

**STOW-MUNROE FALLS PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
Monday December 21 2020**

**CALL TO ORDER**

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

**PRESENT**

Sara Kline, David Renninger, Secretary; Craig Mancuso, Vice President; Tom Shubert, President; Rich Bedell, Angela Daniel, Pastor Brad Jagger

**ABSENT**

**OTHERS PRESENT**

Gale Koritansky, Director, Linda Sutherland, Fiscal Officer

**PUBLIC COMMENT**

No Public comment.

**ACTION ITEMS**

**MOTION NO. 201221-1 APPROVE NOVEMBER 16, 2020 MINUTES**

Kline moved, Bedell seconded:

RESOLVED: That the Board Minutes of November 16, 2020 regular board meeting be accepted and approved.

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

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

NAYS:

Motion carried.

FINANCE

**MOTION NO. 201221-2 APPROVE NOVEMBER TREASURER'S REPORT**

Renninger moved, Kline seconded:

RESOLVED: That the Board of Trustees approves the Treasurer's Report for November 2020.

**MTD Bank Report for Year 2020 Month 11 - STOW MUNROE FALLS PUB LIB**

| Bank           | Description                    | Beg Mo Bal          | Deposits          | Withdrawals       | Trans In    | Trans Out   | Balance             |
|----------------|--------------------------------|---------------------|-------------------|-------------------|-------------|-------------|---------------------|
| 0001           | MAIN CHECKING ACCOUNT          | 929,678.07          | 110,521.81        | 233,722.07        | 0.00        | 0.00        | 806,477.81          |
| 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        | 669,775.66          | 74.87             | 0.00              | 0.00        | 0.00        | 669,850.53          |
| 0024           | STAR OHIO BLDG - INVESTMENTS   | 80,281.17           | 8.97              | 0.00              | 0.00        | 0.00        | 80,290.14           |
| 0029           | STAR PLUS OHIO - INVESTMENTS   | 535,415.54          | 75.92             | 0.00              | 0.00        | 0.00        | 535,491.46          |
| <b>8 Banks</b> |                                | <b>2,215,450.44</b> | <b>110,681.57</b> | <b>233,722.07</b> | <b>0.00</b> | <b>0.00</b> | <b>2,092,409.94</b> |

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

AYES: Jagger, Kline, Mancuso, Renninger, Bedell, Daniel, Shubert  
NAYS:

Motion carried.

**MOTION NO. 201221-3 SET BOND FOR FISCAL OFFICER AND DEPUTY FISCAL OFFICER**

Mancuso moved, Kline seconded:

RESOLVED: That the Board of Trustees set bond for the Fiscal Officer and Deputy Fiscal Officer at 5% of the budget for 2021.

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

AYES: Kline, Mancuso, Renninger, Bedell, Daniel, Jagger, Shubert  
NAYS:

Motion carried.

**PROGRAM**

DIRECTOR’S REPORT

**MOTION NO. 201221-4 ACCEPT DIRECTOR’S REPORT**

Renninger moved, Mancuso seconded:

RESOLVED: That the Board of Trustees accepts the written Director’s report for the month December 2020.

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

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

NAYS:

Motion carried.

**DISCUSSION ITEMS**

There were no discussion items.

**BOARD COMMITTEES**

**BUILDING & GROUNDS**

Mrs. Kline stated nothing to report.

**FINANCE**

Mr. Bedell stated the Finance Committee met prior to the Board meeting. The Finance Committee recommends the following motions:

**MOTION NO. 201221-5 ADOPT 2021 GENERAL FUND REVENUE AND APPROPRIATIONS BUDGET**

RESOLVED: That the Board of Trustees of Stow-Munroe Falls Public Library adopts the proposed 2021 General Fund Estimated Revenue and Appropriations Budget as follows:

|          | <b>UNENCUMBERED FUNDS</b>      | <b>12/31/2020</b>           |
|----------|--------------------------------|-----------------------------|
| <b>A</b> | <b>BALANCE ALL UNENC FUNDS</b> | <b>\$1,299,337</b>          |
|          |                                |                             |
|          | <b>GENERAL FUND REVENUE</b>    | <b>PROPOSED 2021 BUDGET</b> |
|          |                                |                             |
|          | PLF                            | \$1,070,869                 |
|          | REAL ESTATE TAXES              | \$1,649,068                 |

|            |                                     |   |
|------------|-------------------------------------|---|
|            | HOMESTEAD ROLLEBACK                 | \$222,000                                 |
|            | <b>TOTAL TAXES/ROLLBACK</b>         | <b>\$1,871,068</b>                        |
|            | PATRON FINES                        | \$15,000                                  |
|            | COPIERS                             | \$5,000                                   |
|            | INTEREST ON STAR OHIO               | \$4,000                                   |
|            | INTEREST ON CHECKING                | \$0                                       |
|            | GIFTS/DONATIONS                     | \$500                                     |
|            | MEETING ROOM                        | \$0                                       |
|            | MISCELLANEOUS                       | \$2,000                                   |
|            | PASSPORT/PHOTOS                     | \$25,000                                  |
| <b>B</b>   | <b>TOTAL REVENUE</b>                | <b>\$2,993,437</b>                        |
|            |                                     |   |
| <b>A+B</b> | <b>REVENUE + UNENC. BALANCE</b>     | <b>\$4,292,774</b>                        |
|            |                                     |   |
|            | <b>EXPENDITURES</b>                 | <b>PROPOSED<br/>2021<br/>EXPENDITURES</b> |
|            | <b>SALARIES/BENEFITS</b>            |   |
|            | Total salaries/benefits             | \$1,990,400                               |
|            | <b>SUPPLIES</b>                     |   |
|            | Total supplies                      | \$61,000                                  |
|            | <b>PURCHASED/CONTRACTED SER</b>     |   |
|            | Total purchased/contracted services | \$501,087                                 |
|            | <b>MATERIALS</b>                    |   |
|            | 101 Materials                       | \$400,000                                 |
|            | <b>CAPITAL OUTLAY</b>               |   |
|            | Total capital outlay                | \$25,000                                  |
|            | <b>DEBT SERVICE</b>                 |   |
|            | Total debt service                  | \$0                                       |
|            | <b>OTHER OBJECTS</b>                |   |
|            | Total other objects                 | \$15,950                                  |
|            | <b>CONTINGENCY</b>                  | \$0                                       |
| <b>C</b>   | <b>TOTAL ALL EXPENDITURES</b>       | <b>\$2,993,437</b>                        |

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

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

NAYS:

Motion carried.

**MOTION NO. 201221-6 APPROVE INTERFUND TRANSACTIONS**

RESOLVED: That the Board of Trustees authorizes the Fiscal Officer to move:  
  
\$2024.41 from 219.0.52210 Janitorial Supplies to 219.0.53310 Building/Grounds Repairs to purchase a Wall-mount Bi-level Bottle Filling Station

And

\$2391.21 from 219.0.52210 Janitorial Supplies to 101.0.55500 Furniture/Equipment to purchase a Cinema 4D R23 – Perpetual – Standalone for Virtual Programming

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

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

NAYS:

Motion carried.

HUMAN RESOURCES

Mr. Mancuso stated the evaluation for the Fiscal Officer would be discussed in Executive Session.

LEGISLATION/RULES

Mrs. Kline stated the Legislation/Rules Committee recommends:

**MOTION NO. 201221-7 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         | \$8.70- <del>8.80</del> |                         |
| 2         | \$9.18                  |                         |
| 3         | \$9.61                  |                         |
| 4         | \$10.41                 |                         |
| 5         | \$11.15                 |                         |

|    |         |             |
|----|---------|-------------|
| 6  | \$13.98 | \$29,078.40 |
| 7  | \$14.32 | \$29,785.60 |
| 8  | \$15.18 | \$31,574.40 |
| 9  | \$16.03 | \$33,342.40 |
| 10 | \$16.40 | \$34,112.00 |
| 11 | \$17.22 | \$35,817.60 |
| 12 | \$19.45 | \$40,456.00 |
| 99 |         |             |

**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: Daniel, Jagger, Kline, Mancuso, Renninger, Bedell, Shubert

NAYS:

Motion carried.

LONG RANGE PLANNING

Mr. Renninger stated he is planning to meet in the spring or early summer to review the parking lot project.

TECHNOLOGY

Mr. Shubert stated nothing to report.

RECORDS COMMISSION

Mr. Shubert stated nothing to report.

**NEW BUSINESS**

**MOTION NO. 201221-8 APPROVE SUPPLEMENTAL LEAVE**

Renninger moved, Mancuso seconded:

RESOLVED: That the Board of Trustees approves up to 160 hours supplemental leave to be used for sick leave for Lisa Maruna. The hours will be taken from the Supplemental Leave bank. Mrs. Maruna was on Medical Leave.

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

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

NAYS:

Motion carried.

**MOTION NO. 201221-9 APPROVE COVID-19 SICK LEAVE**

Kline moved, Renninger seconded:

RESOLVED: That the Board of Trustees approve paying COVID-19 emergency sick leave from the effective date through June 30, 2021.

The Library will pay the employee's regular rate of pay where the employee is unable to work because the employee is quarantined, and/or experiencing COVID-19 symptoms and seeking a medical diagnosis.

A full-time employee will receive two weeks (up to 80 hours) and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.

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

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

NAYS:

Motion carried.

**MOTION NO. 201221-10 MOTION TO ADJOURN TO EXECUTIVE SESSION**

Mancuso moved, Bedell seconded:

RESOLVED: The Board of Trustees moves to adjourn into executive session to discuss the Fiscal Officer's evaluation.

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

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

NAYS:

Motion carried.

**MOTION NO. 201221-11 MOTION TO RETURN TO OPEN SESSION**

Kline moved, Mancuso seconded:

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

All were in favor.

Motion carried.

**MOTION NO. 201221-12 CONTRACT – FISCAL OFFICER**

Sarah moved, Renninger seconded:

RESOLVED: That the Board of Trustees sets the salary of the Fiscal Officer for 2021 at \$80,451.83, for a period commencing January 1, 2021, and ending December 31, 2021 and that the Fiscal Officer will receive a one-time stipend of \$3000.00 for serving as acting director from March-September of 2020.

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

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

NAYS:

Motion carried.



**MOTION NO. 201221-13 ADJOURNMENT**

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Bedell moved, Daniel seconded to adjourn the meeting at 7:19pm.

All were in favor.

Motion carried.

Secretary

Board President

Linda Sutherland  
Fiscal Officer