

**STOW-MUNROE FALLS PUBLIC LIBRARY
BOARD OF TRUSTEES
HUMAN RESOURCES COMMITTEE MEETING**

DATE: Thursday June 5, 2025

PLACE: Stow-Munroe Falls Public Library

TIME: 6:00 pm

MEMBERS ATTENDING: Craig Mancuso, Chair, Angela Daniel, Tom Shubert

MEMBERS ABSENT:

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

PUBLIC:

SUMMARY OF AGENDA ITEMS/DISCUSSION:

1. Review Process for Director and Fiscal Officer
 - a. Ms. Allen recommended switching to Microsoft Forms from Google Forms as we are all on Outlook now. She also recommended summarizing employee comments instead of listing each individually for increased anonymity. Ms. Koritansky requested that the Board also include any items or goals they wish for her to work on in the next year.
2. Staff Budget and Recommendations
 - a. Ms. Hale shared with the board that from 2023 – 2025 our payroll budget has increased from 59.5% of the budget to 67% of the budget. An initial estimate for 2026 could increase up to 69% if we choose to make a COLA recommendation. We are currently within normal range for other libraries, but we are nearing the top of that range. We do also know that we have employees nearing retirement. Mr. Shubert asked about OPERS retirement requirements, which are 55 years old with 32 years of service, or 67 years old with 25. There are many different combinations and OPERS does provide education for staff.
3. Organizational Chart and Staffing Recommendations
 - a. Discussed current chart (see attached).

RECOMMENDATIONS/MOTIONS:

The HR Committee recommended presenting the updated Organizational Chart to the Board at the June 16th meeting.

TIME OF ADJOURNMENT: 6:28pm

DIRECTOR	BOARD OF TRUSTEES			HR SPECIALIST
			FISCAL OFFICER	MAINTENANCE ASSOCIATE
		<i>COLLECTION DEVELOPMENT SENIOR PROCESSOR</i>		HEAD LIBRARY
	HEAD OF COLLECTION DEVELOPMENT			SYSTEMS
		<i>COLLECTION DEVELOPMENT PROCESSOR</i>		ADMINISTRATOR
		ASSISTANT HEAD OF INFORMATION SERVICES		DEVELOPMENT OFFICER
	HEAD OF INFORMATION			
		INFORMATION SERVICES ASSOCIATE INFORMATION SERVICES LIBRARIAN LOCAL HISTORY LIBRARIAN TEEN LIBRARIAN		CUSTODIAN
			CHILDREN SERVICES ASSOC.	
		ASSISTANT HEAD OF CHILDREN SERVICES		
	CHILDREN SERVICES			
		CHILDREN SERVICES LIBRARIAN		
	MARKETING AND PUBLIC RELATIONS MANAGER	MARKETING AND PUBLIC RELATIONS COORDINATOR		
		GRAPHIC DESIGNER COORDINATOR & MEDIA SPECIALIST		
		PUBLIC SERVICES ASSISTANT		
	HEAD OF CIRCULATION SERVICES			
		PUBLIC SERVICES ASSISTANT II		
		SHELVING PAGE		
	HEAD OF TECHNICAL SERVICES	TECHNICAL SERVICES SENIOR PROCESSOR		
		TECHNICAL SERVICES PROCESSOR		
	HEAD OF COMMUNITY OUTREACH AND PARTNERSHIPS			
		COMMUNITY OUTREACH AND PARTNERSHIPS ASSOCIATE		