

**STOW-MUNROE FALLS PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
Monday April 21, 2025**

The meeting was called to order at 6:33 pm by President Shubert

PRESENT

Tom Shubert, President; Carla Wyckoff, Secretary; Angela Daniel, Emily Hegner, Michael Jundi

ABSENT

Craig Mancuso, Vice President, Richard Bedell

OTHERS PRESENT

Gale Koritansky, Director; Jennifer Hale, Fiscal Officer

PUBLIC

No public comment.

ACTION ITEMS

MOTION NO. 250421-1 APPROVE MARCH 17, 2025 MINUTES

Wyckoff moved, Daniel seconded:

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

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

AYES: Hegner, Jundi, Daniel, Wyckoff, Shubert

NAYS:

Motion carried.

FINANCE

MOTION NO. 250421-2 APPROVE FEBRUARY TREASURER'S REPORT

Jundi moved, Wyckoff seconded:

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

MTD Bank Report for Year 2025 Month 03 - STOW MUNROE FALLS PUB LIB

Bank	Description	Beg Mo Bal	Deposits	Withdrawals	Trans In	Trans Out	Balance
0001	MAIN CHECKING ACCOUNT	262,625.84	198,958.05	245,936.26	0.00	0.00	215,647.63
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	1,623,906.50	6,154.80	0.00	0.00	0.00	1,630,061.30
0024	STAR OHIO BLDG - INVESTMENTS	91,463.59	0.00	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	730,310.69	3,678.06	0.00	0.00	0.00	733,988.75
0206	US BANK - FROEBE ENDOWMENT	503,828.52	2,527.55	0.00	0.00	0.00	506,356.07
10 Banks		3,212,435.14	211,318.46	245,936.26	0.00	0.00	3,177,817.34

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

AYES: Daniel, Hegner, Wyckoff, Jundi, Shubert

NAYS:

Motion carried.

MOTION NO. 250421-3 APPROVE APPROPRIATION TRANSACTION

Jundi moved, Daniel seconded:

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

\$4,382.60 from the Froebe Endowment fund to 801.0.54500 Computer Services/Information - Froebe for purchase of A to Z Database for a 3-year term with Froebe interest earned in 2024.

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

AYES: Hegner, Wyckoff, Daniel, Jundi, Shubert

NAYS:

Motion carried.

PROGRAM

DIRECTOR'S REPORT

MOTION NO. 250421-4 ACCEPT DIRECTOR'S REPORT

Wyckoff moved, Hegner seconded:

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

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

AYES: Daniel, Jundi, Hegner, Wyckoff, Shubert

NAYS:

Motion carried.

DISCUSSION ITEMS

BOARD COMMITTEES

BUILDING & GROUNDS/TECHNOLOGY

Ms. Hegner stated nothing to report.

FINANCE

Mr. Shubert stated that the committee met this evening and everything is in order.

Mr. Shubert stated the Finance Committee recommends:

MOTION NO. 250421-5 ADOPT 2026 ALTERNATIVE TAX BUDGET

RESOLVED: That the Board of Trustees of Stow-Munroe Falls Public Library adopts the proposed General Fund 2026 Alternative Tax Budget.

REVENUE	ACT 2023	ACT 2024	ASK 2025	APPROVED 2025 BUDGET	ASK 2026
PROPERTY TAXES	\$1,912,108	\$1,944,447	\$1,935,989	\$1,938,706	\$1,954,170
PLF (PUBLIC LIBRARY FUNDS)	\$1,449,435	\$1,375,608	\$1,405,855	\$1,442,326	\$1,470,490
PATRON FINES/FEES	\$19,965	\$20,471	\$8,000	\$8,000	\$10,000
EARNINGS ON INVESTMENTS	\$151,319	\$146,481	\$10,000	\$25,000	\$25,000
GIFTS/DONATIONS	\$2,978	\$84,851	\$1,000	\$1,000	\$1,000

MISCELLANEOUS	\$13,578	\$2,901	\$5,000	\$5,000	\$5,000
PASSPORTS/PHOTOS	\$59,547	\$62,494	\$55,000	\$55,000	\$60,000
TRANSFER-INS					
TOTAL REVENUE	\$3,608,930	\$3,637,253	\$3,420,844	\$3,475,032	\$3,525,660
DISBURSEMENTS	ACT 2023	ACT 2024	ASK 2025	2025 BUDGET	ASK 2026
<i>SALARIES/BENEFITS</i>					
Total salaries/benefits	\$1,906,119	\$2,238,041	\$2,393,592	\$2,396,673	\$2,451,112
<i>SUPPLIES</i>					
Total supplies	\$52,190	\$55,028	\$60,000	\$63,500	\$60,000
<i>PURCHASED/CONTRACTED SER</i>					
Total purchased/contracted ser	\$446,077	\$1,906,190	\$391,252	\$531,859	\$476,548
<i>MATERIALS</i>					
Total materials	\$384,185	\$395,558	\$420,000	\$420,000	\$420,000
<i>CAPITAL OUTLAY</i>					
Total capital outlay	\$47,425	\$223,527	\$115,000	\$50,000	\$75,000
<i>DEBT SERVICE</i>					
Total debt service			\$0	\$0	\$0
<i>OTHER OBJECTS</i>					
Total other objects	\$10,809	\$11,029	\$11,000	\$13,000	\$13,000
<i>CONTINGENCY</i>	\$0	\$0	\$30,000	\$0	\$30,000
Total General Fund	\$2,846,805	\$4,829,373	\$3,420,844	\$3,475,032	\$3,525,660

				APPROVED 2025 BUDGET	
REVENUE	ACT 2023	ACT 2024	ASK 2025		ASK 2026
FROEBE ENDOWMENT	\$164,561	\$137			
FROEBE ENDOWMENT INTEREST	\$26,105	\$23,381	\$15,000	\$22,000	\$22,000
Total Revenue Froebe Endowment	\$190,666	\$23,518	\$15,000	\$22,000	\$22,000
DISBURSEMENTS	ACT 2023	ACT 2023	ASK 2025	2024 BUDGET	ASK 2025
<i>MATERIALS</i>	\$3,365	\$14,372			
Total materials			\$15,000	\$13,000	\$11,000
<i>CAPITAL OUTLAY</i>					
Total capital outlay	\$4,091	\$0		\$9,000	\$11,000

Total Froebe Endowment Fund	\$7,456	\$14,372	\$15,000	\$22,000	\$22,000
Total Revenue All Funds	\$3,799,596	\$3,660,771	\$3,435,844	\$3,497,032	\$3,547,660
Total Disbursements All Funds	\$2,854,261	\$4,843,745	\$3,435,844	\$3,497,032	\$3,547,660

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

AYES: Daniel, Hegner, Jundi, Wyckoff, Shubert

NAYS:

Motion carried.

FUNDING INITIATIVES

Ms. Wyckoff stated that the committee did not meet but that they would be meeting in May to talk to the new Friends of the Library officers.

HUMAN RESOURCES

Mr. Shubert stated nothing to report.

LEGISLATION AND RULES

Mrs. Daniel stated Legislation and Rules Committee recommends:

MOTION NO. 250421-6 RESCIND BOARD POLICY: DIRECT DEPOSIT POLICY

RESOLVED: That the Board of Trustees rescinds the Board Policy: Direct Deposit Policy as follows:

Effective July 1, 2001 all new Stow-Munroe Falls Public Library employees must have the remainder of their paycheck (after deductions) electronically deposited to a checking or savings account up to 2 accounts. Effective January 1, 2002 all Stow-Munroe Falls Public Library employees receiving a payroll check must have the paycheck (after deductions) electronically deposited to a checking or savings account up to 2 accounts.

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

AYES: Daniel, Hegner, Jundi, Wyckoff, Shubert

NAYS:

Motion carried.

MOTION NO. 250421-7 AMEND BOARD POLICY: DISPOSAL OF LIBRARY EQUIPMENT

RESOLVED: That the Board of Trustees amends the Board Policy: Disposal of Library Equipment as follows:

The Board of Trustees of Stow-Munroe Falls Public Library does hereby authorize the Fiscal Officer to advertise for ***sales of library furniture/equipment.*** ~~offers in the press.~~ Such offers will be received for a ***one-week*** period, and at ~~such~~ ***that*** time, the Fiscal Officer, will accept and notify the person who has submitted the highest offer. All monies received from the sale of library equipment shall be deposited in the Miscellaneous Income Account of the General Fund. Any items for which bids are not received can be disposed of as appropriate.

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

AYES: Daniel, Hegner, Jundi, Wyckoff, Shubert

NAYS:

Motion carried.

MOTION NO. 250421-8 AMEND BOARD POLICY: IMPREST FUNDS

RESOLVED: That the Board of Trustees amends the Board Policy: Imprest Funds as follows:

The Imprest Fund equals \$300.00. This is distributed as follows:

A. ~~3 Sets of~~ Cash Drawers totaling ~~\$240.00~~**100.00**:

Circulation 1	\$40.00	Circulation 1	\$40.00	Circulation 1	\$40.00
Circulation 2	40.00	Circulation 2	40.00	Circulation 2	40.00

B. Change Funds totaling ~~\$60.00~~**200.00**

Safe located in Room 107, Circulation Department

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

AYES: Daniel, Hegner, Jundi, Wyckoff, Shubert

NAYS:

Motion carried.

**MOTION NO. 250421-9 AMEND EMPLOYEE POLICY: OHIO PUBLIC
EMPLOYEES DEFERRED COMPENSATION PROGRAM**

RESOLVED: That the Board of Trustees amends the Employee Policy: Ohio Public Employees Deferred Compensation Program as follows:

That the Board of Trustees adopts a Plan under the Ohio Public Employees Deferred Compensation Program administered by the Ohio Public Employees Deferred Compensation Board for participation by all employees of the Stow-Munroe Falls Public Library. ***Ohio Deferred Compensation has two plans a pre-tax 457(b) plan and a Roth 457(b) plan.***

With the pre-tax 457(b) plan, employees can defer tax with limitations. Contributions and any earnings are tax-deferred (both federal and state income taxes) until money is withdrawn as allowed by tax statute. Withdrawals are taxed as ordinary income.

With the Roth 457(b) option, contributions are not tax deductible, but withdrawals are tax-free after certain conditions are met. Deciding whether to make Roth contributions will depend on individual financial circumstances, such as current income and anticipated income in retirement, and current and future tax rates.

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

AYES: Daniel, Hegner, Jundi, Wyckoff, Shubert

NAYS:

Motion carried.

**MOTION NO. 250421-10 AMEND EMPLOYEE POLICY: LEAVE
CLASSIFICATIONS SUPPLEMENTAL LEAVE BANK**

RESOLVED: That the Board of Trustees amends the Employee Policy: Leave Classifications Supplemental Leave Bank as follows:

The purpose of the supplemental leave bank is to provide added financial assistance to staff members who personally or within the definition of immediate family in the Family Medical Leave Act policy, have experienced a long-term illness (excluding parental leave), which has caused them to exhaust all leave. This process will afford coverage for additional leave.

Procedure:

Who is eligible: Any staff member who has been employed for more than one calendar year ***and*** receives both sick leave and vacation leave under the current policy, ~~and has contributed annually to the supplemental leave bank.~~

Terms of eligibility to receive supplemental leave:

- A. Staff member must be currently accruing sick leave and vacation under our existing policy ~~and have contributed to the bank annually no less than 4 hours if working part-time and no less than 8 hours if working full-time.~~
- B. Staff member must have exhausted all sick leave, ~~vacation and compensatory time~~ due to an extended, single illness and its related problems. A series of short, unrelated illnesses over a period of time, which have exhausted ~~the~~ **sick** leaves-would not be provided for under this policy.
- C. Staff member must provide a medical statement from the attending physician verifying the long-term nature of the illness, ~~need for continued leave from the job, and that the employee is not eligible to file for disability—either full or partial. Statement is provided at the employee’s expense.~~ Documentation is to be given to **Human Resources** ~~the Director~~ with a letter requesting supplemental leave.
- ~~D. Supplemental leave may not be used for disability associated with the normal course of pregnancy and childbirth. Employees may seek supplemental sick leave for complications due to pregnancy and/or childbirth, such as an extended period of bedrest.~~
- E. Requests may be made any number of times in a year, but each person may be awarded supplemental leave only once a year. A year is considered a full 365 days from first use of an awarded allotment.

Consideration of Request:

The Director will look at all documentation, consult with members of the Library Board of Trustees, and decide the validity of the request. If deemed valid, the Director will award hours as follows:

Employment Status	Supplemental Leave
35+ hours	up to 160 hours
30 – 35 hours	up to 120 hours
20 – 29 hours	up to 80 hours

All decisions will be issued in writing and copies will be placed in the requesting employee’s file and sent to the employee directly. Should multiple requests be filed by, staff members, they will be considered in order of date received.

Use of Hours Awarded:

- A. The Director will instruct the ~~Fiscal Officer~~ **Human Resources Specialist** of the Library to use the appropriate number of hours from the bank on behalf of the employee. The total hours will not be transferred immediately to the recipient (to prevent a cash payment for unused hours should the employee end employment prior to the exhaustion of the hours). Transfer will be done each pay period by assigning sick hours equal to the employee’s normally scheduled hours. This will be repeated for each pay period until awarded hours are exhausted, the employee returns to work, or the employee ends employment with the library.

- B. No sick leave or vacation benefits accrue against supplemental hours awarded.
- C. Once the bank is exhausted of hours, no awards can be made until hours become available. At no time can the bank operate at a deficit.
- D. At no time can an employee return to work and collect leave under this policy.
- E. At no time can supplemental leave hours be a part of retirement, death or resignation final pay.

Cash Value of the Hours:

All hours of supplemental leave have the cash value of the recipient's current pay rate, not that of the donor.

Donating Hours to the Bank:

Employees may give hours to the bank as follows:

- A. Full-Time Employees may donate if their accumulated personal sick leave is 80 hours or more. Part-time employees may donate if their accumulated personal sick leave is 40 hours or more. Employees may donate up to sixteen hours in a calendar year if full-time and eight hours in a calendar year if part-time. Employees who have reached their maximum sick leave may have the excess accrual given to the pool. In such a case, donations may exceed the annual limit.
- B. Staff members will authorize the ~~Fiscal Officer~~ **Human Resources Specialist** to deduct the number of hours, not to exceed sixteen in any year, by completing the designated form. Donations can be made as often as the employee wishes but cannot exceed the annual limit. Donations can be made from sick leave ~~or compensatory time~~, but not from vacation. Donations must be made in increments of at least four hours.
- C. All hours donated will be placed in a pool, which can be tapped by any eligible employee via the application process.
- D. Employees who are resigning or retiring may not donate the excess of their eligible benefit hours to the fund.
- E. All donations are made with the knowledge that:
 - 1. Hours cannot be given back to the donor. All donations are permanent.
 - 2. Hours might not be available to the donor if the need arises. Giving hours to the bank does not guarantee receiving hours at a later time.
 - 3. There is no monetary value attached to the donor hours. All value is established at the recipient's rate of pay.
 - 4. Donations cannot be given to a specific person by a donor. All hours go to the bank to be awarded by the application process.

F. Employees who have received donations from the bank are encouraged to donate in the future.

Decisions of Award:

All decisions are final and are not subject to grievance procedures.

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

AYES: Daniel, Hegner, Jundi, Wyckoff, Shubert

NAYS:

Motion carried.

LONG RANGE PLANNING

Mr. Shubert stated that the committee met this evening and discussed the survey questions for the Strategic Plan. They also discussed the time line with the survey coming out mid-May and staying open for about 6 weeks. The Board discussed dates for the Board retreat and decided on meeting prior to the June board meeting June 16th at 4:30pm. Ms. Koritansky will confirm that with the State Library and let the Board know.

RECORDS COMMISSION

Mr. Shubert stated nothing to report.

NEW BUSINESS

MOTION NO. 250421-11 APPROVE SUPPLEMENTAL LEAVE BANK REQUEST

Hegner moved, Jundi seconded:

RESOLVED: That the Board of Trustees approves up to 23 hours of supplemental leave to be used for sick leave for Madeline Aladich. The hours will be taken from the supplemental leave bank. Ms. Aladich was on medical leave.

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

AYES: Daniel, Wyckoff, Jundi, Hegner, Shubert

NAYS:

Motion carried.

MOTION NO. 250421-12 APPROVE OUT OF STATE TRAVEL

Jundi moved; Daniel seconded:

RESOLVED: That the Board of Trustees approves out of state travel for Ann Malthaner and Susan Kirchgessner to attend the ALA conference on Saturday June 28, 2025. At an estimated cost of \$1,825.00.

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

AYES: Hegner, Wyckoff, Daniel, Jundi, Shubert

NAYS:

Motion carried.

MOTION NO. 250421-13 MOTION TO ADJOURN INTO EXECUTIVE SESSION

Hegner moved, Wyckoff seconded:

RESOLVED: The Board of Trustees moves to adjourn into executive session to discuss the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee.

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

AYES: Daniel, Jundi, Wyckoff, Hegner, Shubert

NAYS:

Motion carried.

MOTION NO. 250421-14 MOTION TO RETURN TO OPEN SESSION

Hegner moved, Wyckoff seconded:

RESOLVED: That the Board of Trustees moves to return to open session.

All were in favor.

Motion carried.

MOTION NO. 250421-15 ADJOURNMENT

Hegner moved, Wyckoff seconded to adjourn the meeting at 8:07pm.

All were in favor.

Motion carried.

Secretary

Board President

Jennifer Hale
Fiscal Officer