

**STOW-MUNROE FALLS PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
Monday November 18, 2019**

**CALL TO ORDER**

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

**PRESENT**

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

**ABSENT**

**OTHERS PRESENT**

Doug Dotterer, Director; Linda Sutherland, Fiscal Officer

**PUBLIC**

There was no public present.

**MOTION NO. 191118-1 APPROVE OCTOBER 21, 2019 MINUTES**

Bedell moved, Renninger seconded:

RESOLVED: That the Board Minutes of October 21, 2019 regular board meeting be accepted and approved as amended per discussion.

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. 191118-2 APPROVE OCTOBER TREASURER’S REPORT**

Kline moved, Renninger seconded:

RESOLVED: That the Board of Trustees approves the Treasurer’s Report for October 2019.

**MTD Bank Report for Year 2019 Month 10 - STOW MUNROE FALLS PUB LIB**

Bank	Description	Beg Mo Bal	Deposits	Withdrawals	Trans In	Trans Out	Balance
0001	MAIN CHECKING ACCOUNT	882,892.17	113,405.31	308,518.86	0.00	0.00	687,778.62
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	315,175.56	549.35	0.00	0.00	0.00	315,724.91
0024	STAR OHIO BLDG - INVESTMENTS	79,344.78	138.30	0.00	0.00	0.00	79,483.08
0029	STAR PLUS OHIO - INVESTMENTS	529,944.10	928.79	0.00	0.00	0.00	530,872.89
<b>8 Banks</b>		<b>1,807,656.61</b>	<b>115,021.75</b>	<b>308,518.86</b>	<b>0.00</b>	<b>0.00</b>	<b>1,614,159.50</b>

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

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

NAYS:

Motion carried.

**PROGRAM**

**DIRECTOR’S REPORT**

**MOTION NO. 191118-3 ACCEPT DIRECTOR’S REPORT**

Mancuso moved, Renninger seconded:

RESOLVED: That the Board of Trustees accepts the written Director’s report for the months of October and November 2019.

Mr. Dotterer discussed the following:

- Installation of five (5) additional cameras
- Alice Training for the staff will be held on Friday November 22, 2019
- Staff Inservice held on November 8, 2019 was great

- Library App will be in place by the first quarter of 2020
- Investigation changing lighting throughout the building to LED

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

AYES: Kline, Mancuso, Renninger, Bedell, Daniel, Jagger, 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 this evening to review financial reports. Mr. Bedell stated the Finance Committee reviewed the 2020 Budget and it will be submitted at the December Board Meeting.

### **HUMAN RESOURCES**

Mr. Mancuso stated the Human Resources recommends:

### **MOTION NO. 191118-4 ADOPT MOTION TO VOTE VIA ELECTRONIC MAIL**

RESOLVED: That the Board of Trustees adopts a motion allowing for a vote via electronic mail regarding a potential contract with Organizational Architecture, Inc. for the purpose of recruitment and selection for a director. The Board further agrees to document the vote at the December 2019 Board Meeting.

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

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

NAYS:

Motion carried.

LEGISLATION/RULES

Mrs. Kline stated the Legislation/Rules Committee recommends:

**MOTION NO. 191118-5 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	\$8.55	
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	<del>7</del> 9
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
<b><i>Technical Services Senior Processor</i></b>	<b>9</b>
Teen Librarian	10

\*Per Market

The main changes are updating the grade of the Assistant Head of Circulation to a 9 and to add the position of a Technical Services Senior Processor.

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. 191118-6 APPROVE JOB DESCRIPTION**

RESOLVED: That the Board of Trustees approve the Technical Services Senior Processor job description as presented. (Copy attached.)

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

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

NAYS:

Motion carried.

LONG RANGE PLANNING

Mr. Renninger stated the committee did not meet but would be convening in 2020 to discuss the parking lot project.

TECHNOLOGY

Mr. Shubert stated nothing to report.

RECORDS COMMISSION

Mr. Shubert stated nothing to report.

NEW BUSINESS

2020 HOLIDAY/SPECIAL CLOSING SCHEDULE

MOTION NO. 191118-7 ADOPT 2020 HOLIDAY/SPECIAL CLOSING SCHEDULE

Mancuso moved, Kline seconded:

RESOLVED: That the Board of Trustees adopts the following 2020 Holiday and Special Library closings:

January	1	New Year’s Day	(Wednesday)	Closed *(OH)
April	12	Easter Sunday	(Sunday)	Closed
May	25	Memorial Day	(Monday)	Closed *(OH)
July	4	Independence Day	(Saturday)	Closed *(OH)
September	7	Labor Day	(Monday)	Closed *(OH)
November	26	Thanksgiving	(Thursday)	Closed *(OH)
December	24	Christmas Eve	(Thursday)	Closed *(OH)
December	25	Christmas	(Friday)	Closed *(OH)

\* All regular full-time employees are entitled to eight (8) hours of paid leave for each of the official holidays (OH) on which the library is closed.

\*STAFF FLOATING HOLIDAYS

January	20	Martin Luther King Day
February	17	Presidents’ Day
November	11	Veterans’ Day

\* All regular full-time employees are entitled to paid leave for the three Floating Holidays on which the library is **open**: Martin Luther King Day; Presidents' Day; Veterans' Day. Floating Holidays must be taken by the last pay period of the year.

**\*EARLY CLOSINGS**

November	25	Day before Thanksgiving (Wednesday)	Close 5pm
December	31	New Years Eve (Thursday)	Close 5pm

\*see pg 21, Holidays (Official and Floating)/Library Closings *Employee Policy Manual*

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

Motion carried.

**ELECTION OF OFFICERS**

Mrs. Kline stated the Nominating Committee recommends:

**MOTION NO. 191118-8 ELECTION OF 2020 OFFICERS**

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RESOLVED: The Library Board of Trustees elect the following officers for 2020:

PRESIDENT – Tom Shubert  
VICE PRESIDENT – Craig Mancuso  
SECRETARY – David Renninger

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

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

Motion carried.

**2020 BOARD MEETING SCHEDULES DATES**

**MOTION NO. 191118-9 APPROVE 2020 BOARD MEETING SCHEDULE DATES**

Bedell moved, Mancuso seconded:

RESOLVED: That the Board of Trustees approves the 2020 scheduled Board Meeting dates as the 3rd Monday of the month. The Organizational Meeting is on January 20, 2020.

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. 191118-10 AJOURNMENT**

Kline moved, Renninger seconded to adjourn the meeting at 7:45pm.

All were in favor.

Motion carried.

Secretary

Board President

Linda Sutherland  
Fiscal Officer



POSITION DESCRIPTION

**STOW-MUNROE FALLS PUBLIC LIBRARY**

An Equal Opportunity Employer

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Job Title: TECHNICAL SERVICES SENIOR PROCESSOR  
Department: TECHNICAL SERVICES  
Immediate Supervisor: Head of Technical Services  
Positions Supervised: None

JOB RESPONSIBILITIES:

Under general direction, the Technical Services Processor Senior helps the Head of Technical Services catalog, invoice, processes library material, may assist with programs and oversees the maintenance of the library collection.

QUALIFICATIONS:

G.E.D. or a high school diploma

6 months – 1 year experience

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 respond appropriately to patrons and staff  
Develop and maintain effective working relationships with the Director and co-workers  
Communicate effectively in written and oral form  
Work flexible hours  
Detailed oriented  
Ability to work independently  
Computer literacy

***PRIMARY RESPONSIBILITIES***

- Material processing and maintenance
- Cataloging and Maintaining Bibliographic Records
- Receive and invoice library materials
- Maintains Magazines
- Handles some duties when Head of Technical Services is not present
- Programming as needed
- Performs additional duties and assignments, as assigned