

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

The meeting was called to order at 6:45 pm by President Shubert

PRESENT

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

ABSENT

OTHERS PRESENT

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

PUBLIC

Samantha Mancuso made a statement to the Board of Trustees about her concerns surrounding the changes that have been made to the Summer and Winter Reading Programs over the last several years.

Ann Malthaner, Head of Marketing and Public Relations gave a presentation to the Board of Trustees outlining our Google Ad Grants program through Koios. She showed how this has increased our overall reach over the last several months and explained how this program would work going forward.

ACTION ITEMS

MOTION NO. 240115-1 APPROVE DECEMBER 18, 2023 MINUTES

Hegner moved, Renninger seconded:

RESOLVED: That the Board Minutes of December 18, 2023 regular meeting be accepted and approved.

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

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

Motion carried.

FINANCE

MOTION NO. 240115-2 APPROVE DECEMBER TREASURER’S REPORT

Renninger moved, Wyckoff seconded:

RESOLVED: That the Board of Trustees approves the Treasurer’s Report for December 2023.

MTD Bank Report for Year 2023 Month 12 - STOW MUNROE FALLS PUB LIB

Bank	Description	Beg Mo Bal	Deposits	Withdrawals	Trans In	Trans Out	Balance
0001	MAIN CHECKING ACCOUNT	533,201.00	133,530.19	250,497.31	0.00	0.00	416,233.88
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	2,789,526.81	13,206.57	0.00	0.00	0.00	2,802,733.38
0024	STAR OHIO BLDG - INVESTMENTS	85,710.57	405.78	0.00	0.00	0.00	86,116.35
0029	STAR PLUS OHIO - INVESTMENTS	0.00	0.00	0.00	0.00	0.00	0.00
0030	US BANK - REDTREE INVESTMENTS	690,224.07	2,446.94	0.00	0.00	0.00	692,671.01
0206	US BANK - FROEBE ENDOWMENT	506,435.86	1,795.38	0.00	0.00	0.00	508,231.24
10 Banks		4,605,398.31	151,384.86	250,497.31	0.00	0.00	4,506,285.86

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

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

NAYS:

Motion carried.

MOTION NO. 240115-3 APPROVE DONATION LIST OF 2023

Hegner moved, Mancuso seconded:

RESOLVED: That the Board of Trustees approves the following Donation List of 2023:

MONTH YR/2023	AMOUNT	DESCRIPTION
FEBRUARY	\$1.01	Anonymous Donation
	\$0.86	Anonymous Donation
MARCH	\$100.00	A. Garrett in memory of M. Gazella
	\$20.00	N. Wingerson in memory of M. Gazella
	\$30.00	Anonymous Donation
	\$1.01	General donation J. Bergstrom
JUNE	\$0.10	Gift Anonymous
	\$500.00	J. McIntyre

	\$500.00	Rotary
JULY	\$10.00	G. Sosebee
	\$0.65	Anonymous Donation
	\$500.00	SMF Comm Foundation for playing and pages
	\$1.34	Anonymous Donation
AUGUST	\$5.01	Anonymous Donation
SEPTEMBER	\$8.00	Anonymous Donation
NOVEMBER	\$1,300.33	W. Witherspoon for purchase of popular books
DECEMBER		
ANNUAL TOTAL	\$2,978.31	

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

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

NAYS:

Motion carried.

MOTION NO. 240115-4 ADVANCES OF LOCAL TAXES

Hegner moved, Renninger seconded:

RESOLVED: Now, therefore be it resolved by the Board of Trustees of the Stow-Munroe Falls Public Library:

Section I. That the Auditor of Summit County be, and she is hereby, requested to issue an order to the Treasurer of Summit County to pay the Fiscal Officer of this Library Board such funds as may be available for distribution by said County Treasurer.

Section II. That the Fiscal Officer be, and she is hereby, authorized to sign the necessary documents to secure such advances and also the secondary documents to secure the semi-annual settlement with the County Treasurer during the calendar year 2024.

Section III. That the authorization herein conferred shall extend to any advances for tax year 2023 that may be payable during the calendar year 2024.

Section IV. That the Fiscal Officer of the Library Board be, and she is hereby, authorized and directed to certify and send a copy of this resolution to the County Auditor as may be necessary to make this resolution effective.

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

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

NAYS:

Motion carried.

PROGRAM

DIRECTOR'S REPORT

MOTION NO. 240115-5 ACCEPT DIRECTOR'S REPORT

Wyckoff moved, Bedell seconded:

RESOLVED: That the Board of Trustees accepts the written Director's report for the month of December 2023.

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

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

NAYS:

Motion carried.

DISCUSSION ITEMS

There was a brief discussion about the reading programs per the public comment. Gale will reach out to Ms. Mancuso.

BOARD COMMITTEES

BUILDING & GROUNDS

Ms. Hegner stated the committee will meet in February after the Parking Lot Project bids are in.

FINANCE

Mr. Bedell stated the Finance Committee met this evening and reviewed the reports and everything is in order. The meeting adjourned at 6:17pm.

HUMAN RESOURCES

Mr. Mancuso stated that they will be meeting in Executive Session for the Director and Fiscal Officer Evaluations.

LEGISLATION AND RULES

Mrs. Daniel stated nothing to report.

LONG RANGE PLANNING

Mr. Renninger stated the Long Range Planning Committee met January 9th and discussed the strategic plan, as well as some of the upcoming projects. They also discussed an option that came up regarding a bookmobile. The Long Range Planning Committee recommends the following:

MOTION NO. 240115-6 APPROVE PURCHASE PROPOSAL

RESOLVED: That the Board of Trustees approves the purchase proposal to submit to Mt. Sterling Public Library for their bookmobile (see proposal attached)

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

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

NAYS:

Motion carried.

TECHNOLOGY

Mr. Shubert stated they are planning to meet.

RECORDS COMMISSION

Mr. Shubert stated nothing to report.

NEW BUSINESS

MOTION NO. 240115-7 ACKNOWLEDGE MEDICAL LEAVE

Mancuso moved, Wyckoff seconded:

RESOLVED: That the Board of Trustees acknowledges the following:

Elaine Harding, Medical Leave to begin approximately February 27, 2024 through April 9, 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, Renninger, Wyckoff, Mancuso, Shubert

NAYS:

Motion carried.

MOTION NO. 240115-8 MOTION TO ADJOURN INTO EXECUTIVE SESSION

Mancuso moved, Renninger seconded:

RESOLVED: The Board of Trustees moves to adjourn into executive session to discuss the Director and Fiscal Officer's evaluations.

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

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

NAYS:

Motion carried.

MOTION NO. 240115-9 MOTION TO RETURN TO OPEN SESSION

Wyckoff moved, Hegner seconded:

RESOLVED: That the Board of Trustees moves to return to open session.

All were in favor.

Motion carried.

Mr. Mancuso stated the Human Resources Committee recommends:

MOTION NO. 240115-10 CONTRACT - DIRECTOR

RESOLVED: That the Board of Trustees hereby employs, and the Director, Gale Koritansky hereby accepts, employment in that position for a period commencing January 1, 2024, and ending December 31, 2024 at a salary of \$95,000.

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. 240115-11 CONTRACT – FISCAL OFFICER

RESOLVED: That the Board of Trustees hereby employs, and the Fiscal Officer, Jennifer Hale hereby accepts, employment in that position for a period commencing January 1, 2024, and ending December 31, 2024 at a salary of \$68,500.

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. 240115-12 ADJOURNMENT

Renninger moved, Bedell seconded to adjourn the meeting at 8:35pm.

All were in favor.

Motion carried.

Secretary

Board President

Jennifer Hale
Fiscal Officer



Stow • Munroe Falls
PublicLibrary

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Phone: 330-688-3295 • Fax: 330-688-0448 • www.smfpl.org

January 16, 2024

Steve Brindza
Mt. Sterling Public Library
60 West Columbus Street
Mt. Sterling, OH 43143

Re: Purchase Proposal for the 2013 Ford E450 Super Duty Bookmobile (VIN:
1FDXE4FS9DDA38787)

Dear Steve,

Thank you for taking the time to show staff from the Stow-Munroe Falls Public Library (SMFPL) the bookmobile last week. SMFPL would like to officially propose the purchase of the vehicle from Mt. Sterling Public Library (MSPL).

As agreed upon by its Board of Trustees, the SMFPL is prepared to pay a lump sum of \$125,000 for the vehicle.

As part of the Library's current strategic plan, a bookmobile would be a key expansion of its services. The Library currently serves over 39,000 residents across two separate cities. The geography and age demographics of this service area presents a challenge for the Library. Children and seniors comprise roughly 55% of the population in the distant city. Many of them lack the transportation necessary to get to the Library. This bookmobile would allow greater access for, not only these children and seniors, but for our patrons as a whole.

The SMFPL understands that MSPL has put much consideration into the bookmobile and its sale. If the bid from SMFPL is accepted, SMFPL is committed to not only continuing the original mission of outreach but also the same care and maintenance. SMFPL would be an excellent home for the mobile library.

Should you have questions regarding this proposal, please reach out using the contact information listed below. We look forward to hearing from you.

Sincerely,

Gale Koritansky
Library Director, Stow-Munroe Falls Public Library
(330)688-3295 x1013
gkoritansky@smfpl.org