

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

CALL TO ORDER

The meeting was called to order at 6:30 pm by President Shubert.

PRESENT

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

ABSENT

OTHERS PRESENT

Gail Koritansky, Director; Linda Sutherland, Fiscal Officer

PUBLIC

No public comment.

MINUTES

MOTION NO. 200921-1 APPROVE JULY 20, 2020 MINUTES

Mancuso moved, Kline seconded:

RESOLVED: That the Board Minutes of July 20, 2020 regular meeting be accepted and approved.

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

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

NAYS:

Motion carried.

FINANCE

MOTION NO. 200921-2 APPROVE MAY, JUNE and JULY TREASURER'S REPORTS

Kline moved, Mancuso seconded:

RESOLVED: That the Board of Trustees approves the Treasurer's Reports for June, July and August 2020.

MTD Bank Report for Year 2020 Month 06 - STOW MUNROE FALLS PUB LIB

Bank	Description	Beg Mo Bal	Deposits	Withdrawals	Trans In	Trans Out	Balance
0001	MAIN CHECKING ACCOUNT	607,224.97	94,610.10	188,463.65	0.00	0.00	513,371.42
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	469,054.20	233.06	0.00	0.00	0.00	469,287.26
0024	STAR OHIO BLDG - INVESTMENTS	80,165.09	39.83	0.00	0.00	0.00	80,204.92
0029	STAR PLUS OHIO - INVESTMENTS	534,813.03	152.39	0.00	0.00	0.00	534,965.42
8 Banks		1,691,557.29	95,035.38	188,463.65	0.00	0.00	1,598,129.02

MTD Bank Report for Year 2020 Month 07 - STOW MUNROE FALLS PUB LIB

Bank	Description	Beg Mo Bal	Deposits	Withdrawals	Trans In	Trans Out	Balance
0001	MAIN CHECKING ACCOUNT	513,371.42	332,598.26	180,882.73	0.00	0.00	665,086.95
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	469,287.26	181.77	0.00	0.00	0.00	469,469.03
0024	STAR OHIO BLDG - INVESTMENTS	80,204.92	31.07	0.00	0.00	0.00	80,235.99
0029	STAR PLUS OHIO - INVESTMENTS	534,965.42	135.58	0.00	0.00	0.00	535,101.00
8 Banks		1,598,129.02	332,946.68	180,882.73	0.00	0.00	1,750,192.97

MTD Bank Report for Year 2020 Month 08 - STOW MUNROE FALLS PUB LIB

Bank	Description	Beg Mo Bal	Deposits	Withdrawals	Trans In	Trans Out	Balance
0001	MAIN CHECKING ACCOUNT	665,086.95	293,707.88	169,021.19	0.00	0.00	789,773.64
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	469,469.03	116.28	0.00	0.00	0.00	469,585.31
0024	STAR OHIO BLDG - INVESTMENTS	80,235.99	19.87	0.00	0.00	0.00	80,255.86
0029	STAR PLUS OHIO - INVESTMENTS	535,101.00	113.62	0.00	0.00	0.00	535,214.62
8 Banks		1,750,192.97	293,957.65	169,021.19	0.00	0.00	1,875,129.43

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. 200921-3 ACKNOWLEDGE OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES

Kline moved, Renninger seconded:

RESOLVED: That the Board of Trustees acknowledges a decrease of \$94,517.40 in 2020 public library funds per Official Certificate of Estimated Resources dated August 3, 2020. (See copy attached.)

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. 200921-4 ESTABLISH SPECIAL REVENUE FUND

Renninger moved, Mancuso seconded:

RESOLVED: That the Library Board of Trustees establish a new Special Revenue Fund to be known as 219 COVID 19 RELIEF FUND with the following initial estimated revenue and expenses:

Revenue: 219.0.42100 Restricted Grant \$25,000.00

Expenses:	219.0.52210 Janitorial Supplies	5,000.00
	219.0.53310 Building/Grounds	10,000.00
	219.0.55500 Furniture/Equipment	<u>10,000.00</u>
	Total	\$25,000.00

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

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

Motion carried.

PROGRAM

TEAM MANAGER’S REPORT

MOTION NO. 200921-5 ACCEPT THE TEAM MANAGER’S REPORTS

Kline moved, Bedell seconded:

RESOLVED: That the Board of Trustees accepts the written Team Manager’s reports for the month of June, July and August 2020.

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

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

Motion carried.

DISCUSSION ITEMS

Mr. Shubert stated he received a Public Records request from the Stow Sentry asking for the list of candidates that were the finalists for the Director’s position. Mrs. Sutherland stated per Sunshine Laws the list of candidates are a public record.

BOARD COMMITTEES

BUILDING & GROUNDS

Mrs. Kline stated nothing to report.
 FINANCE

Mr. Renninger stated the Finance Committee met prior to this meeting and reviewed reports presented by the Fiscal Officer.

HUMAN RESOURCES

Mr. Shubert stated nothing to report.

LEGISLATION/RULES

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

MOTION NO. 200921-6 AMEND AUTOMATED EXTERNAL DEFIBRILLATOR (AED) BOARD POLICY

RESOLVED: That the Board of Trustees amends the Automated External Defibrillator (Aed) Board Policy to read as:

An automated external defibrillator (AED) is used to treat victims who experience sudden cardiac arrest (SCA). It is only to be applied to victims who are unconscious, not breathing normally and showing no signs of circulation, such as normal breathing, coughing and movement. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

SAFETY COORDINATOR RESPONSIBILITIES:

The Safety Coordinator of the AED program is: ~~Administrative Assistant to the Director~~ *the Finance Department*

- ~~• Coordination of training for emergency responders~~
 - Coordinating equipment and accessory maintenance
 - ~~• Revision of this policy as required~~
 - ~~• Inform the response team of changes to availability of emergency medical equipment.~~
 - Monitoring the effectiveness of this system
 - ~~• Communication with medical advisor on issues related to medical emergency response program including post event reviews~~
-

MEDICAL CONTROL:

~~— The medical advisor of the AED program is posted on the Post Event Form.~~

~~— Annually:~~

- ~~• Reviewing and approving guidelines for emergency procedures related to the use of AED and CPR~~
 - ~~• Evaluation of post event review forms~~
-

~~AUTHORIZED AED USERS: MERT (Medical Emergency Response Team)~~

~~A List of the Library staff members who have successfully completed in-house training in the use of the AED is available in the Finance Department. (the list of names is available from the Administrative Assistant to the Director):~~

- ~~• Building Supervisors~~
- ~~• Administrative Assistant to the Director, Fiscal Officer, Head of Public Relations~~

~~—RESPONSIBILITIES:~~

- ~~• Understanding and complying with the requirements of this policy~~
- ~~• Activating the internal emergency response team and providing prompt basic CPR and/or AED life support.~~
- ~~• Assigning a staff member to call 911 the external community medical response team (EMS)~~
- ~~• Assigning a staff member to meet the responding EMS team and direct them to the site of the medical emergency~~

EQUIPMENT:

~~The AED will be brought to all medical emergencies.~~

~~The adult AED pads should be used on any person who is at least 8 years of age and displays ALL the symptoms of cardiac arrest. The smaller pads should be used for children under the age of 8.~~

~~The AED will be placed on the victim only after the following symptoms are confirmed:~~

- ~~• Victim is unconscious~~
- ~~• Victim is not breathing~~
- ~~• Victim has no pulse and/or shows no sign of circulation such as normal breathing, coughing or movement~~

~~The AED will have one set of defibrillation electrodes for adults and one set of defibrillation electrodes for child/infant. This kit contains two pair of latex-free gloves, one razor, one set of trauma shears, and one facemask barrier device.~~

LOCATION OF AED: CIRCULATION DEPARTMENT

TRAINING OF MEDICAL EMERGENCY RESPONSE TEAM (MERT)

~~Designated staff must complete training adequate to provide basic CPR and AED life support. Training will be provided on site. The AED training course must be approved by the State Department of Health. (Designated staff members should also be trained in universal precautions against bloodborne pathogens). Members are required to renew their CPR and AED training every two years.~~

MEDICAL RESPONSE: POST EVENT DOCUMENTATION

~~**Internal Post Event Documentation:**~~

- ~~— It is important to document each deployment of the Medical Emergency Response Team (MERT).~~
- ~~— A post event form shall be completed by a responding MERT *Staff* member for each incident requiring either CPR or the use of the AED.~~

~~**External Post Event Documentation:**~~

- ~~— Medical emergencies involving the use of the AED require special documentation.~~
 - ~~— The reporting of information collected during the use of the AED will be done the by the responding EMS team.~~
-

EQUIPMENT MAINTENANCE:

All equipment and accessories necessary for support of the Medical Emergency Response Team shall be maintained in a state of readiness by the Safety Coordinator.

- The safety coordinator shall be responsible for having regular equipment maintenance performed. All maintenance tasks shall be performed according to equipment maintenance procedures as outlined in the operating instructions.
- Following the use of the emergency response equipment, all equipment shall be cleaned and/or decontaminated as required. If contamination includes body fluids, the equipment shall be disinfected according to procedure.

~~**WEEKLY SYSTEM VERIFICATION/ANNUAL SYSTEM ASSESSMENT AND POST EVENT REVIEW:**~~

~~The medical emergency response system is ultimately successful if necessary medical assistance is provided to victims in a timely and safe manner. Since actual use of this system procedure is expected to be very infrequent, other measures of effectiveness are required:~~

WEEKLY SYSTEM VERIFICATION:

Once each calendar week, the safety coordinator or a designee shall conduct and document a system check. The AED has been preset from the manufacturer. The system check only involves checking the HANDLE on the AED. The HANDLE should read "O.K". Records shall be retained and used in the Annual System Assessment. This check shall include review of the following elements:

- Emergency kit supplies
- AED battery life ~~(The AED has a battery with a four year life. It should last this long if unused. Date received 3/2005.)~~
- AED operation and status

~~**ANNUAL SYSTEM ASSESSMENT:**~~

~~Once each calendar year, the safety coordinator or a designee shall conduct and document a system readiness review. This review shall include review of the following elements:~~

- ~~• Training records (The Administrative Assistant to the Director maintains this file.)~~
- ~~• Equipment operation and maintenance records~~
- ~~• Emergency kit supplies~~

~~**POST EVENT REVIEW:**~~

~~Following each deployment of the MERT, a review shall be conducted to learn from the experience. The Safety Coordinator shall conduct and document the post event review. All key participants in the event shall participate in the review. The review shall include effective methods of procedure used in the deployment as well as those that need improvement.~~

~~The Safety Coordinator shall maintain the original of the post event review summary. A copy will be sent to the Medical Advisor.~~

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

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

NAYS:

Motion carried.

MOTION NO. 200921-7 AMEND FINES AND FEES BOARD POLICY

RESOLVED: That the Board of Trustees amends the Fines and Fees Board Policy to read as:

The Stow-Munroe Falls Public Library will establish the following fines or fees for use of the following:

1	Audiobooks	.15 per day
2	Books	.15 per day
3	CDs	.15 per day
4	Color Laser Prints	1.00 per page
5	Color Copier Prints	.50 per page
6	Kits	1.00 per day
7	LeapPads	1.00 per day
8	Magazines	.15 per day
9	Passport Acceptance	35.00 ea
10	Passport Photographs (2)	\$12.00
11	Playaways Audio	.50 per day
12	Playaway View/Launchpad/Reader	1.00 per day
13	Prints (Black & White)	.15 per page
14	Puppets	.15 per day
15	Puzzles	.15 per day
16	DVDs & Video Games	.75 per day

Per U.S. Department of State Passport Services, effective April 2, 2018, the new fee for Passport acceptance (also known as the execution fee) will be \$35.00.

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

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

NAYS:

Motion carried.

MOTION NO. 200921-8 AMEND JURY DUTY EMPLOYEE POLICY

RESOLVED: That the Board of Trustees amends the Jury Duty Employee Policy to read as:

An employee called for jury duty is to provide a **copy** of the summons to jury duty to his/her supervisor within forty-eight (48) hours. *The Supervisor should also advise the Finance Department if/when the employee is actually called to serve jury duty.*

If an employee (full or part-time) serves jury duty on a day that he or she is normally scheduled to work, the employee will receive full wages for the hours the employee is normally scheduled to work that day.

An employee will be paid the difference between his/her normal rate of pay and the jury duty pay. An employee must provide the library with a copy of the payment records from the court in order that adjustments be made.

An employee (~~full-time and part-time~~) who works his/her regularly scheduled shift **in addition** to serving on jury duty **will not** have the jury duty pay deducted from his/her pay.

If jury duty is served on a day the employee is not normally scheduled to work, the employee may keep any court-provided compensation for that day.

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. 200921-9 AMEND INSURANCE – MEDICAL, DENTAL, AND LIFE
EMPLOYEE POLICY**

RESOLVED: That the Board of Trustees amends the Insurance – Medical, Dental, and Life Employee Policy to read as:

Regular full-time employees may choose to participate in the library’s medical, dental and supplemental insurance plans. Information about our current plans may be requested from the Finance Office.

Part-time employees hired prior to April 27, 2009 who are currently enrolled in the library’s insurance plan will continue to receive insurance based on the current payroll status.

Per ORC3924.01 an eligible employee (“Eligible employee” means an employee who works a normal work week of twenty-five or more hours) may choose to participate in the library’s medical, dental and insurance plans. The cost of the premium(s) is the sole responsibility of the eligible employee for the entire enrollment period of the plan year.

Medical

To ensure coverage, new employees are requested to enroll within thirty (30) days of hire. The library covers seventy-five (75) percent of the cost of the premium for a full-time employee.

The employee is responsible for paying the balance through payroll deduction.

Dental

The Board of Trustees provides single dental coverage insurance for regular full-time employees of the Stow-Munroe Falls Public Library.

Life

The Board of Trustees provides \$10,000 life insurance for regular full-time employees of the Stow-Munroe Falls Public Library.

Supplemental Insurance Plan

The library offers employees a supplemental insurance plan through ~~AFLAC~~ *Colonial Life & Accident Insurance Company*. It is a ~~Flexible~~ *Voluntary* Benefits 125 Cafeteria Plan. The Plan includes products such as: ~~Personal Disability Income Protector, Personal Accident Indemnity, AFLAC Life Assurance~~ *Vision Network, Cancer, Accident, Dental, Life Insurance* and other products as offered by the carrier.

A representative from ~~AFLAC~~ *Colonial Life & Accident Insurance Company* can be made available to discuss the supplemental insurance plan to employees during an open enrollment period each year. If an employee chooses to participate, he/she is responsible for the entire premium.

A copy of ~~AFLAC's Flexible Benefits Plan Summary Plan Description~~ *Colonial Life & Accident Insurance Company's Voluntary benefits plan options are* available from the Finance Department.

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. 200921-10 AMEND SEXUAL, DISCRIMINATION AND HARASSMENT/SEXUAL HARASSMENT POLICY WITH INVESTIGATION PROCEDURES

RESOLVED: That the Board of Trustees amends the Sexual, Discrimination and Harassment Employee Policy with Investigation Procedures to read as:

Sexual Harassment

Sexual harassment is a form of employee misconduct which undermines the integrity of the employment relationship. All employees must be allowed to work in an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment refers to behavior which is not welcome, which is personally offensive, which debilitates morale and which therefore interferes with the work effectiveness of its victims and co-workers.

Because of differences in employees' values and backgrounds, some individuals may find it difficult to recognize their own behavior as sexual harassment. Sexual harassment may include action such as ***but not limited to:***

1. Conduct of a sexual nature including, but not limited to jokes, teasing, or the display or drawings or pictures.
2. Uninvited touching.
3. Subtle or overt pressure for sexual activity.
4. Demands for sexual favors, accompanied by implied or overt promises of preferential treatment or threats concerning individual's employment status.

An employee who engages in sexual harassment will be subject to disciplinary action up to and including termination.

Harassment

Conduct whether verbal, non-verbal or physical constitutes harassment if it is based on a person's protected status and creates an intimidating, hostile or offensive work environment that unreasonably interferes with work or negatively affects an individual's employment opportunities. Harassment can occur between coworkers, an employee and supervisor, or an employee and a non-employee who uses or otherwise has business with the Library. The Library is committed to providing a workplace that is free of harassment based on race, color, age, religion, creed, sex, national origin or disability. When used herein, "harassment" includes sexual harassment.

Discrimination

Discrimination occurs when an adverse employment action is taken and is based upon a protected class.

Sexual Harassment Investigation Procedures

Whenever an employee who feels that he/she is a victim of sexual harassment, the incident should immediately be reported in the following manner:

1. The employee should contact the Director who will conduct a thorough investigation.
2. If the Director is the subject of a complaint, the President of the Board Library of Trustees will conduct the investigation.
3. When there is an allegation of sexual harassment either on the basis of a written or verbal report, a thorough investigation of the situation will be made in the following manner:
 - a. The complaint will be documented in writing or on audio tape by the employee making the complaint or the investigator. The report will include a factual description of the incident.

- b. If the investigator, after a discussion with the complainant and such witnesses as the investigator deems necessary, finds that the complaint is credible ~~and may constitute sexual harassment~~, the alleged offender will be required to meet with the Director, be advised of the complaint and be given an opportunity to respond.
- c. If, at the conclusion of that discussion, the Director has reason to believe the reported acts did occur, the employee will be advised that such conduct is improper and in violation of federal and state law, and that the employee is subject to disciplinary action up to and including discharge.
- d. If the Director determines that the incident did not occur ~~or does not constitute sexual harassment~~, no document indicating that a complaint was filed or that an investigation was undertaken will be placed in the personnel file of either the complainant or the accused employee

Whenever an employee believes he/she is a victim of ~~sexual harassment~~ by a member of the public or vendor, the incident may be reported in the following manner:

- 1. The employee will notify any Department Head in the vicinity of the incident.
- 2. The Department Head and/or the Director will intervene in a manner he/she determines to be appropriate to alleviate the immediate situation.
- 3. The employee will document the complaint and include a factual description of the incident.
- 4. The Department Head will document his/her action and submit it along with the employee's written complaint to the Director.
- 5. The Director will determine if additional action is required.

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. 200921-11 ADOPT SOCIAL MEDIA EMPLOYEE POLICY

RESOLVED: That the Board of Trustees adopts the Social Media Employee Policy:

The library recognizes the value of the exchange of ideas and information through social media available to its employees. At the same time, however, using social media can cause problems for employees, the library, and its patrons. Therefore, the library expects its employees to use social media in a manner that is consistent with this policy.

For purposes of this policy, “social media” includes all means of communicating or posting information, such as words, pictures, videos or any other content, on the Internet. Such technology includes but is not limited to Facebook, Twitter, YouTube, MySpace, LinkedIn, Google+, blogs, message boards, wikis, podcasts, product review sites, online forums, gaming sites, or any other site where information can be uploaded or posted. It also includes comments or posts on another person’s social networking site.

While every individual has a right to speak out on issues facing our community, state, and nation, employees must take great care to make it clear that their personal opinions are their own and do not represent the official policy position of the library. It is important for employees to remember that their personal communications, even those done outside of work, may reflect negatively on the library, especially if they are commenting on library business.

Therefore, the following guidelines apply to personal use of social media by employees of the library:

- All library employees must actively protect all confidential information of the library. As used in this Policy, Confidential Information of the library means social security numbers, personal health information protected by HIPAA, library patron information, and similar types of information.
- In accordance with Ohio Revised Code § 149.432, employees are prohibited from sharing on social media: (1) any information that the library requires a patron to provide in order to be eligible to use library services or borrow materials; (2) any information that identifies a patron as having requested or obtained specific materials or materials on a particular subject; (3) any information that is provided by a patron to a library staff member to answer a specific question or to provide information on a particular subject; or (4) any personally identifiable information about an individual who has used any library service or borrowed any library materials.
- Postings and user profiles on personal social media accounts must not state or imply that the views, conclusions, statements or other social media content are an official policy, statement, position, or communication of the library, or represent the views of the library or any library officer or board member. For example, if you choose to make a statement regarding the library, you should state that “these are my views, not the library’s views,” or words to that effect.
- Employees cannot use social media to threaten, libel or slander, defame, maliciously disparage, harass, or discriminate against coworkers, managers, library patrons or visitors, vendors or suppliers, or organizations associated or doing business with the library. The library’s Sexual, Discrimination and Harassment policy apply to the use of social media, even outside the workplace.
- Be careful to respect all copyright and other intellectual property laws. For the library’s protection as well as your own, employees are urged to abide by the laws governing

copyright, fair use of copyrighted materials owned by others, trademarks and other intellectual property, including the library's own copyrights.

- If someone from the media or press contacts you about your personal social media use that relates to the library, you must clearly explain that you do not speak on behalf of the library and that your comments have not been authorized, reviewed, or approved by the library. If the contact is seeking the official position of the library, obtain the name of the person or company requesting information and immediately contact the Director or Board President.
- Should you have concerns regarding your employment or the business of the library, the library strives to resolve those concerns whenever possible through its open-door policy. Nonetheless, if you decide to use social media to express complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening, intimidating, harassing, or bullying. Examples of such conduct include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, religion or similar status protected by library policy.
- The library recognizes that public employees do not surrender their First Amendment rights by reason of their employment and that the First Amendment protects a public employee's right, in certain circumstances, to speak as a citizen addressing matters of public concern. Many considerations go into balancing an employee's free speech interests against the interests of the library, including the library's interests in avoiding disruptions in regular operations, disharmony among coworkers, impairment of discipline and supervisory control, and obstructions in the employee's ability to perform work responsibilities. Therefore, employees should use common sense and good judgment before posting any content on a social media site.

The library reserves the right to lawfully monitor employees' use of social media in openly accessible, personal and business discussion forums. Further, employees should have no expectation of privacy while using library equipment and facilities for any purpose, including the use of social media.

Failing to comply with this policy may lead to disciplinary action, up to and including termination. The library also may report suspected conduct to appropriate law enforcement authorities.

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. 200921-12 ADOPT TELECOMMUTING EMPLOYEE POLICY

RESOLVED: That the Board of Trustees adopts the Telecommuting Employee Policy:

Telecommuting allows employees to work at home or another remote location for all or part of their work week. Stow-Munroe Falls Public Library considers telecommuting to be a viable, flexible work option when both the employee and the job are suited for such an arrangement, however, it is not an entitlement and may not be appropriate for some employees and jobs.

Telecommuting may be informal, such as working from home on a short-term project, or a formal, set schedule of working away from the Library as described below. Either an employee or a manager may suggest telecommuting as a possible work arrangement. Note that any telecommuting arrangement may be discontinued at will and at any time at the request of either the employer or the employee.

Temporary or other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical and with the consent of the employee's health care provider, if appropriate. In these instances the Library reserves the right to require appropriate documentation from the health care provider and it is the employee's responsibility to obtain same. Informal arrangements may also be approved on a case-by-case basis by the employee's manager for circumstances such as a pandemic, inclement weather or business travel.

Individuals requesting formal long-term telecommuting arrangements must be employed by the Library for a minimum of 12 months and must have a satisfactory performance record. Before the arrangement commences, the employee, manager, and Finance/Human Resources department must evaluate the suitability of such an arrangement by reviewing the following areas:

- 1) Job responsibilities. The parties will need to discuss the responsibilities and determine if the job is appropriate for a telecommuting agreement.
- 2) Employee suitability. The parties will need to assess the needs and work habits of the employee and compare them to those commonly recognized as appropriate for successful telecommuters.
- 3) Equipment needs. In most cases these will be provided and maintained by the employee, and the Library accepts no responsibility for damage or repairs to employee-owned equipment. On a case-by-case basis the Library may supply needed hardware or software with the understanding that it is to be used for business purposes only and returned to the Library if requested. The employee is expected to take appropriate action to protect Library-owned items from damage or theft to the extent practicable.
- 4) Security. The telecommuting employee will be expected to ensure the protection of proprietary information accessible from their home office. This may include but not be limited to the use of locked cabinets, regular password maintenance, security software, and other appropriate measures.

An appropriate level of communication between the telecommuter and the manager will be agreed to as part of the discussion process; at a minimum, face-to-face or virtual face-to-face meetings shall occur weekly. Note that physical attendance at specified events, meetings, etc. may be required at the discretion of the manager and with proper notification to the employee.

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked and report them to the Finance Department at the conclusion of every week. Hours worked in excess of those scheduled per workweek require the advance approval of the employee's manager and Finance Department. Failure to comply with these requirements may result in termination of the telecommuting arrangement.

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 nothing to report.

TECHNOLOGY

Mr. Shubert stated nothing to report.

RECORDS COMMISSION

Mr. Shubert stated the Records Commission Committee will meet in October.

NEW BUSINESS

Pastor Jagger welcomed the new Director, Gale Koritansky to the Stow-Munroe Falls Public Library.

MOTION NO. 200921-13 MOTION TO ADJOURN

Jagger moved, Kline seconded to adjourn the meeting at 7:15pm.

All were in favor.

Motion carried.

Secretary

Board President

Linda Sutherland
Fiscal Officer

Amendment 2
Amended: LG Estimate

Akron, Ohio
August 3, 2020

AMENDED
OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES
Revised Code, Section 5705.35

STOW MUNROE FALLS PUBLIC LIBRARY

The Budget Commission of Summit County, Ohio, hereby makes
this Certificate for the Fiscal Year beginning January 1, 2020,
which shall govern the total of appropriations by fund.

FUND TYPE Fund Class Fund Name	ACTUAL UNENCUMBERED BALANCE January 1, 2019	PT=Property Tax: real estate, personal property, homestead and rollback. LG=Library Local Government (Public Library Fund). TR=Transfer-in	O=Other revenue	TOTAL ESTIMATED AVAILABLE RESOURCES	
GOVERNMENTAL TYPE					
101 General	1,170,299.07	1,871,068.00 1,136,253.60	PT LG	128,000.00 O	4,305,620.67
SPECIAL REVENUE					
Target	82.51				82.51
	0.00				0.00
Accumulated Benefits	64,000.00				64,000.00
TOTAL SPECIAL REVENUE	64,082.51	0.00	0.00	0.00	64,082.51
CAPITAL PROJECT					
401 Building	50,523.23			0.00 O	50,523.23
					0.00
TOTAL CAPITAL PROJECT	50,523.23	0.00	0.00	0.00	50,523.23
FIDUCIARY TRUST and AGENCY					
	0.00				0.00
	0.00				0.00
TOTAL TRUST and AGENCY	0.00	0.00	0.00	0.00	0.00
ALL FUNDS	1,284,904.81	3,007,321.60	128,000.00	0.00	4,420,226.41

The Budget Commission further certifies that its action on the foregoing budget and Tax Equalization estimate of the rate of each tax necessary to be levied within and without the 10 mill limitation is set forth in the proper columns of Schedule B, and the total amount approved for each fund must govern the amount of appropriation from such fund.

This Certificate has been Approved
by the Summit County Fiscal Office

August 3, 2020
Date



Joshua A. Brickner
Joshua A. Brickner
Secretary of Budget Commission