

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

CALL TO ORDER

The meeting was called to order at 6:31 pm by Tom Shubert, President.

PRESENT

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

ABSENT

OTHERS PRESENT

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

PUBLIC

ACTION ITEMS

MOTION NO. 230320-1 APPROVE FEBRUARY 20, 2023 MINUTES

Renninger moved, Bedell seconded:

RESOLVED: That the Board Minutes of February 20, 2023 regular 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. 230320-2 APPROVE FEBRUARY TREASURER’S REPORT

Renninger moved, Bedell seconded:

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

MTD Bank Report for Year 2023 Month 02 - STOW MUNROE FALLS PUB LIB

Bank	Description	Beg Mo Bal	Deposits	Withdrawals	Trans In	Trans Out	Balance
0001	MAIN CHECKING ACCOUNT	549,431.71	329,255.63	264,462.46	0.00	0.00	614,224.88
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	2,508,133.80	7,331.53	0.00	0.00	671,629.85	1,843,835.48
0024	STAR OHIO BLDG - INVESTMENTS	82,056.17	300.40	0.00	0.00	0.00	82,356.57
0029	STAR PLUS OHIO - INVESTMENTS	0.00	0.00	0.00	0.00	0.00	0.00
0030	US BANK - REDTREE INVESTMENTS	0.00	(1,988.03)	0.00	671,629.85	0.00	669,641.82
0206	US BANK - FROEBE ENDOWMENT	328,370.15	(971.98)	0.00	0.00	0.00	327,398.17
10 Banks		3,468,291.83	333,927.55	264,462.46	671,629.85	671,629.85	3,537,756.92

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

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

NAYS:

Motion carried.

PROGRAM

DIRECTOR’S REPORT

MOTION NO. 230320-3 ACCEPT THE DIRECTOR’S REPORT

Hegner moved, Renninger seconded:

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

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

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

NAYS:

Motion carried.

DISCUSSION ITEMS

Mr. Shubert asked the Director to look into getting signage for our front door stating that only licensed service animals are permitted inside the library.

Mr. Shubert also asked the Director to get a quote for a natural gas generator for the library for use in the event of power outages.

BOARD COMMITTEES

BUILDING & GROUNDS

Ms. Hegner stated the Building & Grounds Committee recommends:

MOTION NO. 230320-4 APPROVE HIRING OF JOLYN MANAGEMENT

RESOLVED: That the Board of Trustees approves the hiring of JoLyn Management Services, LLC for the parking lot project (see proposal attached).

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

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

NAYS:

Motion carried.

FINANCE

Mr. Bedell stated the Finance Committee met this evening at 6:00 pm. Mr. Bedell stated they reviewed the reports and everything is in order. The cash projections for the end of the year look good. The committee adjourned at 6:10pm.

HUMAN RESOURCES

Mr. Mancuso stated nothing to report.

LEGISLATION/RULES

Mrs. Daniel stated the Legislation/Rules Committee recommends:

MOTION NO. 230320-5 AMEND BOARD POLICY: FINES AND FEES

RESOLVED: 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 4.00 per day
3	Ear Buds	1.00 each
4	Flash Drives	5.00 each
5	Passport Acceptance	35.00 ea.
6	Passport Photographs (2)	\$12.00
7	Prints (Black & White)	.15 per page
8	Museum Tickets and Passes	5.00 per day*

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

NAYS:

Motion carried.

Mrs. Daniel stated the Legislation/Rules Committee recommends:

MOTION NO. 230320-6 AMEND EMPLOYEE POLICY: INTRODUCTION

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

The purpose of the Employee Policy Manual is to provide the employees of the Stow-Munroe Falls Public Library with a ready reference guide to personnel policies and procedures.

It is the responsibility of all employees, and a condition of ~~his/her~~ **their** employment, to abide by library policies and procedures. It is the responsibility of each supervisor to administer these policies in a consistent and impartial manner. If the meaning of a particular policy or procedure is unclear, an employee should consult ~~his/her~~ **their** immediate supervisor or the Director. In cases where interpretation is necessary, the Director will make the final judgment in interpreting the statements in the manual.

Library policies and procedures are always subject to modification as conditions change within an organization. Staff members can assist the library by making suggestions for improvements in personnel policies and procedures. Suggestions by the staff should be directed to the Director through ~~his/her~~ **their** supervisor.

Each employee will receive a copy of the manual. In addition, the Fiscal Officer will maintain the library copy of the manual. From time to time, this library copy will be updated when policies or procedures are added. Changes to the manual will be announced to the staff through appropriate in-house channels. ~~Copies of the changes will be distributed by the Fiscal Officer to the employees. Each employee is responsible to maintain his/her manual with these revisions.~~ Employees are encouraged to review the manual as revisions are made.

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

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

NAYS:

Motion carried.

Mrs. Daniel stated the Legislation/Rules Committee recommends:

MOTION NO. 230320-7 AMEND EMPLOYEE POLICY: ACCIDENTS

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

Accidents involving any library **employee(s)** must be reported immediately to ~~his/her~~ **their** immediate supervisor, the Director or to the supervisor on duty. The supervisor must see that an ***Accident Report Form** is filled out within twenty-four (24) hours of the incident. This form is submitted to the Fiscal Officer and a copy to the Director.

An employee who sustains a work-related injury or illness may qualify for Workers' Compensation benefits. Information regarding Workers' Compensation can be obtained from the Fiscal Officer.

Accidents involving library **patrons** must be reported to a supervisor on duty. The supervisor must fill out an ***Unusual Occurrence Form** within twenty-four (24) hours. This form is submitted to the Fiscal Officer and a copy to the Director.

*Appropriate forms attached

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

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

NAYS:

Motion carried.

Ms. Hegner stated the Legislation/Rules Committee recommends:

MOTION NO. 230320-8 AMEND EMPLOYEE POLICY: BREAKS (REST AND MEAL)

RESOLVED: That the Board of Trustees amends the Employee Policy: Breaks (Rest and Meal) as follows:

Rest Breaks

- An employee working four (4) or more consecutive hours is entitled to one (1) fifteen (15) minute paid rest break.
- An employee may not use these breaks at the beginning or end of ~~his/her~~ **their** shift.
- An employee may, with the approval or ~~his/her~~ **their** supervisor, combine their fifteen (15) minute rest break with ~~his/her~~ **their** meal break.

Meal Breaks

- An employee who works eight (8) consecutive hours is entitled to one thirty (30) minute paid meal break plus one (1) fifteen (15) minute rest break.
- An employee scheduled to work six (6) consecutive hours, but less than a regular eight (8) hour shift is allowed one (1) thirty (30) minute paid meal break.
- When **Sunday** coverage is required one (1) eight (8) hour shift may be split over two (2) days. When this occurs, there is no paid meal allowance for that (8) hour period. (Refer to Rest Breaks above)

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

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

NAYS:

Motion carried.

Ms. Hegner stated the Legislation/Rules Committee recommends:

MOTION NO. 230320-9 AMEND EMPLOYEE POLICY: UNSCHEDULED CLOSINGS OF THE LIBRARY

RESOLVED: That the Board of Trustees amends the Employee Policy: Unscheduled Closings of the Library as follows:

The Director shall have the authority to close the Library in case of an emergency.

The Director shall immediately notify the President/Vice President/Secretary of the Board of Trustees of ~~his/her~~ *their* action and the reason for closing.

Staff who were scheduled to work on the day of the closure will be paid for their entire shift.

~~Salaried employees (i.e., Director, Fiscal Officer) can perform part of their duties in the event of a closing. These employees will receive full pay.~~

~~Hourly employees will be paid for the remainder of his/her *their* scheduled time on the first day of closing provided his/her *their* work schedule is in progress.~~

Closing for an extended period of time for unusual reasons shall be handled by the Board of Trustees as necessary. In such cases, payment of employees will be determined by the Board of Trustees.

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

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

NAYS:

Motion carried.

Ms. Hegner stated the Legislation/Rules Committee recommends:

MOTION NO. 230320-10 AMEND JOB DESCRIPTION: ASSISTANT HEAD OF INFORMATION SERVICES

RESOLVED: That the Board of Trustees amends the Job Description: Assistant Head of Information Services as follows:

Job Title:	ASSISTANT HEAD OF INFORMATION SERVICES
Department:	Information Services
Immediate Supervisor:	Head of Information Services
Positions Supervised:	Information Services Associate Information Services Librarian Shelving Page

JOB RESPONSIBILITIES:

Under general direction, works with the Head of Information Services to direct the library's services to adults *and teens* and supervises the Information Services staff ~~and Shelving staff~~.

QUALIFICATIONS:

Master's degree in Library Science from an American Library Association accredited school and a minimum of ~~four (4)~~ **two (2)** years of professional library experience.

Must be a US Citizen (as per requirement to be a Passport Acceptance Agent and Notary Public)

PHYSICAL DEMANDS- WITH OR WITHOUT ACCOMMODATIONS

Ability to move and / or lift heavy items

Ability to push / pull a loaded book cart

Regularly required to talk & hear

Regularly required to walk, bend, reach, and sit

STOW-MUNROE FALLS PUBLIC LIBRARY

SKILLS AND ABILITIES TO:

Present a positive, professional image to the public

Develop and maintain effective working relationships with the Director and co-workers

Interact and respond appropriately with all patrons and staff

Communicate effectively in written and oral form

Ability to provide programs and services to adults on a consistent basis

Plan, schedule and organize work

Maintain a positive work environment for employees

Identify qualified employees through screening and interviewing methods

Identify employee strengths and weaknesses

Identify employee behavior and discipline according to established library procedures

Computer Literacy

Maintain confidentiality

Work flexible hours, including daytime, evenings and weekends

General æknowledge of Pop Culture

General æknowledge of Adult books and authors

PRIMARY RESPONSIBILITIES

- Provides general information services to patrons in a variety of formats
- Responds to questions from patrons
- Gathers requested library materials and/or assists patrons in reserving library materials
- Performs Reader's Advisory services
- ~~May e~~ Conducts adult programming ***and serves as the program coordinator for the department***
- Assists in the maintenance of the Adult collection
- Recommends changes in policies and procedures to the Head of Information Services

- Participates in Long Range Planning for the department
- Assists in conducting departmental staff meetings
- Recommends staffing levels
- Assists in the interview and selection of employees, trains and monitors the work of employees and ensures compliance with policies and procedures
- ~~Assist with the Evaluation of employees~~ **Evaluates the Information Services Associates**
- **Budget coordinator for the Adult and Teen collections**
- Ensures effective communication of information to all employees
- Provides leadership and guidance to staff in fulfilling their responsibilities
- Attends Administrative Staff meetings
- Prepares staff schedules
- Maintains and increases knowledge and skills through attendance at meetings, conferences and in-service training sessions and committee assignments
- Performs additional duties and assignments, as assigned
- ~~May be r~~Required to act as Department Supervisor
- ~~May be r~~Required to act as Building Supervisor
- Serves as a Passport Acceptance Agent
- ~~May s~~Serves as a Notary Public

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

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

NAYS:

Motion carried.

LONG RANGE PLANNING

Mr. Renninger stated the Long Range Planning Committee did not meet but they will be meeting in April.

TECHNOLOGY

Mr. Shubert stated nothing to report.

RECORDS COMMISSION

Mr. Shubert stated nothing to report.

NEW BUSINESS

MOTION NO. 230320-11 APPROVE UNPAID LEAVE OF ABSENCE

Mancuso moved, Renninger seconded:

RESOLVED: That the Library Board of Trustees approves unpaid leave for the following employee:

Zahra Kamrani Unpaid Leave eight (8) weeks to begin June 12 – August 3, 2023

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

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

NAYS:

Motion carried.

MOTION NO. 230320-12 ADJOURNMENT

Renninger moved, Wyckoff seconded to adjourn the meeting at 7:12pm.

All were in favor.

Motion carried.

Secretary

Board President

Jennifer Hale
Fiscal Officer



February 24, 2023

Ms. Gale Koritansky, Director
Stow - Munroe Falls Public Library
3512 Darrow Road
Stow, Ohio 44224

RE: Parking Lot Restoration
Project Management Services

Dear Gale,

It was a pleasure to meet with you, Jennifer and David to discuss the upcoming Parking Lot Expansion and Restoration Project. As you are aware from our conversation, the drawings for the project were completed in November, 2016. However, due to other more pressing needs of the Library, the project was tabled and a parking lot "patch" project was completed with the desire to have it last for 5+ years. That project certainly did its job as we reconvene in 2023. I certainly appreciate the opportunity to help guide the library through this project.

Accordingly, I propose to supply you with Project Management services in a phased approach as follows:

Bid Scope Development

This phase will generally consist of preparing a bid scope for the parking lot expansion and restoration. I will work with you to acquire a professional design team to prepare documents that will be made available for public bidding. During this phase, I will also provide an updated cost estimate for the project along with proposed construction phasing and a preliminary construction schedule. I will review the Design Team payment requests and make recommendation to the Owner for payment. Additionally, myself and the Design Team will facilitate the acquisition of the required approvals from the City of Stow for the project.

Bid Scope Development **\$2,000.00**

Bid Assistance

This phase will include preparation of appropriate public notice documents to notify potential bidders of the project. I will conduct a pre-bid meeting, assist the Library in opening and validating the bids received, review scope with selected low bidders, and make recommendation for the best value bid. Finally, I will assistance with preparation of the contract(s) for the selected bidder(s).

Bid Assistance **\$ 1,000.00**

Construction

During the construction phase, I will provide part-time on-site supervision to assure that all work is being installed in accordance with the drawings and specifications. I will conduct a pre-construction meeting to review the contractual obligations, review the contractor's safety plan, and set forth the phasing and schedule for the project. I will conduct a weekly jobsite meeting with the contractor(s), Design Team, and Owner to maintain project coordination. Minutes will be recorded and distributed to the participants. I will review all pay requests from the contractor(s) and Design Team and make recommendation to the Owner for payment.

It is estimated that the project will take twenty-two (22) weeks to complete and my on-site time will average 10 hours per week. Billing rate for on-site time will be at \$50 per hour and is estimated to include 220 hours. Billing will be monthly and on a per hour basis, but will not exceed the below set cost.

Construction Phase **\$11,000.00**

Post-Construction

During this phase, I will secure all required close-out documents (warranties, as-built drawings, lien releases, final pay request, etc.) from the contractor(s) and assist the Owner will final payment procedure.

Post-Construction Phase **\$1,000.00**

Thank you for the opportunity to provide this proposal. Should you have any questions, please feel free to contact me on my cell phone (330-620-5024) or by email at mldeiwert@gmail.com.

Sincerely,

JoLyn Management Services, LLC

Michael L. Deiwert

Michael L. Deiwert, PMP, A.M.ASCE
Vice President

CC: Jennifer Hale