

**STOW-MUNROE FALLS PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
Monday August 20, 2018**

CALL TO ORDER

The meeting was called to order at 7:00 pm by President Tom Shubert

PRESENT

David Renninger, Secretary; Tom Shubert, President; Craig Mancuso, Rich Bedell, Pastor Brad Jagger (7:10), Christina Gary, Vice President

ABSENT

Sara Kline

OTHERS PRESENT

Doug Dotterer, Director; Linda Sutherland, Fiscal Officer

PUBLIC

Amy Thomas, Assistant Head of Children Services informed the Library Board that this year had the highest participation in the Summer Reading Program. Mrs. Thomas related a story about one of the recipients who received a ukulele as a prize.

MINUTES

MOTION NO. 180820-1 APPROVE JUNE 18, 2018 MINUTES

Gary moved, Renninger seconded:

RESOLVED: That the Board Minutes of June 18, 2018 regular meeting be accepted and approved.

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

AYES: Gary, Mancuso, Renninger, Bedell, Shubert

NAYS:

Motion carried.

FINANCE

MOTION NO. 180820-2 APPROVE JUNE AND JULY TREASURER’S REPORTS

Gary moved, Renninger seconded:

RESOLVED: That the Board of Trustees approves the Treasurer’s Reports for June and July 2018.

MTD BANK REPORT FOR MONTH 06-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	504,556.06	119,881.89	238,548.07	0.00	0.00	385,889.88
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	305,550.47	497.22	0	0.00	0.00	306,047.69
24	STAR OHIO BLDG - INVESTMENTS	76,921.69	125.17	0	0.00	0.00	77,046.86
29	STAR PLUS OHIO - INVESTMENTS	513,734.67	816.35	0	0.00	0.00	514,551.02
		1,401,062.89	121,320.63	238,548.07	0.00	0.00	1,283,835.45

MTD BANK REPORT FOR MONTH 07-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	385,889.88	330,450.26	199,345.97	0.00	0.00	516,994.17
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	306,047.69	531.27	0	0.00	0.00	306,578.96
24	STAR OHIO BLDG - INVESTMENTS	77,046.86	133.75	0	0.00	0.00	77,180.61
29	STAR PLUS OHIO - INVESTMENTS	514,551.02	917.74	0	0.00	0.00	515,468.76
		1,283,835.45	332,033.02	199,345.97	0.00	0.00	1,416,522.50

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

AYES: Mancuso, Renninger, Bedell, Gary, Shubert

NAYS:

Motion carried.

PROGRAM

DIRECTOR'S REPORT

MOTION NO. 180820-3 ACCEPT DIRECTOR'S REPORT

Gary moved, Mancuso seconded:

RESOLVED: That the Board of Trustees accepts the written Director's report for the months of June, July and August.

Mr. Dotterer stated the following:

- Clear Title on the Dental Property and house will be empty by the middle of September
- Habitat for Humanity will remove any usable items prior to the demolition of the house
- Meeting donor to discuss some library projects
- Voter registration new guidelines

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

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

NAYS:

Motion carried.

DISCUSSION ITEMS

There were no discussion items.

BOARD COMMITTEES

BUILDING & GROUNDS

Mr. Shubert stated nothing to report.

FINANCE

Mr. Bedell stated the Finance Committee met prior to the Board meeting and the Treasurer gave her report. The finances are on plan for the year.

HUMAN RESOURCES

Mr. Mancuso stated nothing to report.

LEGISLATION/RULES

Mrs. Gary stated the Legislation/Rules Committee met on Thursday August 16, 2018 to discuss the amended Job Descriptions. Mrs. Gary stated the last time the job descriptions were presented was in 2007. Mrs. Gary stated the job descriptions are more condensed and consistent. There was input from the employees regarding the job descriptions.

Mrs. Gary stated the Legislation and Rules Committee recommends the following motions:

MOTION NO. 180820-4 AMEND JOB DESCRIPTIONS

RESOLVED: That the Board of Trustees amends the following job descriptions as presented:

- Assistant Head Library Systems Administrator
- Assistant Head of Children Services
- Assistant Head of Circulation Services
- Assistant Head of Information Services
- Assistant Head of Technical Services
- Children Services Associate
- Children Services Librarian
- Deputy Fiscal Officer /Finance Assistant
- Graphic Design Coordinator & Media Specialist
- Head Library Systems Administrator
- Head of Children Services
- Head of Circulation Services
- Head of Information Services
- Head of Technical Services
- Information Services Associate
- Information Services Librarian
- Local History Librarian
- Maintenance Associate
- Marketing and Public Relations Coordinator
- Marketing and Public Relations Manager
- Outreach Librarian – Children Services
- Outreach Librarian – Information Services
- Public Services Assistant – Floor Coordinator
- Public Services Assistant
- Shelving Page
- Technical Services Processor
- Teen Librarian

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

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

NAYS:

Motion carried.

MOTION NO. 180820-5 AMEND EMPLOYEE POLICY – JOB CLASSIFICATIONS

RESOLVED: That the Board of Trustees amends the Job Classification Chart Employee Policy to read as:

An employee must be employed by the library, in a new position, or at a new rate of pay for at least six (6) months before they are eligible for a yearly salary/hourly wage increase. The employee must have received a satisfactory rating in their performance evaluation to qualify for the increase.

PAY GRADE	MIN START		FULL TIME ANNUAL SALARY	
1	\$8.30			
2	\$9.00	\$9.18		
3	\$9.42	\$9.61		
4	\$10.21	\$10.41		
5	\$10.93	\$11.15		
6	\$13.71	\$13.98	\$28,516.80	\$29,078.40
7	\$14.04	\$14.32	\$29,203.20	\$29,785.60
8	\$14.88	\$15.18	\$30,950.40	\$31,574.40
9	\$15.72	\$16.03	\$32,697.60	\$33,342.40
10	\$16.08	\$16.40	\$33,446.40	\$34,112.00
11	\$16.88	\$17.22	\$35,110.40	\$35,817.60
12	\$19.07	\$19.45	\$39,665.60	\$40,456.00
99	Per Market Value			

Pay Grades and Staff Position Titles:

Assistant Head Library Systems Administrator	99*
Assistant Head of Children Services	11
Assistant Head of Circulation Services	7
Assistant Head of Information Services	11
Assistant Head of Technical Services	11
Children Services Associate	6
Children Services Librarian	10
Deputy Fiscal Officer /Finance Assistant	9
Graphic Design Coordinator & Media Specialist	8
Head Library Systems Administrator	99*
Head of Children Services	12
Head of Circulation Services	12
Head of Information Services	12
Head of Technical Services	12
Local History Librarian	10
Maintenance Associate	5

Marketing and Public Relations Coordinator	9
Marketing and Public Relations Manager	12
Outreach Librarian – Children Services	10
Outreach Librarian – Information Services	10
Public Services Assistant – Floor Coordinator	4
Public Services Assistant	2
Information Services Associate	6
Information Services Librarian	10
Shelving Page	1
Technical Services Clerk	3
Technical Services Processor	5
Teen Librarian	10

*Per Market

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

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

NAYS:

Motion carried.

MOTION NO. 180820-6 AMEND FINES AND FEES LIBRARY BOARD POLICY

RESOLVED: That the Board of Trustees amends the Fines and Fees Library Board Policy to read as:

The Stow-Munroe Falls Public Library will establish the following fines or fees for use of the following:

1 Audiobooks	.15 per day
2 Books	.15 per day
3 CDs	.15 per day
4 Color Laser Prints	1.00 per page
5 Color Copier Prints	.50 per page
6 Kits	1.00 per day
7 LeapPads	1.00 per day
8 Magazines	.15 per day
9 Passport Acceptance	35.00 ea
10 Passport Photographs (2)	\$12.00
11 Playaways Audio	.50 per day
12 Playaway View/Launchpad/ <i>Reader</i>	1.00 per day
13 Prints (Black & White)	.15 per page
14 Puppets	.15 per day
15 Puzzles	.15 per day
16 DVDs & Video Games	.75 per day

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

NAYS:

Motion carried.

LONG RANGE PLANNING

Mr. Renninger stated the Long Range Planning Committee is waiting for the purchase of the properties prior to working on the parking lot renovation.

TECHNOLOGY

Mr. Shubert stated nothing to report.

RECORDS COMMISSION

Mr. Shubert stated nothing to report.

NEW BUSINESS

Mr. Dotterer wanted to thank Linda Sutherland, Fiscal Officer for the 2017- 2016 Clean Audit.

Mrs. Gary stated she will not be renewing her term with the Stow-Munroe Falls Public Library Trustees. Mrs. Gary said it was a pleasure working with the Library Board.

MOTION NO. 180820-7 ADJOURNMENT

Gary moved, Mancuso seconded to adjourn the meeting at 7:30pm.

All were in favor.

Motion carried.

Secretary

Board President

Linda Sutherland
Fiscal Officer