

**STOW-MUNROE FALLS PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
Monday November 15, 2021**

CALL TO ORDER

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

PRESENT

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

ABSENT

Angela Daniel, Sara Kline

OTHERS PRESENT

Gale Koritansky, Director; Linda Sutherland, Fiscal Officer

PUBLIC

There was no public present.

MOTION NO. 211115-1 APPROVE OCTOBER 18, 2021 MINUTES

Bedell moved, Renninger seconded:

RESOLVED: That the Board Minutes of October 18, 2021 regular board meeting be accepted and approved as amended per discussion.

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

AYES: Jagger, Mancuso, Renninger, Bedell, Shubert

NAYS:

Motion carried.

FINANCE

MOTION NO. 211115-2 APPROVE OCTOBER TREASURER’S REPORT

Bedell moved, Renninger seconded:

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

MTD Bank Report for Year 2021 Month 10 - STOW MUNROE FALLS PUB LIB

Bank	Description	Beg Mo Bal	Deposits	Withdrawals	Trans In	Trans Out	Balance
0001	MAIN CHECKING ACCOUNT	901,144.71	120,878.85	215,358.09	0.00	0.00	806,665.47
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	1,956,391.88	126.90	0.00	0.00	0.00	1,956,518.78
0024	STAR OHIO BLDG - INVESTMENTS	80,348.32	5.21	0.00	0.00	0.00	80,353.53
0029	STAR PLUS OHIO - INVESTMENTS	0.00	0.00	0.00	0.00	0.00	0.00
8 Banks		2,938,184.91	121,010.96	215,358.09	0.00	0.00	2,843,837.78

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

AYES: Mancuso, Renninger, Bedell, Jagger, Shubert

NAYS:

Motion carried.

PROGRAM

DIRECTOR’S REPORT

MOTION NO. 211115-3 ACCEPT DIRECTOR’S REPORT

Jagger moved, Mancuso seconded:

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

Please find attached, the All Are Welcome information, the Director distributed to the Board.

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

AYES: Renninger, Bedell, Jagger, Mancuso, Shubert

NAYS:

Motion carried.

DISCUSSION ITEMS

MOTION NO. 211115-4 APPROVE IDEA (INCLUSION, DIVERSITY, EQUITY, AND ACCESSIBILITY) MISSION STATEMENT

Jagger moved; Mancuso seconded:

RESOLVED: That the Library Board of Trustees approve the follow IDEA (Inclusion, Diversity, Equity, and Accessibility) Mission Statement as follows:

The Stow-Munroe Falls Public Library welcomes and values all people, striving to provide an inclusive environment for patrons and staff. SMFPL is responsive to the needs of the community, and seeks to dismantle barriers, while providing equitable access and services to all people, regardless of race, ethnicity, age, gender identity, religion, sexual orientation, ability, or economic status.

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

AYES: Bedell, Jagger, Mancuso, Renninger, Shubert

NAYS:

Motion carried.

BOARD COMMITTEES

BUILDING & GROUNDS

Mr. Shubert stated nothing to report.

FINANCE

Mr. Bedell stated the Finance Committee met this evening. The Fiscal Officer provided the financial reports and presented the 2022 budget. The Finance Committee reviewed the 2022 Budget and it will be submitted at the December Board Meeting.

Mr. Bedell stated the Finance Committee recommends the following:

MOTION NO. 211115-5 APPROVE EMPLOYEE BONUS

RESOLUTION: That the Board of Trustees approves allocating to each permanent hourly employee on the current payroll to include the Director and Fiscal Officer:

- 1) \$500 bonus for 40 hrs/wk per payroll status form
- 2) \$250 bonus for 0-39 hrs/wk per payroll status form

As of 10/28/2021 any employees with less than 9 months employment will receive \$125 bonus.

The one time gratitude bonus pay will be included in Pay 24, 2021.

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

AYES: Jagger, Mancuso, Renninger, Bedell, Shubert

NAYS:

Motion carried.

HUMAN RESOURCES

Mr. Mancuso stated the evaluations for the Director and Fiscal Officer will be discussed at the December Board meeting.

LEGISLATION/RULES

Mr. Bedell stated the Legislation/Rules Committee recommends the following:

MOTION NO. 21115-6 AMEND HOLIDAYS (OFFICIAL AND FLOATING)/LIBRARY CLOSINGS EMPLOYEE POLICY

REVOLVED: That the Library Board amends the Holidays (Official and Floating)/Library Closings Employee Policy as follows:

Effective June 21, 2009, regular full-time employees (*work 40hrs/wk*) are eligible for paid holiday (official and floating) leave immediately upon hire.

OFFICIAL HOLIDAYS

The library is **closed** on the following seven Official Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day.

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

FLOATING HOLIDAYS AND CLOSINGS

Floating Holidays

All regular full-time employees (*work 40hrs/wk*) are entitled to paid leave for the following ~~three~~ **four** Floating Holidays on which the library is **open**: Martin Luther King Day; Presidents' Day; **Juneteenth**; Veterans' Day. Floating Holidays must be taken by the last pay period of the year.

All regular full-time employees (*work 40hrs/wk*) are entitled to eight (8) hours of paid leave for each of these floating holidays.

If an employee is sick or on vacation when a Floating Holiday occurs, the employee still earns the paid floating holiday.

STOW-MUNROE FALLS PUBLIC LIBRARY

SKILLS AND ABILITIES TO:

Ability to perform multiple tasks at one time

Ability to stay up to date with technology, social media, and pop culture trends

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~~ ***Strong written and oral communication***

Operate independently with minimal supervision and frequent new and varied work situations

Define problems, collect data, establish facts and draw valid conclusions

Resolve problems involving several variables

~~Maintain a positive work environment for employees~~

~~Prepare and deliver speeches and programs before audiences~~

Work flexible hours, ***including occasional evening hours***

Computer ~~L~~-literacy

Exhibits strong organizational skills

Ability to follow library policies and procedures

Accept and fulfill assigned responsibilities and duties

Ability to plan and evaluate a project when complete

PRIMARY RESPONSIBILITIES

- ~~▪ Develops and implements a public relations and publicity plan, including timelines for completion~~
- ~~▪ Develops and implements strategic communication plan including establishing and expanding long-term corporate/community partnerships and developing promotion strategies and materials to enhance visibility of and appreciation for SMFPL~~
- ~~▪ Performs a lead role in developing system-wide communications programs~~
 - Prepares major presentations
 - ***Takes Provides*** photographs for publicity
 - Maintains brand development guidelines
- ~~▪ Complete program contracts for authors, musicians, and performers who are scheduled to perform at the library so there is no chance of error on details of time, payment, etc.~~
- ~~▪ Assist Marketing and Public Relations Manager develop and grow donor base, and manage giving campaign~~
- ~~▪ Help with fundraising efforts for the library~~
- ~~▪ Prepares and distributes press releases, magazine and newspaper articles, public service announcements and television listings~~
 - Proofreads all promotional and policy material
- ~~▪ Helps coordinates the development of publicity for programs and services~~
 - ***Promotes the mission, vision and values of the Library and its programs and services across various social media channels (Facebook, Twitter, Instagram, YouTube, etc.)***
 - ***Responsible for all social media content and e-newsletters***
 - ***Identifies, interprets, and assesses social media trends and develops measurable objectives to evaluate the success of marketing strategies and communications tools***
 - ***Tracks and reports monthly analytics for digital platforms***
 - ***Enter programs and events on the library's electronic calendar***
 - ***Writes and/or edits content that communicates the value of the Library to our community and establishes an unique and recognizable voice for the Library***
- Participates in long-range planning for the department

- Maintains and increases knowledge and skills through attendance at meetings, conferences and in-service training sessions
- Performs additional duties and assignments, as assigned

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

AYES: Renninger, Bedell, Jagger, Mancuso, Shubert

NAYS:

Motion carried.

LONG RANGE PLANNING

Mr. Renninger stated the committee will not be meeting until next year.

TECHNOLOGY

Mr. Shubert stated nothing to report.

RECORDS COMMISSION

Mr. Shubert stated nothing to report.

NEW BUSINESS

ELECTION OF OFFICERS

MOTION NO. 211115-8 ELECTION OF 2022 OFFICERS

Renninger moved, Mancuso seconded:

RESOLVED: The Library Board of Trustees elect the following officers for 2022:

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

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

AYES: Renninger, Bedell, Jagger, Mancuso, Shubert

NAYS:

Motion carried.

2022 BOARD MEETING SCHEDULE DATES

MOTION NO. 21115-9 APPROVE 2022 BOARD MEETING SCHEDULE DATES

Renninger moved, Mancuso seconded:

RESOLVED: That the Board of Trustees approves the 2022 scheduled Board Meeting dates as the 3rd Monday of the month. The Organizational Meeting is on January 17, 2022.

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

AYES: Bedell, Jagger, Mancuso, Renninger, Shubert

NAYS:

Motion carried.

2022 HOLIDAY/SPECIAL CLOSING SCHEDULE

MOTION NO. 21115-10 ADOPT 2022 HOLIDAY/SPECIAL CLOSING SCHEDULE

Bedell moved, Renninger seconded:

RESOLVED: That the Board of Trustees adopts the following 2022 Holiday and Special Library closings:

January	1	New Year’s Day	(Saturday)	Closed *(OH)
May	30	Memorial Day	(Monday)	Closed *(OH)
July	4	Independence Day	(Monday)	Closed *(OH)
September	5	Labor Day	(Monday)	Closed *(OH)
November	24	Thanksgiving	(Thursday)	Closed *(OH)
December	24	Christmas Eve	(Saturday)	Closed *(OH)
December	25	Christmas	(Sunday)	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	17	Martin Luther King Day
February	21	Presidents’ Day
June	19	Juneteenth
November	11	Veterans’ Day

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

*EARLY CLOSINGS

November	23	Day before Thanksgiving (Wednesday)	Close 5pm
December	31	New Year's Eve (Saturday)	Close 5pm

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

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

AYES: Jagger, Mancuso, Renninger, Bedell, Shubert

NAYS:

Motion carried.

MOTION NO. 21115-11 RESOLUTION FOR PASTOR BRAD JAGGER

Mancuso moved, Bedell seconded:

RESOLVED: That the Stow-Munroe Falls Public Library Board of Trustees present the following resolution to Pastor Brad Jagger. Please see copy attached.

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

AYES: Mancuso, Renninger, Bedell, Jagger, Shubert

NAYS:

Motion carried.

MOTION NO. 21115-12 ADJOURNMENT

Jagger moved, Mancuso seconded to adjourn the meeting at 7:40pm.

All were in favor.

Motion carried.

Secretary

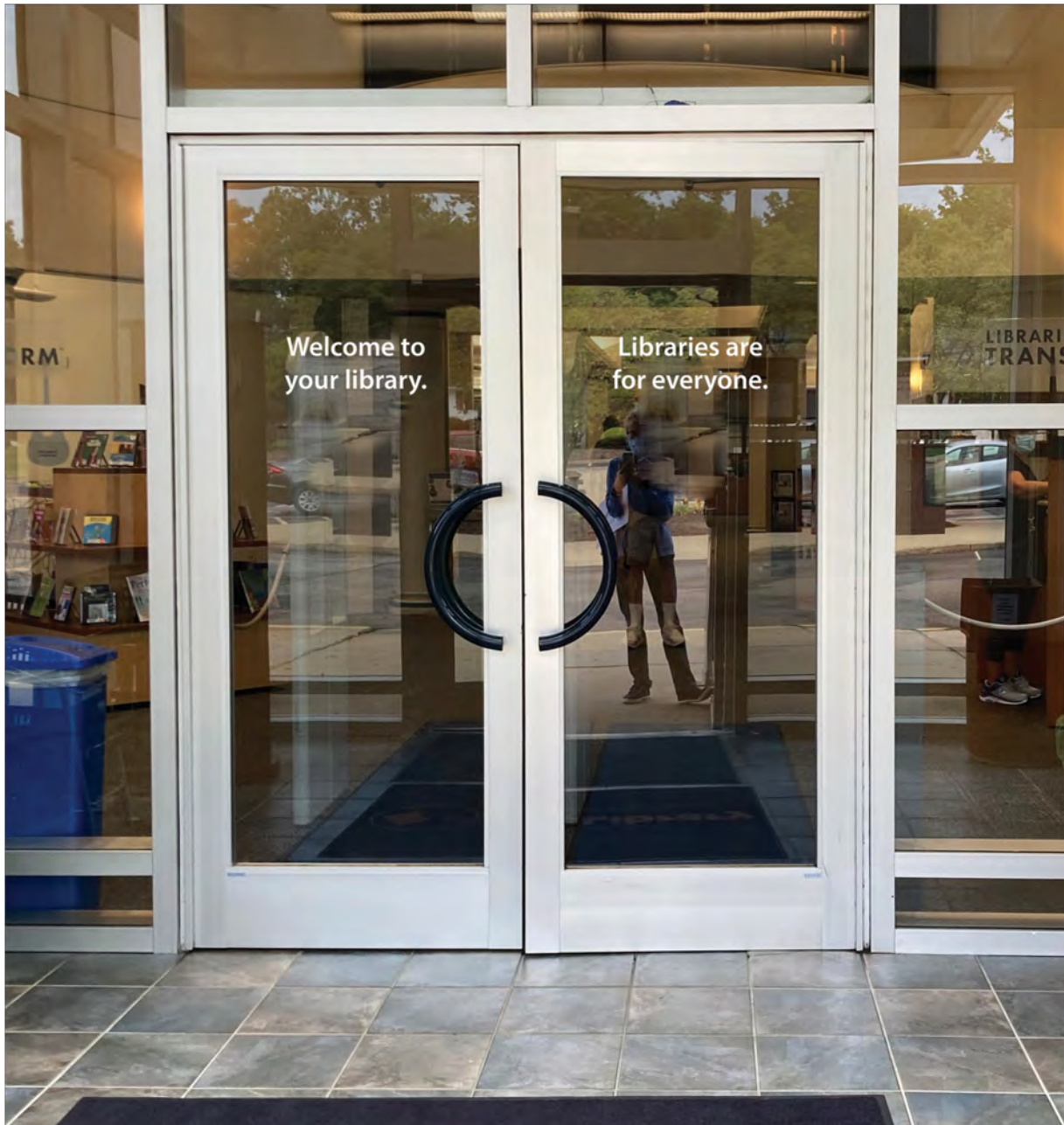
Board President

Linda Sutherland
Fiscal Officer

All Are Welcome

Inclusion, Diversity, Equity, and Accessibility

The Stow-Munroe Falls Public Library welcomes and values all people, striving to provide an inclusive environment for patrons and staff. SMFPL is responsive to the needs of the community, and seeks to dismantle barriers, while providing equitable access and services to all people, regardless of race, ethnicity, age, gender identity, religion, sexual orientation, ability, or economic status.



Transfer decals for the interior doors

WELCOME
to your library



LIBRARIES
are for everyone



We welcome
ALL
races
ethnicities
ages
gender identities
religions
sexual orientations
abilities
income levels
people.




We support
Diversity
Recognizing all the ways in which people are both alike and different

Equity
Ensuring fair treatment, access, and opportunity for every person

Inclusion
Making sure everyone has a voice and the feeling of belonging




The Stow-Munroe Falls Public Library welcomes and values all people, striving to provide an inclusive environment for patrons and staff. SMFPL is responsive to the needs of the community, and seeks to dismantle barriers, while providing equitable access and services to all people, regardless of race, ethnicity, age, gender identity, religion, sexual orientation, ability, or economic status.



Banners for the DVD/Blu-ray/Teen stacks

WELCOME
to your library

We welcome all
races • ethnicities • ages • gender identities
religions • sexual orientations • abilities
income levels

people

We support
Recognizing all the ways in which people are
both alike and different

diversity

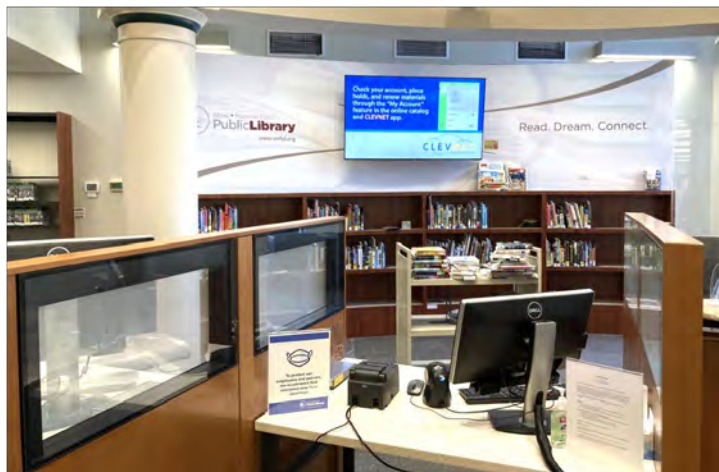
We support
Ensuring fair treatment, access, and
opportunity for every person

equity

We support
Making sure everyone has a voice and the
feeling of belonging

inclusion

LIBRARIES
are for everyone



Slideshow for the events monitor at the Circulation Desk



Front



Back



Front



Back



Front



Back



Front



Back

Resolution

Whereas Pastor Brad Jagger has served diligently and faithfully as a member of the Stow-Munroe Falls Public Library Board of Trustees since 2015;

Whereas he has served on the Building and Grounds Committee 2016-2021, Long Range Planning Committee 2015-2021, Technology Committee 2017-2021, Records Commission Committee 2015-2021,

Whereas he has freely shared his wisdom, leadership, steadfastness, and counsel with the Board and, during his service as one of its members, devoted himself to the betterment of the library for the good of the communities of Stow and Munroe Falls.

Therefore be it resolved that the Board of Trustees of the Stow-Munroe Falls Public Library hereby commends Pastor Brad for his service as a library trustee during his term of seven years and extends its gratitude to him for his efforts on behalf of the library, its staff, and its patrons.

Approved by the Board of Trustees of the Stow-Munroe Falls Public Library on this fifteenth day of November, Two Thousand and Twenty One.

Gale Koritansky, Director

Thomas Schubert, President of the Board of Trustees