

STOW-MUNROE FALLS PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
Monday April 16, 2018

CALL TO ORDER

The meeting was called to order at 7:04 pm by Tom Shubert, President

PRESENT

Tom Shubert, President; Christina Gary, Vice President; Pastor Brad Jagger, Craig Mancuso, Sara Kline; David Renninger, Secretary; Richard Bedell

ABSENT

OTHERS PRESENT

Doug Dotterer, Director; Linda Sutherland, Fiscal Officer

PUBLIC

No public.

MINUTES

MOTION NO. 180416-1 APPROVE MARCH 19, 2018 MINUTES

Mancuso moved, Renninger seconded:

RESOLVED: That the Board Minutes of March 19, 2018 regular meeting be accepted and approved.

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

AYES: Gary, Jagger, Kline, Mancuso, Renninger, Bedell, Shubert

NAYS:

Motion carried.

FINANCE

MOTION NO. 180416-2 APPROVE MARCH TREASURER’S REPORT

Kline moved, Gary seconded:

RESOLVED: That the Board of Trustees approves the Treasurer’s Report for March 2018.

MTD BANK REPORT FOR MONTH 03-STOW-MUNROE FALLS PUB LIB

BANK	DESCRIPTION	Begin Mo Bal	MTD Deposit	MTD Withdrawal	MTD Tran In	MTD Tran Out	Balance
1	MAIN CHECKING ACCOUNT	257,698.54	257,854.49	219,927.40	0.00	0.00	295,625.63
2	PAYROLL CHECKING ACCOUNT	0	0	0	0.00	0.00	0.00
4	BUILDING PROJECT CHECKING ACCT	0	0	0	0.00	0.00	0.00
9	IMPREST FUNDS	300.00	0	0	0.00	0.00	300.00
20	CERTIFICATES OF DEPOSIT	0	0	0	0.00	0.00	0.00
21	STAR OHIO - INVESTMENTS	304,201.20	416.23	0	0.00	0.00	304,617.43
24	STAR OHIO BLDG - INVESTMENTS	76,582.01	104.79	0	0.00	0.00	76,686.80
29	STAR PLUS OHIO - INVESTMENTS	511,442.34	681.69	0	0.00	0.00	512,124.03
		1,150,224.09	259,057.20	219,927.40	0.00	0.00	1,189,353.89

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

AYES: Jagger, Kline, Mancuso, Renninger, Bedell, Gary, Shubert

NAYS:

Motion carried.

PROGRAM

DIRECTOR’S REPORT

MOTION NO. 180416-3 ACCEPT THE DIRECTOR’S REPORT

Kline moved, Gary seconded:

RESOLVED: That the Board of Trustees accepts the written Director’s report for the months of March/April 2018.

Mr. Dotterer stated the following:

- Dessert Extravaganza is Thursday April 19, 2018
- Library Foundation will be highlighting donations made to the library over the years at the Dessert Extravaganza
- Showcase was a great success

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

AYES: Kline, Mancuso, Renninger, Bedell, Gary, Jagger, Shubert

NAYS:

Motion carried.

DISCUSSION ITEMS

Sara Kline made a request that the Director look into having a vending machine at the library.

Mr. Renninger requested when the library has new employees they come to a Board meeting so the Library Trustees can be introduced and meet them.

BOARD COMMITTEES

BUILDING & GROUNDS

Mrs. Kline stated nothing to report.

FINANCE

Mr. Bedell stated the Finance Committee met prior to the Library Board Meeting.

Mr. Bedell stated the Finance Committee reviewed the financial reports and resolved any questions.

Mr. Bedell stated the Finance Committee recommends:

MOTION NO. 180416-4 ADOPTS 2019 ALTERNATIVE TAX BUDGET

RESOLVED: That the Board of Trustees of Stow-Munroe Falls Public Library adopts the proposed General Fund 2019 Alternative Tax Budget.

REVENUE	ACT 2016	ACT 2017	ASK 2018	2018 BUDGET	ASK 2019
PROPERTY TAXES	\$1,813,310	\$1,822,308	\$1,823,750	\$1,823,750	\$1,823,750

PLF (PUBLIC LIBRARY FUNDS)	\$1,103,203	\$1,118,316	\$1,175,450	\$1,129,273	\$1,185,450
PATRON FINES/FEEES	\$67,643	\$58,919	\$75,000	\$60,000	\$75,000
EARNINGS ON INVESTMENTS	\$3,854	\$7,779	\$5,000	\$3,500	\$15,000
GIFTS/DONATIONS	\$4,358	\$2,809	\$5,000	\$1,000	\$5,000
MISCELLANEOUS	\$7,654	\$6,541	\$10,000	\$4,000	\$10,000
PASSPORTS	\$58,189	\$60,747	\$65,000	\$45,000	\$85,000
TRANSFER-INS					
TOTAL REVENUE	\$3,058,211	\$3,077,419	\$3,159,200	\$3,066,523	\$3,199,200
DISBURSEMENTS	ACT 2016	ACT 2017	ASK 2018	ASK 2018	ASK 2019
<i>SALARIES/BENEFITS</i>					
Total salaries/benefits	\$1,906,328	\$2,001,322	\$2,149,400	\$2,160,478	\$2,154,400
<i>SUPPLIES</i>					
Total supplies	\$51,453	\$49,762	\$60,000	\$57,300	\$65,000
<i>PURCHASED/CONTRACTED SER</i>					
Total purchased/contracted ser	\$411,816	\$849,834	\$425,000	\$403,691	\$430,000
<i>MATERIALS</i>					
Total materials	\$409,998	\$431,931	\$440,000	\$420,254	\$450,000
<i>CAPITAL OUTLAY</i>					
Total capital outlay	\$42,307	\$14,190	\$20,000	\$10,000	\$25,000
<i>DEBT SERVICE</i>					
Total debt service					
<i>OTHER OBJECTS</i>					
Total other objects	\$8,229	\$9,997	\$14,800	\$14,800	\$14,800
<i>CONTINGENCY</i>			\$50,000	\$0	\$60,000
<i>TRANSFER OUT</i>					
<i>TRANSFER TO BUILDING FUND</i>					
Total General Fund	\$2,830,131	\$3,357,036	\$3,159,200	\$3,066,523	\$3,199,200

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

AYES: Mancuso, Renninger, Bedell, Gary, Jagger, Kline, Shubert

NAYS:

Motion carried.

HUMAN RESOURCES

Mr. Mancuso stated nothing to report.

LEGISLATION/RULES

Mrs. Gary stated the Legislation/Rules Committee recommends the follow:

MOTION NO. 180416-5 APPROVE DEPOSIT OF FUNDS BOARD POLICY

RESOLVED: That the Board of Trustees approves the Deposit of Funds Board Policy to read as:

WHEREAS, Ohio Revised Code §9.38 provides that a public official shall deposit all moneys received on the business day next following the day of receipt of the moneys; and

WHEREAS, ORC § 9.38 also provides that the public office may adopt a policy permitting that amounts less than One Thousand Dollars (\$1,000.00) may be held for a longer period of time, not to exceed three business days next following the day of receipt of the moneys, before making such deposit; and

WHEREAS, in the interest of the efficient operations of the Stow-Munroe Falls Public Library, the Board of Trustees desires to adopt such a policy as set forth in ORC § 9.38 that allows the office to hold such moneys not exceeding \$1,000.00 for a period of time not to exceed three business days next following the day of receipt of the moneys.

NOW, THEREFORE, BE IT FURTHER RESOLVED, by the Board of Trustees of the Stow-Munroe Falls Public Library:

In accordance with ORC § 9.38 all public money received by the Stow-Munroe Falls Public Library will be receipted and kept in a secure place by the Fiscal Officer. Moneys exceeding One Thousand Dollars (\$1,000.00) will be deposited on the next business day. Daily receipts that accumulate to \$1,000.00 or less will be deposited within three (3) business days. Funds that are not deposited within twenty four (24) hours will be secured/safeguarded until they can be deposited. The Fiscal Officer is responsible for ensuring this process.

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

AYES: Renninger, Bedell, Gary, Jagger, Kline, Mancuso, Shubert

NAYS:

Motion carried.

LONG RANGE PLANNING

Mr. Renninger stated the Long Range Planning Committee will be meeting on Wednesday April 18, 2018 at 8:45 am.

TECHNOLOGY

Mr. Shubert stated nothing to report.

RECORDS COMMISSION

Mr. Shubert stated nothing to report.

NEW BUSINESS

MOTION NO. 180416-6 APPROVE LIBRARY CLOSING

Renninger moved, Bedell seconded:

RESOLVED: That the Board of Trustees approves closing the Stow-Munroe Falls Public Library on:

November 9, 2018 for a Staff Inservice

And

Closing on May 25 – 28, 2019 for parking lot repairs

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

AYES: Bedell, Gary, Jagger, Kline, Mancuso, Renninger, Shubert

NAYS:

Motion carried.

MOTION NO. 180416-7 ACKNOWLEDGE LEAVE OF ABSENCE

Mancuso moved, Kline seconded:

RESOLVED: That the Boards of Trustees acknowledges the following:

Christine Fisher, Medical Leave to begin June 21, 2018 through September 13, 2018, not to exceed twelve (12) workweeks

And

Amanda Askew, Medical Leave to begin July 15, 2018 through October 7, 2018, not to exceed twelve (12) workweeks

Per Employee Policy #030922-6 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: Gary, Jagger, Kline, Mancuso, Renninger, Bedell, Shubert

NAYS:

Motion carried.

MOTION NO. 180416-8 MOTION TO ADJOURN TO EXECUTIVE SESSION

Gary moved, Kline seconded:

RESOLVED: The Board of Trustees moves to adjourn into executive session to consider the purchase of property.

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

AYES: Jagger, Kline, Mancuso, Renninger, Bedell, Gary, Shubert

NAYS:

Motion carried.

MOTION NO. 180416-9 MOTION TO RETURN TO OPEN SESSION

Kline moved, Renninger seconded:

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

All were in favor.

Motion carried.

MOTION NO. 180416-10 ADJOURNMENT

Mancuso moved, Gary seconded to adjourn the meeting at 7:55 pm.

All were in favor.

Motion carried.

Secretary

Board President

Linda Sutherland
Fiscal Officer