

**STOW-MUNROE FALLS PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
Monday June 21, 2021**

CALL TO ORDER

The meeting was called to order at 6:32 pm by President Shubert.

PRESENT

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

ABSENT

Craig Mancuso, Vice President

OTHERS PRESENT

Gale Koritansky, Director; Linda Sutherland, Fiscal Officer

PUBLIC

There was no public comment.

MINUTES

MOTION NO. 210621-1 APPROVE MAY 17, 2021 MINUTES

Renninger moved, Bedell seconded:

RESOLVED: That the Board Minutes of May 17, 2021 regular meeting be accepted and approved.

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

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

NAYS:

Motion carried.

FINANCE

MOTION NO. 210621-2 APPROVE MAY TREASURER’S REPORT

Kline moved, Bedell seconded:

RESOLVED: That the Board of Trustees approves the Treasurer’s Report for May 2021.

MTD Bank Report for Year 2021 Month 05 - STOW MUNROE FALLS PUB LIB

Bank	Description	Beg Mo Bal	Deposits	Withdrawals	Trans In	Trans Out	Balance
0001	MAIN CHECKING ACCOUNT	766,391.41	223,344.57	179,512.35	0.00	0.00	810,223.63
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	920,172.57	64.24	0.00	535,694.34	0.00	1,455,931.15
0024	STAR OHIO BLDG - INVESTMENTS	80,322.30	5.21	0.00	0.00	0.00	80,327.51
0029	STAR PLUS OHIO - INVESTMENTS	535,694.34	30.53	0.00	0.00	535,694.34	30.53
8 Banks		2,302,880.62	223,444.55	179,512.35	535,694.34	535,694.34	2,346,812.82

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

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

NAYS:

Motion carried.

MOTION NO. 210621-3 APPROVE INTERFUND TRANSACTIONS

Kline moved, Bedell seconded:

RESOLVED: That the Board of Trustees authorizes the Fiscal Officer to move:
\$60,000 from 101.0.51610 Hospitalization to 101.0.53310
Building/Grounds

This transaction is to cover the costs of: HVAC replacement, LED upgrade.

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

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

NAYS:

Motion carried.

PROGRAM

DIRECTOR’S REPORT

MOTION NO. 210621-4 ACCEPT THE DIRECTOR’S REPORT

Renninger moved, Kline seconded:

RESOLVED: That the Board of Trustees accepts the written Director’s report for the month of May 2021.

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

AYES: 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 this meeting to review the May financial statements and projections prepared by the Finance Officer and accepted the reports as presented.

HUMAN RESOURCES

Mr. Shubert stated the Human Resources Committee met at 5:51 pm to discuss annual staff pay increases. The Human Resources Committee also recommends that the new Federal Holiday – Juneteenth (June 19, 2021) to be entered on the 2022 calendar as an additional floating holiday.

Mr. Shubert stated the Human Resources Committee recommends:

MOTION NO. 210621-5 APPROVE PAY RATE INCREASES

RESOLVED: That the Board of Trustees approves the following:

3 – 4% pay rate increase based on the employee’s evaluation score and to be effective Pay 14, 2021.

2.8-3	4%
2.6-2.8	3.50%
1.6-2.59	3%

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

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

Motion carried

LEGISLATION/RULES

Mrs. Kline stated the Legislation/Rules Committee recommends the following:

MOTION NO. 210621-6 APPROVE JOB DESCRIPTION CHANGES

RESOLVED: That the Board of Trustees of Stow-Munroe Falls Public Library approves to eliminate the Job description Public Services Assistant – Floor Coordinator and amend the Public Services Assistant. Please see copy attached.

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

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

Motion carried

MOTION NO. 210621-7 AMEND EMPLOYEE POLICY – JOB CLASSIFICATIONS

RESOLVED: That the Board of Trustees of Stow-Munroe Falls Public Library amends the Employee Policy – Job Classifications (Wage Increase, Pay Grades, ~~Range~~, and Staff Position Titles) as follows:

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	\$8.80	
2	\$9.18	
3 1	\$9.61 \$10.00	
4	\$10.41	
5 2	\$11.15	
6 3	\$13.98	\$29,078.40
7	\$14.32	\$29,785.60
8 4	\$15.18	\$31,574.40
9 5	\$16.03	\$33,342.40
10 6	\$16.40	\$34,112.00
11 7	\$17.22	\$35,817.60
12 8	\$19.45	\$40,456.00
99		

Pay Grades and Staff Position Titles:

Assistant Head Library Systems Administrator	99*
Assistant Head of Children Services	11 7
Assistant Head of Information Services	11 7
Assistant Head of Technical Services	11
Children Services Associate	6 3
Children Services Librarian	10 6
Deputy Fiscal Officer /Finance Assistant	9 5
Graphic Design Coordinator & Media Specialist	8 4
Head Library Systems Administrator	99*
Head of Children Services	12 8
Head of Circulation Services	12 8
Head of Information Services	12 8
Head of Technical Services	12 8
Local History Librarian	10 6
Maintenance Associate	5 2
Marketing and Public Relations Coordinator	9 5
Marketing and Public Relations Manager	12 8
Outreach Librarian – Children Services	10 6
Outreach Librarian – Information Services	10 6
Public Services Assistant – Floor Coordinator	4
Public Services Assistant	2

Information Services Associate	6 3
Information Services Librarian	10 6
Senior Floor Coordinator	3
Shelving Page	1
Technical Services Clerk	3 1
Technical Services Processor	5 2
Technical Services Senior Processor	9 5
Teen Librarian	10 6

*Per Market

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

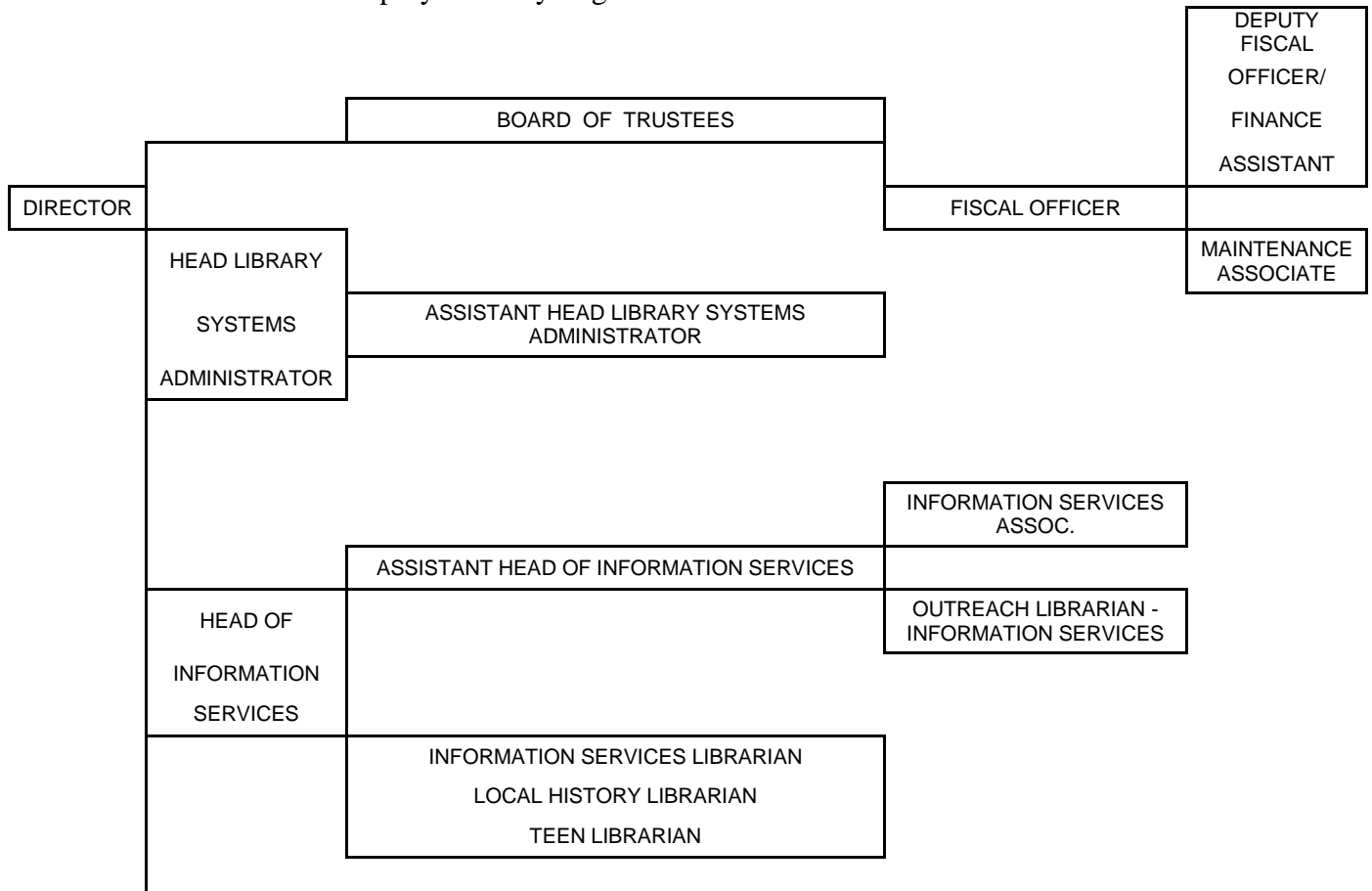
AYES: Daniel, Jagger, Kline, Renninger, Bedell, Shubert

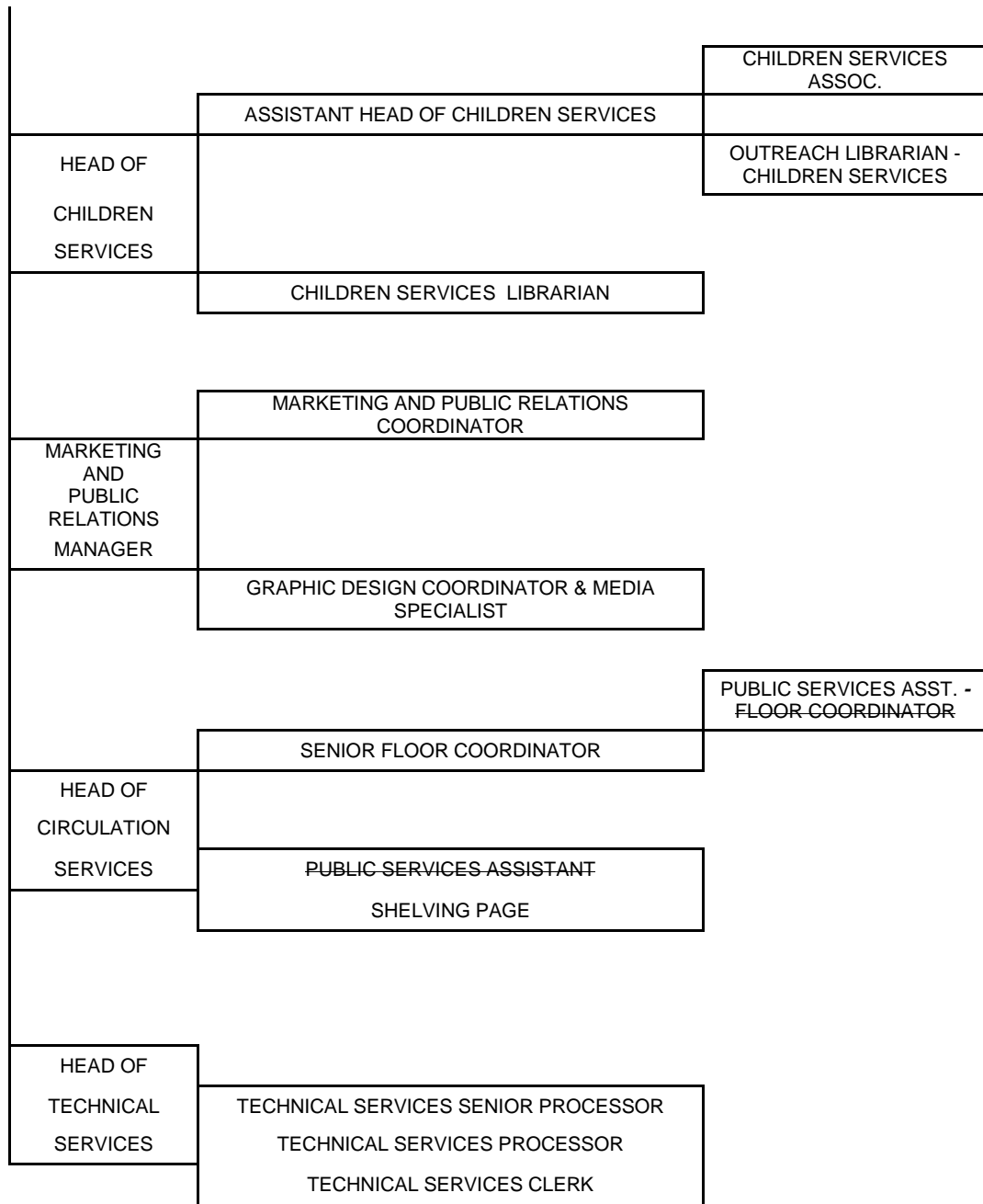
NAYS:

Motion carried

MOTION NO. 210621-8 AMEND EMPLOYEE POLICY – ORGANIZATION CHART

RESOLVED: That the Board of Trustees of Stow-Munroe Falls Public Library amends the Employee Policy Organization Chart to read as:





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

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

NAYS:

Motion carried

MOTION NO. 210621-9 ADOPT BOARD POLICY – PRIVACY POLICY

RESOLVED: That the Board of Trustees of Stow-Munroe Falls Public Library adopts the Library Board – Privacy Policy to read as follows:

The Stow-Munroe Falls Public Library has made a commitment to protect the privacy of its patrons and the privacy of the users of SMFPL's website. Earning and keeping the trust of patrons of the library, including when using SMFPL's website or when visiting SMFPL is important to us. SMFPL wants its patrons to understand what types of information are gathered, how this information is used and protected, and how patrons can control its use. This Privacy Policy describes what SMFPL does with information it obtains from, and about, patrons (including users of SMFPL's website). By sharing information with SMFPL, whether at a library or through its website, users agree to be bound by the terms and conditions of this Privacy Policy.

For any and all patrons who have previously shared personally identifiable information (defined below) with SMFPL, this Privacy Policy informs how such information is being used and protected. Please read below to learn how patrons can request changes or even deletions to such information.

Categories of Personally Identifiable Information SMFPL Collects

Patrons' personally identifiable information may be retained by SMFPL whenever a patron voluntarily provides such information to SMFPL, including, without limitation, when such information is provided by a patron through its web site or in person at the library. Information that may be retained by the library includes, without limitation, patron names, addresses, telephone numbers, driver's license numbers, social security numbers, or e-mail addresses, or all or any of them (jointly and severally, "personally identifiable information").

SMFPL may also gather certain anonymous data from users to help the library better understand how its website is being used and how the library can improve it. This automatically-gathered data may include a user's computer's internet domain address and any content a user views on the website, and the kind of browser used. However, individual users will remain anonymous unless the user voluntarily tells SMFPL who he or she is.

SMFPL reserves the right to use "cookies" on their web site. These are small files that may be sent to and stored on a user's computer so that the library may recognize the user's computer as a unique machine the next time the user visits the website. For example, SMFPL may use cookies to enable the library to store information related to a particular patron's preferences for hold requests, e.g., the patron's computer's IP address may be automatically recognized and the patron's preferred pick-up location may be offered as a default.

In addition, SMFPL may compile certain statistical data concerning patrons and their use of the library and website to better manage circulation, services and programs (collectively, "Statistical Data"). SMFPL may share Statistical Data with third parties.

CLEVNET Network – Use of Personally Identifiable Information

CLEVNET's Network is an integrated computer system consisting of, among other things, computer hardware, various computer software programs, and various database and automation services that together act as a library information management system that, in the aggregate, provides various Ohio libraries (collectively, "CLEVNET Contract Libraries") and their patrons with a variety of benefits, including, without limitation, access to an online catalog database uniting SMFPL and other CLEVNET Contract Libraries' books and other holdings. Personally identifiable information provided to SMFPL, whether provided through their website or in person at the library, is maintained by SMFPL; however, it is accessible by all CLEVNET Contract Libraries.

CLEVNET Contract Libraries, like SMFPL, are obligated to keep patrons' personally identifiable information confidential. Neither SMFPL nor any of the CLEVNET Contract Libraries will release personally identifiable information about patrons, including their uses of library materials and resources (whether electronic or in print, including, without limitation, circulation records) unless otherwise set forth in the Privacy Policy or unless compelled by law.

Neither SMFPL nor any of the CLEVNET Contract Libraries will share personally identifiable information with third parties; provided, however, that information may be shared with reputable third-party partners on a confidential basis so that they can assist SMFPL in providing certain services to patrons. Please remember that this Privacy Policy concerns the use of patron personally identifiable information that has been provided to SMFPL only. There are numerous hyperlinks contained on SMFPL's website. In cases where patrons or users leave SMFPL's website to visit other websites, they should become familiar with the privacy policies of those websites.

Further, this Privacy Policy describes the information-gathering practices of SMFPL and not those of any of the CLEVNET Contract Libraries. Each of the CLEVNET Contract Libraries has posted specific information concerning its information-gathering practices and patrons are encouraged to review those policies. (Each of the CLEVNET Contract Libraries have entered into agreements with SMFPL pursuant to which they have agreed to maintain the confidentiality of SMFPL patrons' personally identifiable information and to institute privacy policies that are at least as stringent as this Privacy Policy.)

To keep SMFPL's records current, Patrons are encouraged to update information as it becomes necessary, e.g., when a patron moves or begins using a new e-mail address.

Security

SMFPL has reasonable precautions in place to prevent unauthorized access to the information we collect.

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

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

NAYS:

Motion carried

MOTION NO. 210621-10 AMEND BOARD POLICY – MEETING ROOM

RESOLVED: That the Board of Trustees of Stow-Munroe Falls Public Library amends the Library Board Policy – Meeting Room Policy to read as follows:

Library Meeting Rooms: The primary purpose of our meeting rooms is to provide facilities for Library-related activities. The needs of the Library, the Friends of the Stow-Munroe Falls Public Library, and the Stow-Munroe Falls Library Foundation will take precedence. The Stow-Munroe Falls Public Library reserves the right to cancel scheduled events or substitute rooms due to special Library programs. Whenever possible, a one (1) month notice will be given. **No admission fee may be charged or funds solicited during the usage of the meeting rooms.**

Private, social events are not permitted. The use of a meeting room by a non-library group shall **NOT** be publicized in such a way as to imply Library sponsorship of the group’s activity. The name, address or telephone number of the library may **NOT** be used as the contact address or headquarters of an organization. The Director may deny future use of library facilities if library rules are not observed.

Non-profit groups:

Community or non-profit groups engaged in educational, civic, welfare, or cultural activities may use the meeting rooms at no charge during our open hours. **Meeting rooms may be reserved once a month and all meetings shall be open to the general community.**

Profit groups:

Business and commercial groups may schedule a meeting room for sales meetings, conferences, and training sessions for a fee.

A \$10 fee will be charged to any group that requests a prior set-up in the ~~Munroe Falls~~ **Meeting Rooms**. The chart below indicates seating capacity, and fees. **Remit payment with a completed application.** Fees will be refunded if written notice of cancellation is received at least 48 hours before the scheduled meeting time.

	*SEATING
Munroe Falls Room	32
Community Room	20
Conference Room	14
* maximum seating	
	FEES
Conference Room	\$30/hr
Munroe Falls Room	\$25/hr
Community Room	\$20/hr
\$10 prior set-up <i>in the Munroe Falls Room</i>	

All persons or groups using the meeting rooms must adhere to the following:

Groups that meet on a regular basis may book only ~~six (6)~~ **three (3)** months in advance. Groups using the Library meeting room must end the meeting or program, clean up, move tables and chairs (as needed) and exit the meeting room **15 minutes** prior to the Library’s closing time. An adult (21 years or older) must book the meeting room. Children and youth groups must have at least one adult present for every 25 children. This adult shall assume full responsibility for

adherence to the Library's rules by members of the group and for any damage to Library property that may result from the organization's use of the facility.

Groups using the **Munroe Falls or Community** meeting room(s) may rearrange furniture, but must return the room to its original configuration prior to the end of the scheduled room use (or will be charged a \$10 fee).

Persons using the Conference Room are not permitted to move furniture.

All groups will be responsible for the cost or repair of any equipment misused or damaged. Refreshments, excluding alcoholic beverages may be *served in the assigned meeting room only*. No cooking is permitted. Smoking is prohibited. ***Program attendees may be required to park in specially designated areas.***

- A Meeting room application must be completed prior to usage of the room.

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

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

NAYS:

Motion carried

LONG RANGE PLANNING

Mr. Renninger stated the Long Range Planning Committee recommends the following:

MOTION NO. 210621-11 APPROVE THE PURCHASE OF TWO (2) QUIET STUDY AREAS

RESOLVED: That the Library Board of Trustees approves the purchase of two (2) Quiet areas half square with opening roof at a cost of \$44,335.74 plus installation. This is a State of Ohio Contract pricing.

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

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

NAYS:

Motion carried

TECHNOLOGY

Mr. Shubert stated nothing to report.

RECORDS COMMISSION

Mr. Shubert stated nothing to report.

NEW BUSINESS

MOTION NO. 210621-12 ACKNOWLEDGE LEAVE OF ABSENCE

Jagger moved, Renninger seconded:

RESOLVED: That the Boards of Trustees acknowledges the following:

Amy Garrett, Medical Leave to begin July 13, 2021 through
October 21, 2021, 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: Daniel, Jagger, Kline, Renninger, Bedell, Shubert

NAYS:

Motion carried.

MOTION NO. 210621-13 MOTION TO ADJOURN

Renninger moved, Bedell seconded to adjourn the meeting at 7:30pm.

All were in favor.

Motion carried.

Secretary

Board President

Linda Sutherland
Fiscal Officer

POSITION DESCRIPTION

STOW-MUNROE FALLS PUBLIC LIBRARY

An Equal Opportunity Employer

Page 1 of 2

Job Title:	PUBLIC SERVICES ASSISTANT
Department:	Circulation Services
Immediate Supervisor:	Head of Circulation Services
Positions Supervised:	None

JOB RESPONSIBILITIES:

Under general direction, the Public Services Assistant performs circulation services.

QUALIFICATIONS:

G.E.D. or a high school diploma

No previous experience required

PHYSICAL DEMANDS- WITH OR WITHOUT ACCOMMODATIONS

Ability to move and / or lift heavy items

Ability to push / pull a loaded book cart

Regularly required to talk & hear

Regularly required to walk, bend, reach, and sit

STOW-MUNROE FALLS PUBLIC LIBRARY

SKILLS AND ABILITIES TO:

Present a positive, professional image to the public
Interact and communicate appropriately with patrons and staff
Develop and maintain effective working relationships with the Director and co-workers
Communicate effectively in written and oral form
Maintain confidentiality
Work flexible hours
Basic knowledge of office equipment
Computer literacy

PRIMARY RESPONSIBILITIES

- Check materials out to patrons
- Answer phone and call patrons to resolve issues
- Collect monies
- Issue library cards
- Assist patrons with equipment
- Provide direct service to patrons
- Check materials in
- Reshelve audiovisual materials and new books
- *Ascertain that all circulation are performed according to priority*
- *Count money*
- *Print and reconcile morning reports*
- *Open and close the department*
- *Process Clevnet materials* ~~Pull-ILL items~~
- Check and file registration forms
- Performs additional duties and assignments, as assigned