goes fine free, eliminating barriers to access.

Library directors

Jessie Williamson	1924-1927
Louise Thomson	1927-1929
Nellie Glass	1929-1932
Marion M. King	1932-1937
Jeanne C. Lewis	1937-1939
Lottie May Straka	1940-1945
Bernice Van Hying	1945-1947
Myrtle Sloan	1948-1949
Dorthy A. Stair (Saviers)	1949-1963
Doris Jyurovat	1963-1985
Margaret Cooper	1986-1996
Vicki Victoria (Interim Director)	1996-1997
John R. Patane	1997-2004
Douglas H. Dotterer	2004-2020

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

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

NAYS:

Motion carried.

**MOTION NO. 230220-9 AMEND EMPLOYEE POLICY: EMPLOYEE TYPES**

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

~~It is important that each employee be at his/her work station ready for work at his/her scheduled time. Habitual and repeated tardiness is cause for disciplinary action up to and including termination.~~

Employee Types

- 1. Regular full-time:** Employees who are scheduled forty (40) hours per week.  
The normal \*workweek for regular full-time employees is forty (40) hours. It consists of five (5) shifts of eight (8) consecutive hours per day, one-half (1/2) hour of which is a paid meal break.  
(When an employee is asked to stay beyond ~~his/her~~ *their* normally scheduled shift, adjustments should be made to the remaining schedule so that the workweek totals forty (40) hours. These adjustments are to be coordinated by the supervisor.)
- 2. Regular Part-time:** Employees who are scheduled thirty-nine (39) hours or less per week.
- 3. Exempt:** Employees who hold positions that are executive, administrative or professional as defined by the Fair Labor Standards Act.  
Exempt employees are not subject to overtime. Exempt, full-time employees, (with the exclusion of the Director) may accumulate compensatory time, (on an hour for hour basis), for hours worked in excess of forty (40) in a workweek.
- 4. Non-Exempt:** Employees who do not hold positions that are executive, administrative or professional as defined by the Fair Labor Standards Act.  
Non-exempt employees must receive prior approval from the Director before working over forty (40) hours. Time worked by non-exempt employees over forty (40) hours will be compensated on an hour for hour basis with compensatory time. (Time worked over forty (40) hours is considered overtime.)

\*The normal workweek shall consist of seven (7) days, beginning on Sunday and ending on Saturday.

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

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

NAYS:

Motion carried.

**MOTION NO. 230220-10 AMEND EMPLOYEE POLICY: LEAVE  
CLASSIFICATIONS UNPAID LEAVE OF ABSENCE**

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RESOLVED: That the Board of Trustees amends the Employee Policy: Leave Classifications Unpaid Leave of Absence as follows:

An **unpaid** Leave of Absence, for reasons other than military leave, may be granted by the Board of Trustees on the recommendation of the Library Director.

Accrued holiday and vacation leave **must** be exhausted before an unpaid leave of absence is granted.

An unpaid leave of absence shall not exceed ninety (90) days. It may not be possible to guarantee reinstatement in the same position held at the time this leave commenced.

During an unpaid leave of absence, an employee may retain ~~his/her~~ **their** Health Care Benefits. The employee must pay the total monthly premium to the library before the library premium is prepared for payment.

The appropriate request form may be obtained from the Fiscal Officer's office.

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

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

NAYS:

Motion carried.

**LONG RANGE PLANNING**

Mr. Renninger stated the committee met January 26 and discussed the Strategic Plan priorities including the parking lot, outdoor structure for programs and a bookmobile. They recommended checking to see if Mike Deiwert is available to work on the parking lot project since he managed it last time. David arranged a meeting with Mike Deiwert, Gale and Jenn to discuss our next steps. Mike will send a proposal for his services to Gale for the Board to approve.

TECHNOLOGY

Mr. Mancuso stated nothing to report.

RECORDS COMMISSION

Mr. Mancuso stated nothing to report.

NEW BUSINESS

**MOTION NO. 230220-11 ACKNOWLEDGE LEAVE OF ABSENCE**

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Renninger moved, Hegner seconded:

RESOLVED: That the Boards of Trustees acknowledges the following:

Lyndsey Brennan, Medical Leave to begin approximately April 7, 2023 through June 30, 2023, not to exceed twelve (12) workweeks

Per Employee Policy #230116-9 Family (Maternity/Paternity)/Medical Leave:

However, an employee may use this leave on an **intermittent basis** or **reduced leave schedule** (i.e., less than a full-time basis), when medically necessary or if the employee is needed to care for a family member with a serious medical condition.

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

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

NAYS:

Motion carried.

**MOTION NO. 230220-12 ADJOURNMENT**

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Renninger moved, Wyckoff seconded to adjourn the meeting at 7:18pm.

All were in favor.

Motion carried.

Secretary

Board President

Jennifer Hale  
Fiscal Officer

**SUMMIT COUNTY BUDGET COMMISSION CERTIFICATION OF TAX LEVY**  
(ORC Sections 5705.34 & 5705.35)

	SUMMIT	*PORTAGE	TOTAL
1. RES/AG REAL VALUE	894,234,320	6,252,500	900,486,820
2. OTHER REAL VALUE	244,382,690	27,250	244,409,940
3. TOTAL RES/AG & OTHER REAL VALUE	1,138,617,010	6,279,750	1,144,896,760
4. PUBLIC UTILITY PERSONAL VALUE	18,478,050	123,350	18,601,400
5. TOTAL REAL & PUBLIC UTILITY VALUE	1,157,095,060	6,403,100	1,163,498,160

**POLITICAL ENTITY: STOW-MUNROE FALLS LIBRARY (Summit & Portage Counties)**  
REVISED ESTIMATE

**Tax Year 2022/Collection Year 2023**

**THE VALUATIONS AND TAX RATES REFLECT TAX YEAR 2022/COLLECTION YEAR 2023**

**LEVIES INSIDE and OUTSIDE 10 MILL LIMITATION, INCLUSIVE OF DEBT LEVIES**

Date: February 6, 2023

FUND TYPE CLT FUND #	PURPOSE	Authorized by the Voters on Ballot MO/DA/YR	Number of Years Levy to Run	Tax Year	Collection Year	Maximum Rate Authorized to be Levied	REDUCTION FACTOR	EFFECTIVE RATE TO BE LEVIED	RES/AG	OTHER	PUBLIC UTILITY	TOTAL	ROLL BACK	
									RES/AG OTHER	RES/AG OTHER	TOTAL	TOTAL		
GENERAL 01 00	Current Expense	Replace/Inc. 05/04/10	Cont.	10/NA	11/NA	2.00	0.197304 0.068587	1.605392 1.862826	\$1,444,202	\$454,584	\$37,203	\$1,935,989	Y	
TOTALS						2.00		1.605392 1.862826	\$1,444,202	\$454,584	\$37,203	\$1,935,989		
<b>THIS ESTIMATE REFLECTS LESS THE PENDING EXEMPTION ASSESSED VALUATION</b>									RES/AG REAL PENDING EXEMPTION	892,240				
									OTHER REAL PENDING EXEMPTION	380,600				
<b>TOTAL REAL &amp; PUBLIC UTILITY VALUE</b>													<b>1,162,225,320</b>	

NOTE: The ROLLBACK column added to this certificate represents the recently passed state budget, beginning with tax year 2013 the ten and two and one-half percent rollbacks will no longer apply to new levies that are enacted after the August, 2013 election. These non-qualifying levies include additional levies, the increase portion of renewal with increase levies and the full effective millage of replacement levies. Levies that will continue to qualify for application of the rollback are levies approved at or before the August, 2013 election, inside and charter millage they appear on the August, 2013 ballot, renewals of qualified levies, and the state of qualified school district emergency levies under Revised Code section 5705.199. In this column the Y indicates the levy qualifies for the 10% and 2 1/2% rollback. The N indicates the levy does not qualify for the 10% and 2 1/2% rollback.