

**STOW-MUNROE FALLS PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
Monday April 15, 2024**

CALL TO ORDER

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

PRESENT

Tom Shubert, President; Craig Mancuso, Vice President; David Renninger, Secretary; Richard Bedell, Emily Hegner, Angela Daniel, Carla Wyckoff

ABSENT

OTHERS PRESENT

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

PUBLIC

Janice Arch – Previously written to the Director who suggested she come speak to the Board. She has two issues she noticed in the Landscape Plan for the Parking Lot Project. Two of the plants are considered invasive species. One is the Hibiscus Syriacus “Pink Giant” (Rose of Sharon) trees that are in the islands and the other is the 320 EC Euonymus F. “coloratus” (Purpleleaf Wintercreeper). Gale, Director stated that the purpleleaf wintercreeper around the front sign will be removed from the plan as it was still listed from the 2016 plan but in the meantime, we had planted native plants in that area, and it was an oversight on our part that the plans were not adjusted for that. Janice suggested a replacement of Amelanchier x Grandiflora (Ballerina Tree) for the Rose of Sharon.

Emily Troyer, Development Officer, introduced herself to the Board and mentioned some of the projects she has been working on since being hired at the beginning of the year. These projects include a grant for the new Local History Room, summer reading planning and prizes, seed library donations, and she is acting as the library liaison for the Friends and Foundation groups.

MINUTES

MOTION NO. 240415-1 APPROVE MARCH 18, 2024 MINUTES

Renninger moved, Bedell seconded:

RESOLVED: That the Board Minutes of March 18, 2024, regular meeting be accepted and approved.

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

AYES: Daniel, Hegner, Mancuso, Wyckoff, Bedell, Renninger, Shubert

NAYS:

Motion carried.

MOTION NO. 240415-2 APPROVE APRIL 2, 2024 SPECIAL MEETING MINUTES

Mancuso moved, Bedell seconded:

RESOLVED: That the Board Minutes of April 2, 2024, special board meeting be accepted and approved.

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

AYES: Daniel, Hegner, Renninger, Wyckoff, Bedell, Mancuso, Shubert

NAYS:

Motion carried.

FINANCE

MOTION NO. 240415-3 APPROVE MARCH TREASURER'S REPORT

Wyckoff moved, Renninger seconded:

RESOLVED: That the Board of Trustees approves the Treasurer's Report for March 2024.

MTD Bank Report for Year 2024 Month 03 - STOW MUNROE FALLS PUB LIB

Bank	Description	Beg Mo Bal	Deposits	Withdrawals	Trans In	Trans Out	Balance
0001	MAIN CHECKING ACCOUNT	304,703.52	321,467.57	272,085.22	0.00	0.00	354,085.87
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	2,527,509.06	11,719.96	0.00	0.00	0.00	2,539,229.02
0024	STAR OHIO BLDG - INVESTMENTS	86,898.36	402.95	0.00	0.00	0.00	87,301.31
0029	STAR PLUS OHIO - INVESTMENTS	0.00	0.00	0.00	0.00	0.00	0.00
0030	US BANK - REDTREE INVESTMENTS	700,515.46	2,267.79	0.00	0.00	0.00	702,783.25
0206	US BANK - FROEBE ENDOWMENT	513,986.93	1,663.93	0.00	0.00	0.00	515,650.86
10 Banks		4,133,913.33	337,522.20	272,085.22	0.00	0.00	4,199,350.31

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

AYES: Bedell, Daniel, Hegner, Mancuso, Renninger, Wyckoff, Shubert

NAYS:

Motion carried.

MOTION NO. 240415-4 APPROVE APPROPRIATION TRANSACTION

Mancuso moved, Wyckoff seconded:

RESOLVED: That the Board of Trustees authorizes the Fiscal Officer to appropriate:
\$4,800.00 from the Froebe Endowment fund to 801.0.54500 Computer Services/Information - Froebe for purchase of Linked In Learning with Froebe interest earned in 2023.

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

AYES: Bedell, Daniel, Hegner, Renninger, Wyckoff, Mancuso, Shubert

NAYS:

Motion carried.

PROGRAM

DIRECTOR'S REPORT

MOTION NO. 240415-5 ACCEPT THE DIRECTOR'S REPORT

Mancuso moved, Hegner seconded:

RESOLVED: That the Board of Trustees accepts the written Director's report for the month of March 2024.

The Director shared with the Board the proposed designs for the Bookmobile and library van wrap (see attached) and that Amanda Rome has been hired as the new Head of Community Outreach and Partnerships.

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

AYES: Bedell, Daniel, Renninger, Wyckoff, Hegner, Mancuso, Shubert

NAYS:

Motion carried.

DISCUSSION ITEMS

There were no discussion items.

BOARD COMMITTEES

BUILDING & GROUNDS

Ms. Hegner stated nothing to report.

FINANCE

Mr. Bedell stated the Finance Committee met at 6pm and reviewed the reports and the meeting adjourned at 6:15pm.

Mr. Bedell stated the Finance Committee recommends:

MOTION NO. 240415-6 ADOPT 2025 ALTERNATIVE TAX BUDGET

RESOLVED: That the Board of Trustees of Stow-Munroe Falls Public Library adopts the proposed General Fund 2025 Alternative Tax Budget.

REVENUE	ACT 2022	ACT 2023	ASK 2024	APPROVED 2024 BUDGET	ASK 2025
PROPERTY TAXES	\$1,896,523	\$1,912,108	\$1,935,989	\$1,935,989	\$1,935,989
PLF (PUBLIC LIBRARY FUNDS)	\$1,449,715	\$1,449,435	\$1,402,243	\$1,405,855	\$1,405,855
PATRON FINES/FEES	\$20,063	\$19,965	\$6,000	\$6,000	\$8,000
EARNINGS ON INVESTMENTS	\$43,043	\$151,319	\$2,500	\$2,500	\$10,000
GIFTS/DONATIONS	\$1,654	\$2,978	\$500	\$500	\$1,000
MISCELLANEOUS	\$6,765	\$13,578	\$4,000	\$4,000	\$5,000
PASSPORTS	\$68,093	\$59,547	\$55,000	\$55,000	\$55,000
TRANSFER-INS					
TOTAL REVENUE	\$3,485,855	\$3,608,930	\$3,406,232	\$3,409,844	\$3,420,844
DISBURSEMENTS	ACT 2021	ACT 2023	ASK 2024	2024 BUDGET	ASK 2025
<i>SALARIES/BENEFITS</i>					
Total salaries/benefits	\$1,897,969	\$1,906,119	\$2,240,232	\$2,193,748	\$2,393,592
<i>SUPPLIES</i>					
Total supplies	\$54,787	\$52,190	\$60,000	\$66,000	\$60,000
<i>PURCHASED/CONTRACTED SER</i>					
Total purchased/contracted ser	\$490,266	\$446,077	\$550,000	\$624,760	\$391,252
<i>MATERIALS</i>					
Total materials	\$322,665	\$384,185	\$400,000	\$420,000	\$420,000
<i>CAPITAL OUTLAY</i>					
Total capital outlay	\$62,476	\$47,425	\$115,000	\$80,000	\$115,000
<i>DEBT SERVICE</i>					
Total debt service			\$0	\$0	\$0

<i>OTHER OBJECTS</i>					
Total other objects	\$9,849	\$10,809	\$11,000	\$13,000	\$11,000
<i>CONTINGENCY</i>	\$0	\$0	\$30,000	\$12,336	\$30,000
Total General Fund	\$2,838,012	\$2,846,805	\$3,406,232	\$3,409,844	\$3,420,844

	ACT 2022	ACT 2023	ASK 2024	APPROVED 2024 BUDGET	ASK 2025
REVENUE					
FROEBE ENDOWMENT	\$328,370	\$164,561			
FROEBE ENDOWMENT INTEREST		\$26,105		\$12,000	\$15,000
Total Revenue Froebe Endowment	\$ 328,370	\$190,666		\$12,000	\$15,000
DISBURSEMENTS		ACT 2023	ASK 2024	2024 BUDGET	ASK 2025
<i>MATERIALS</i>		\$3,365			
Total materials				\$12,000	\$15,000
<i>CAPITAL OUTLAY</i>					
Total capital outlay		\$4,091			
Total Froebe Endowment Fund		\$7,456	\$0	\$12,000	\$15,000

Total Revenue All Funds		\$3,799,596	\$3,406,232	\$3,421,844	\$3,435,844
Total Disbursements All Funds		\$2,854,261	\$3,406,232	\$3,421,844	\$3,435,844

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

AYES: Bedell, Daniel, Hegner, Mancuso, Renninger, Wyckoff, Shubert
 NAYS:

Motion carried.

HUMAN RESOURCES

Mr. Mancuso stated nothing to report.

LEGISLATION/RULES

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

MOTION NO. 240415-7 AMEND EMPLOYEE POLICY: JOB CLASSIFICATIONS (WAGE INCREASE, PAY GRADES, AND STAFF POSITION TITLES)

RESOLVED: That the Board of Trustees amends the Employee Policy: Job Classifications (Wage Increase, Pay Grades, and Staff Position Titles) to read as follows:

~~Effective January 1, 2024 The Stow Munroe Falls Public Library will move to a longevity step scale with increases given on the employee’s anniversary dates with the percentage being determined by the Board of Trustees for that calendar year.~~

SMFPL has implemented a longevity step system for its annual raises, ensuring a structured approach to salary increments. Per the Compensation Policy, employees can anticipate a yearly increase of 2.4%. This approach not only provides a clear framework for salary growth but also fosters predictability and transparency within the organization.

Grade	Position	Minimum	Midpoint	Maximum
1	Shelving Page	\$12.75	\$12.75	\$12.75
2	Custodian Public Services Assistant Technical Services Processor	\$13.00 \$27,040.00	\$16.49 \$34,278.40	\$20.91 \$43,451.20
3	Maintenance Associate Public Services Assistant II	\$15.10 \$31,408.00	\$19.15 \$39,811.20	\$24.29 \$50,460.80
4	Childrens Services Associate <i>Community Outreach and Partnerships Associate</i> Development Officer Human Resources Specialist Marketing and Public Relations Coordinator Information Services Associate Technical Services Senior Processor	\$17.31 \$36,004.80	\$21.94 \$45,635.20	\$27.82 \$57,865.60
5	Children Services Librarian Graphic Design Coordinator & Media Specialist Information Services Librarian Local History Librarian Outreach Librarian – Children Services Outreach Librarian – Information Services Teen Librarian	\$18.86 \$39,228.80	\$23.91 \$49,732.80	\$30.31 \$63,044.80
6	Assistant Head Children Services Assistant Head Information Services	\$20.49 \$42,619.20	\$25.97 \$54,017.60	\$32.93 \$68,494.40

7	Head of Information Services			
	Head of Children Services			
	Head of Circulation Services			
	Head of Technical Services	\$23.34	\$29.59	\$37.51
	Head of Collection Development	48,547.20	\$61,547.20	\$78,020.80
	Head of Community Outreach and Partnerships Marketing & Public Relations Manager			
99	Executive Director	<i>Board Determined</i>		
	Fiscal Officer			
	Head of Library Systems Administrator			

*Salaries are based on full-time hours.

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

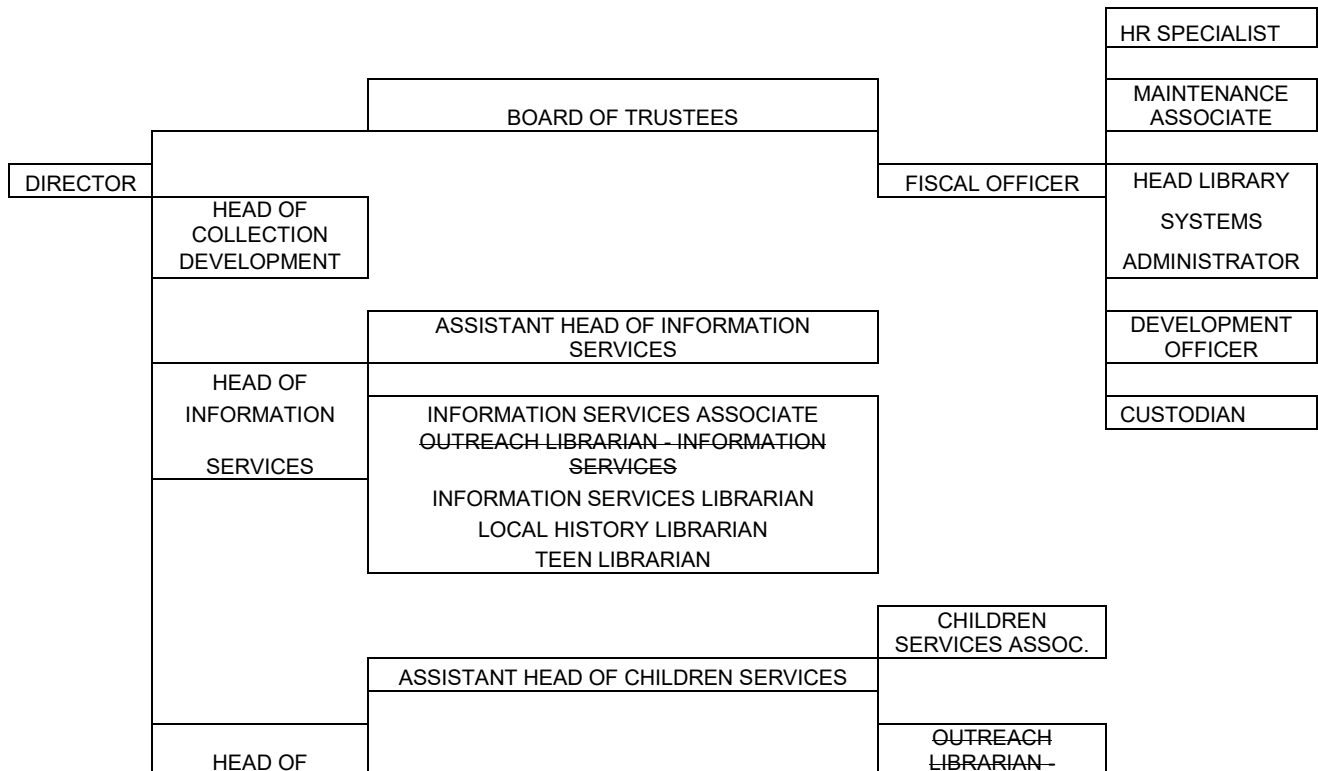
AYES: Bedell, Daniel, Hegner, Mancuso, Renninger, Wyckoff, Shubert

NAYS:

Motion carried.

MOTION NO. 240415-8 AMEND EMPLOYEE POLICY: ORGANIZATIONAL CHART

RESOLVED: That the Board of Trustees amends the Employee Policy: Organizational Chart to read as follows:



		CHILDREN SERVICES
CHILDREN SERVICES		CHILDREN SERVICES LIBRARIAN
MARKETING AND PUBLIC RELATIONS MANAGER		MARKETING AND PUBLIC RELATIONS COORDINATOR
		GRAPHIC DESIGN 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

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

AYES: Bedell, Daniel, Hegner, Mancuso, Renninger, Wyckoff, Shubert

NAYS:

Motion carried.

LONG RANGE PLANNING

Mr. Renninger stated they will not be meeting again in 2024.

TECHNOLOGY

Mr. Shubert stated nothing to report.

RECORDS COMMISSION

Mr. Shubert stated nothing to report.

NEW BUSINESS

MOTION NO. 240415-9 ACKNOWLEDGE MEDICAL LEAVE

Renninger moved, Mancuso seconded:

RESOLVED: That the Board of Trustees acknowledges the following:

Amy Garrett, Medical Leave to begin approximately April 30, 2024, through July 23, 2024, not to exceed twelve (12) workweeks

Per Employee Policy #230116-9 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: Bedell, Daniel, Hegner, Wyckoff, Mancuso, Renninger, Shubert

NAYS:

Motion carried.

MOTION NO. 240415-10 APPROVE INTERMITTENT MEDICAL LEAVE

Mancuso moved; Wyckoff seconded:

RESOLVED: That the Board of Trustees acknowledges the following:

Susan Kirchgessner, Intermittent Medical Leave to begin March 18, 2024 through March 18, 2025, not to exceed twelve (12) workweeks

Per Employee Policy #230116-9 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: Bedell, Daniel, Hegner, Renninger, Wyckoff, Mancuso, Shubert

NAYS:

Motion carried.

MOTION NO. 240415-11 ADJOURNMENT

Renninger moved, Wyckoff seconded to adjourn the meeting at 7:07 pm.

All were in favor.

Motion carried.

Secretary

Board President

Jennifer Hale
Fiscal Officer

