

**STOW-MUNROE FALLS PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
Monday January 16, 2023**

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

ABSENT Carla Wyckoff

OTHERS PRESENT

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

PUBLIC

No public comment.

ACTION ITEMS

MOTION NO. 230116-1 APPROVE DECEMBER 19, 2022 MINUTES

Bedell moved, Renninger seconded:

RESOLVED: That the Board Minutes of December 19, 2022 regular meeting be accepted and approved.

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

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

NAYS:

Motion carried.

FINANCE

MOTION NO. 230116-2 APPROVE DECEMBER TREASURER’S REPORT

Renninger moved, Daniel seconded:

RESOLVED: That the Board of Trustees approves the Treasurer’s Report for December 2022.

MTD Bank Report for Year 2022 Month 12 - STOW MUNROE FALLS PUB LIB

Bank	Description	Beg Mo Bal	Deposits	Withdrawals	Trans In	Trans Out	Balance
0001	MAIN CHECKING ACCOUNT	741,322.99	133,349.22	222,593.64	0.00	0.00	652,078.57
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	2,489,578.54	8,883.11	0.00	0.00	0.00	2,498,461.65
0024	STAR OHIO BLDG - INVESTMENTS	81,449.12	290.62	0.00	0.00	0.00	81,739.74
0029	STAR PLUS OHIO - INVESTMENTS	0.00	0.00	0.00	0.00	0.00	0.00
0206	AKRON COMM. FOUNDATION - FROBE	328,370.15	0.00	0.00	0.00	0.00	328,370.15
9 Banks		3,641,020.80	142,522.95	222,593.64	0.00	0.00	3,560,950.11

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

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

NAYS:

Motion carried.

MOTION NO. 230116-3 APPROVE DONATION LIST OF 2022

Mancuso moved, Hegner seconded:

RESOLVED: That the Board of Trustees approves the following Donation List of 2022:

MONTH YR/2022	AMOUNT	DESCRIPTION
JANUARY	\$ 25.00	IN MEMORY OF MARGARET (PEG) NIEMEYER FROM: M. LOTT
	\$ 7.00	GENERAL DONATION FROM ANONYMOUS
MARCH	\$ 1.00	GENERAL DONATION FROM ANONYMOUS
APRIL	\$ 30.00	GENERAL DONATION FROM R.CLARK AND S. DAVIS
JUNE	\$ 61.00	GENERAL DONATION FROM L. FRAZAKIS
NOVEMBER	\$ 0.75	GENERAL DONATION FROM ANONYMOUS
DECEMBER	\$ 25.00	IN MEMORY OF JANET HOWARD FROM: R+J POMROY

	\$ 1,204.01	GIFT FROM WALTER WITHERSPOON TRUST FOR PURCHASE OF POPULAR BOOKS
	\$ 200.00	GIFT IN MEMORY OF JANET HOWARD
	\$ 100.00	GIFT IN MEMORY OF JANET HOWARD FOR LOCAL HISTORY LIBRARIAN
ANNUAL TOTAL	\$ 1,653.76	

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

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

NAYS:

Motion carried.

PROGRAM

DIRECTOR'S REPORT

MOTION NO. 230116-4 ACCEPT DIRECTOR'S REPORT

Renninger moved, Mancuso seconded:

RESOLVED: That the Board of Trustees accepts the written Director's report for the month of December 2022 and the Annual Report for 2022.

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

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

NAYS:

Motion carried.

DISCUSSION ITEMS

There were no discussion items.

BOARD COMMITTEES

BUILDING & GROUNDS

Mr. Shubert stated nothing to report.

FINANCE

Mr. Bedell stated the Finance Committee met this evening and reviewed the reports, and discussed the strategic planning budget. The meeting adjourned at 6:30pm.

The Finance Committee recommended the following:

MOTION NO. 230116-5 HIRING OF REDTREE INVESTMENT GROUP

RESOLVED: That the Board of Trustees approves the hiring of RedTree Investment Group to manage the Froebe Endowment as well as other investments for the library.

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

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

NAYS:

Motion carried.

HUMAN RESOURCES

Mr. Mancuso stated that they did not meet but evaluations would be handled in Executive Session

LEGISLATION AND RULES

Mrs. Daniel stated the Legislation and Rules Committee recommend the following:

MOTION NO. 230116-6 REPLACE THE BOARD POLICY: INVESTMENT POLICY

RESOLVED: That the Board of Trustees replace the Board Policy: Investment Policy as follows:

Policy

It is the policy of the Stow-Munroe Falls Public Library, herein after referred as "the Library", to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the entity and conforming to all state and local statutes governing the investment of public funds.

This policy includes all funds governed by the Board of Trustees. The Fiscal Officer shall routinely monitor the contents of the Library's investment portfolio, the available markets and relative value of competing investments and will adjust the portfolio accordingly.

Investment Objectives

The purpose of the investments is to maximize the returns on the Library's excess cash balances consistent with safety of those monies and with the desired liquidity of the investments, further categorized below.

1. **Safety**

Safety of principal is the foremost objective of the investment program. Investments of the Library shall be undertaken in a manner that ensures the preservation of capital in the overall portfolio.

2. **Liquidity**

The Library's investment portfolio will remain sufficiently liquid to enable the Library to meet all operating requirements. Portfolio liquidity is defined as the maturity or ability to sell a security on a short notice near the purchase price of the security.

3. **Return on Investments**

The Library's investment portfolio shall be structured with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the Library's investment risk constraints and the cash flow characteristics of the portfolio.

Investment Authority

Management and administrative responsibility for the investment program is hereby delegated to the Fiscal Officer who, under the delegation, advice and counsel of the Board, shall establish and monitor procedures for the operation of the investment program. The standard of prudence to be used by the investment officials shall be the "prudent person" and/or "prudent investor" standard and shall be applied in the context of managing an overall portfolio. Investment officials acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectation are reported in a timely fashion and appropriate action is taken to control adverse developments.

Ethics and Conflicts of Interest

All participants involved in the investment process will refrain from personal business activity that could conflict or appear to conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials will disclose any material interests in financial institutions with which the Library conducts business. They will further disclose any personal financial or investment positions that could be related to the performance of the investment portfolio. Employees and officers will refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Library.

Authorized Financial Institutions and Broker/Dealers

The Fiscal Officer shall maintain a list of financial institutions authorized to provide investment services. No public deposit shall be made except in a qualified public depository as designated by the Library. All financial institutions, investment advisors, and broker/dealers who execute investment transactions must provide a certification of having read the Library's investment policy. Their signature will be required indicating they have received, read, understand, and will abide by its contents when recommending or selling investments to the Library.

Authorized Investments

The Board authorizes the Fiscal Officer to make investments of available monies from the funds of the Library in securities authorized in Ohio Revised Code Chapter 135.14, as amended. A copy of the appropriate ORC section will be kept with this policy.

Maximum Maturities

To the extent possible, the Library shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Library will not directly invest in securities maturing more than 5 years from the date of purchase. Exceptions to this maturity restriction may exist for certain eligible investments under ORC 135.14 and are allowable under this policy.

Investment Restrictions

Derivatives: Under no circumstances may the Fiscal Officer invest in a derivative as defined by the Ohio Revised Code, reverse repurchase agreements, or other funds prohibited by law.

The Fiscal Officer shall also not make investments which they do not reasonably believe can be held until the maturity date or leverage any investment. The Fiscal Officer, acting in accordance with the law may withdraw funds from approved public depositories or sell negotiable instruments prior to maturity.

Diversification

The investment portfolio shall be diversified to avoid over-concentration in securities from a specific maturity, issuer or business sector. The Library will continuously invest a portion of the portfolio in readily available funds including, but not limited to, money market funds, bank sweep accounts or STAR Ohio to ensure appropriate liquidity is maintained in order to meet ongoing obligations.

Investment Reporting

The investing authority shall establish and maintain an inventory of all obligations and securities acquired by the investing authority. The inventory shall include the description of the security, type, cost, par value, and maturity date. The investing authority shall produce a monthly portfolio report detailing the current inventory of all obligations and securities.

Investment Policy Adoption

The investment policy shall be adopted by the Board. The policy shall be reviewed on an annual basis by the Fiscal Officer and any modifications made thereto must be approved by the Board. Any future revisions will be filed with the Auditor of State in accordance with State of Ohio law.

Fiscal Officer/Date

Acknowledgement of Authorized Institutions

By signing below, I acknowledge that I have reviewed and will comply with this Investment Policy as adopted by the Stow-Munroe Falls Public Library Board of Trustees.

Signature/Date

Financial Institution

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

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

NAYS:

Motion carried.

MOTION NO. 230116-7 AMEND EMPLOYEE POLICY: JURY DUTY

RESOLVED: That the Board of Trustees amend the Employee Policy: Jury Duty as follows:

An employee called for jury duty is to provide a copy of the summons to jury duty to ~~his/her~~ **their** 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~~ **they're** 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~~ **their** 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 who works ~~his/her~~ **their** regularly scheduled shift in addition to serving on jury duty will not have the jury duty pay deducted from ~~his/her~~ **their** 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: Bedell, Daniel, Hegner, Mancuso, Renninger, Shubert

NAYS:

Motion carried.

**MOTION NO. 230116-8 AMEND EMPLOYEE POLICY: LEAVE
CLASSIFICATIONS EMERGENCY LEAVE**

RESOLVED: That the Board of Trustees amend the Employee Policy: Leave Classifications Emergency Leave as follows:

~~Effective June 21, 2009~~ **Effective January 1, 2023**, a regular full-time (*work 40hrs/wk.*) employee is granted emergency leave of 24 hours per year, **a regular part-time (*work 20-39hrs/wk.*) employee is granted emergency leave of 12 hours per year.** Emergency leave cannot be accumulated from one year to the next.

Emergency leave is defined as time off granted to the employee without loss of pay for unanticipated emergencies or situations which demand the employee's attention, and which are not covered by funeral/bereavement leave, sick leave, vacation leave, or other paid leave.

When requesting emergency leave, the appropriate form must be completed and approved by ~~his/her~~ **their** immediate supervisor.

Examples of situation that may be considered for emergency leave are the following:

1. Accidents in the immediate family or affecting family property.
2. Unexpected home emergencies demanding immediate attention.
3. Home or car maintenance which require presence of the employee.
4. Court appearance and legal work other than Jury Duty.
5. *Travel conditions which make reporting to work impossible.

*Travel conditions affecting only one employee may be considered a reason for granting emergency leave, if no other transportation, public or private, is available.

[An emergency closing of the library is unavoidable for all employees and not considered emergency leave. See *Unscheduled Closings of the Library*]

6. Car breakdown.

Emergency Leave is not to be used to extend vacation leave except in emergency situations that may occur during vacation, such as a transportation strike.

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

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

NAYS:

Motion carried.

**MOTION NO. 230116-9 AMEND EMPLOYEE POLICY: LEAVE
CLASSIFICATIONS FAMILY (MATERNITY/PATERNITY)
MEDICAL LEAVE**

RESOLVED: That the Board of Trustees amends the Employee Policy: Leave Classifications Family (Maternity/Paternity) Medical Leave as follows:

ELIGIBILITY

To be eligible for leave under this policy, a staff member (full or part-time) must have been employed for at least twelve (12) months in total and have worked at least 1,250 hours during the twelve (12) month period preceding the commencement of the leave.

The eligible employee is entitled to a maximum of twelve (12) weeks leave in any twelve (12) month period, if the reason for the leave qualifies under the Family and Medical Leave Act.

FAMILY LEAVE

Family leave can be taken at the birth of an employee's child or the placement of a child into the employee's home for adoption or foster care.

For purposes of family leave, the employee must take the leave within twelve (12) months of the qualifying event. When a husband and wife are both employed by the Library, family leave is limited to twelve (12) weeks between the two employees.

MEDICAL LEAVE

Medical leave may be granted when a serious health condition makes the employee unable to perform the essential functions of ~~his/her~~ **their** job. Medical leave may be granted for a serious health condition affecting the employee's spouse, child, or parent and requires the employee to provide care for the affected person.

“**Serious health condition**” is defined as an illness, injury, or impairment that requires:

1. Inpatient care in a hospital, hospice, or residential facility including any period of incapacity or subsequent treatment in connection with inpatient care; or
2. Continuing treatment by a health care provider involving any of the following:
 - a. A period of incapacity of more than three (3) consecutive calendar days that involves:
 - Treatment two (2) or more times by a health care provider;
 - One (1) treatment by a health care provider that results in a regimen of continuous treatment.
 - b. Any period of incapacity due to pregnancy or pre-natal care;
 - c. Any period of incapacity or treatment for incapacity due to a chronic serious health condition;
 - d. Permanent or long-term conditions for which treatment may not be effective, or
 - e. Any period of incapacity to receive multiple treatments either for restorative surgery after an accident or injury or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment.

REQUEST

In the case of a foreseeable need for family or medical leave, an employee is responsible for giving a notice of thirty (30) days to ~~his/her~~ **their** supervisor.

In all other cases, the employee must give ~~his/her~~ **their** supervisor as much notice as possible.

CERTIFICATION/RECERTIFICATION

When an employee requests a medical leave, the employee must furnish a written statement from ~~his/her~~ **their** health care provider certifying that ~~he/she is~~ **they're** unable to work and the expected date of return to work.

When an employee requests leave to care for a family member, the employee must furnish a statement from the family member's health care provider certifying the condition, the necessity for the employee's care of the family member, and the expected duration of required care.

The employee must comply with any request for certification or recertification as soon as possible, but not more than fifteen (15) days after the request, as a condition of leave approval or continuation of leave. The employee will pay the cost of certification or recertification.

If the Board doubts the validity of the certification provided, the Library may require, at its own expense that the employee obtain the opinion of a second health care provider designated or approved by the Board. If the second opinion differs from the original certification, the Library may require, at its own expense, the opinion of a third health care provider jointly approved by the Board and the employee. The opinion of the third provider will be considered final and binding on both parties.

When a leave has been qualified as family/medical leave, the employee will be notified of ~~his/her~~ **their** rights and responsibilities. (see attached form)

COORDINATION OF BENEFITS

Any family and/or medical leave requested under this section shall first be drawn from any and all applicable paid time off, and when such paid time off is exhausted, the remainder of the family and/or medical leave allowable under this section shall be unpaid leave.

INTERMITTENT AND REDUCED AND ADDITIONAL LEAVE

In general, any employee wishing to utilize this benefit must do so on a **continuous** basis.

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.

[If leave is requested on this basis, however, the employee may be temporarily transferred to an alternative position that will be more suitable for recurring periods of absence or a part-time schedule. If a transfer is made, it will be at equivalent pay and pro-rated benefits.]

A regular employee may request **additional unpaid medical leave** because of a serious health condition that makes the employee unable to perform the essential functions of ~~his/her~~ **their** job.

Prior to the date upon which the original leave will terminate, the employee must submit to the Library Director a written request, accompanied by a statement from the attending health care provider.

The health care provider's statement must state a projected date upon which the employee may be expected to return to work.

In cases where a regular employee, who has been employed by the Library for fifty-two (52) consecutive weeks, wishes to remain off the job for child care purposes, a leave of absence without pay may be granted by the Board of Trustees, upon the approval of the Library Director. A medical or child care leave of absence may not exceed a total of fifty-two (52) weeks.

For leaves that extend beyond twelve (12) weeks it may not be possible to guarantee reinstatement in the same position held at the time the leave commenced.

HEALTH INSURANCE

The Board will continue to pay its portion of the health care premium for an employee. The employee must be currently enrolled in the Library provided health care insurance plan, and is **not** in active pay status, but is on a family/medical leave.

The employee is required to pay ~~his/her~~ **their** own portion of the premium by the first of each month to the Library.

An employee for whom the Board maintains health care coverage during a family/medical leave and who **does not** return to work at the end of the leave (for at least thirty (30) calendar days) may be required to repay the Board the amount it paid to maintain the coverage.

RETURN TO WORK

An employee wishing to return before the scheduled end of a leave must give at least two (2) working days advance notice to ~~his/her~~ **their** supervisor.

If the employee is on a medical leave for seven (7) or more days due to a serious health condition, the employee will be required to provide a fitness-for-duty certification before the employee is permitted to return to work.

Upon return from a family/medical leave, an employee will be restored to the position held when the leave commenced, or a position with equivalent benefits, pay, and other terms and conditions of employment.

All benefits accrued prior to the leave will remain intact, however, the employee will not accrue benefits during any unpaid portion of the leave.

AN EMPLOYEE WHO FAILS TO RETURN TO WORK AT THE EXPIRATION OR CANCELLATION OF AN APPROVED FAMILY/MEDICAL LEAVE, WITHOUT SATISFACTORY EXPLANATION TO THE DIRECTOR, WILL BE TERMINATED. THE EMPLOYEE'S TERMINATION DATE WILL BE ESTABLISHED AS THE STARTING DATE OF THE APPROVED FAMILY/MEDICAL LEAVE.

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

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

NAYS:

Motion carried.

**MOTION NO. 230116-10 AMEND EMPLOYEE POLICY: LEAVE
CLASSIFICATIONS FUNERAL/BEREAVEMENT LEAVE**

RESOLVED: That the Board of Trustees amend the Employee Policy: Leave Classifications Funeral/Bereavement Leave as follows:

~~Effective June 21, 2009, a regular full-time employee is~~ **Effective January 1, 2023, all employees who work at least 20 hrs./wk. will be** granted a leave of absence with pay of up to three (3) working days in the case of a death in the immediate family or household.

The definition of immediate family includes father, mother, grandparents, sister, brother, husband, wife, son or daughter and in-laws of the same degree of relationship or any other member of the family or household who stood *‘‘in loco parentis’’ to the employee as a child.

One (1) day may be allowed when needed, for the death of a relative outside the immediate family or of other persons where the closeness of the relationship warrants.

Two (2) additional days may be allowed, when requested, to be taken as sick leave. If there is no sick leave available, two (2) days of unpaid leave of absence may be requested.

If schedules permit, time may be allowed during a scheduled working day to attend funerals of retired staff and members of their families.

If an employee is currently on an approved paid leave of absence, no funeral/bereavement leave will be paid.

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

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

Motion carried.

MOTION NO. 230116-11 AMEND EMPLOYEE POLICY: MISSION STATEMENT

RESOLVED: That the Board of Trustees amend the Employee Policy: Mission Statement as follows:

~~The Mission of the Stow-Munroe Falls Public Library is to provide excellence in library service to all who seek access to information and recreational, educational and cultural materials of any format. It also aims to promote the well-being of the community through programs and cooperative efforts with other community agencies, public and private.~~

~~———— The Stow-Munroe Falls Public Library will help create a community where ideas, culture and knowledge thrive by providing materials, equipment and services to all people.~~

The Stow-Munroe Falls Public Library provides the community with resources and opportunities for life-long learning that supports intellectual freedom, curiosity, and creativity.

The library is committed to diversity, equity, accessibility, and inclusion

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

NAYS:

Motion carried.

LONG RANGE PLANNING

Mr. Renninger stated the Long Range Planning Committee recommends the following:

**MOTION NO. 230116-12 APPROVE STOW-MUNROE FALLS PUBLIC LIBRARY
STRATEGIC PLAN 2023 – 2026**

RESOLVED: That the Board of Trustees approves the Stow-Munroe Falls Public Library Strategic Plan 2023-2026 (see copy attached)

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

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

NAYS:

Motion carried.

The Long Range Planning Committee will plan a meeting later this month to discuss moving forward with the Strategic Plan. The Board requested that we put out a press statement about the plan and thank the community for their involvement in addition it should also go up on our website.

TECHNOLOGY

Mr. Shubert stated nothing to report.

RECORDS COMMISSION

Mr. Shubert stated nothing to report.

NEW BUSINESS

MOTION NO. 230116-13 MOTION TO ADJOURN INTO EXECUTIVE SESSION

Renninger moved, Mancuso 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: Daniel, Hegner, Mancuso, Renninger, Bedell, Shubert

NAYS:

Motion carried.

MOTION NO. 230116-14 MOTION TO RETURN TO OPEN SESSION

Renninger moved, Bedell 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. 230116-15 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, 2023, and ending December 31, 2023 at a salary of \$90,000.

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

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

NAYS:

Motion carried.

MOTION NO. 230116-16 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, 2023, and ending December 31, 2023 at a salary of \$65,000.

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

AYES: Daniel, Heger, Mancuso, Renninger, Bedell, Shubert

NAYS:

Motion carried.

MOTION NO. 230116-17 ADJOURNMENT

Renninger moved, Bedell seconded to adjourn the meeting at 8:30pm.

All were in favor.

Motion carried.

Secretary

Board President

Jennifer Hale
Fiscal Officer



Stow ▪ Munroe Falls

PublicLibrary

Read. Dream. Connect.

Strategic Plan 2023-2026

Approved by the Board of Trustees on:

1/16/2023



Our Mission

The Stow-Munroe Falls Public Library provides the community with resources and opportunities for life-long learning that support intellectual freedom, curiosity, and creativity.

The library is committed to diversity, equity, accessibility, and inclusion.

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.

Our Vision

The nexus of community life.

Our Values

Customer Service

Library staff are dependable, knowledgeable, and provide excellent service to all with respect and fairness.

Life-Long Learning

We provide a space for creativity, curiosity, and innovation. We ensure access to relevant resources needed for continuous improvement.

Diversity

We treat all people with empathy and inclusiveness. We provide equitable and accessible programs, services, and collections.

Intellectual Freedom

We believe that all people have the right to access information that is free and unrestricted.

Community

We incorporate the community in all aspects of the library.

Our Future: Strategic Goals

- 1. Enhance community awareness through dynamic partnerships**
- 2. Support staff success**
- 3. Expand and update library facilities**

Introduction

The Stow-Munroe Falls Public Library embarked on a journey to create their strategic plan, in July 2022. The Stow-Munroe Falls Public Library is committed to serving its community and was equally committed to involving the community in the strategic planning process via community focus groups and a community survey. The new strategic plan focuses on enhancing community awareness of library programs and services, supporting the success of library staff at all levels, and improving library facilities.

The strategic plan is organized around three strategic goals, each supported by strategic objectives and action items. The plan serves as a guide for decision-making and effective resource allocation. Above all, the 2023-2026 strategic plan reinforces Stow-Munroe Falls Public Library's commitment to its values, vision, and mission as it situates the library at the center of community life.

The Process

The Stow-Munroe Falls Public Library gathered input from the community through an online survey yielding 4482 responses and two community focus groups.

The information acquired from the survey was shared with the Board of Trustees and the management team of the library. The survey indicated that the majority of Stow-Munroe Falls Public Library patrons are satisfied with the services, programs, and collections offered. Many respondents offered compliments of the friendly and helpful library staff and the welcoming facility. The children's area and youth programming were repeatedly praised, particularly the story times, summer reading program, and Spike. Suggestions for improvements included a more usable outdoor space, expanded eclectic collection, and longer loan periods. In addition, several suggestions for specific programs were offered including craft programs for adults, elder care resources, health fairs, and ASL classes.

During a half-day retreat in September 2022 the Board of Trustees utilized the knowledge gained from the survey in the context of a SWOTA (Strengths, Weaknesses, Opportunities, Threats, and Aspirations) analysis which was essential to the formation of new strategic goals.

The Board of Trustee's retreat was followed by an all-staff planning session in October 2022, in which the staff worked in small groups to brainstorm ideas around the themes of relevancy, healthy solutions, diversity and inclusion, failure and innovation, and partnerships.

Ideas were compiled and provided to the management team. A four-hour Leadership Team retreat was held in October 2022 to consider the strategic goals through five library-specific perspectives (Customer, Staff, Internal Processes, Financial Resources, and Non-Financial Resources), resulting in objectives to be employed in achieving the stated goals.

The themes from the survey and staff sessions are carried throughout the plan and are supported by objectives and action steps that propel the Stow-Munroe Falls Public Library on its course for the future.

Planning Team

Board of Trustees

Thomas A. Shubert- President
Craig M. Mancuso – Vice-President
David R. Renninger - Secretary
Richard P. Bedell, CPA
Angela J. Daniel
Carla Wyckoff
Emily B. Hegner

Administration

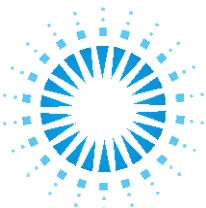
Gale J. Koritansky - Executive Director
Jennifer M. Hale - Fiscal Officer

Leadership Team

Amy B. Garrett - Head of Information Services
Jess Alloggia - Assistant Head of Information Services
Lydia Gamble - Head of Children’s Services
Amy Thomas - Assistant Head of Children’s Services
Kelly Knapp - Head of Circulation Services
Ann Malthaner - Marketing and Public Relations Manager
Jorge de Cardenas - Head Library Systems Administrator
Elaine Harding - Head of Technical Services
Katie Allen - Human Resources Specialist

Strategic Planning Facilitator: Northeast Ohio Regional Library System

Northeast Ohio
Regional
Library System



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Goal 1

Enhance community awareness through dynamic partnerships

Objectives and Action Items:

1. Embed the library in community life
 - By the end of 2023, examine alternative places to advertise library services/programs and develop a marketing plan to promote these to non-users.
 - Increase paid advertising of library benefits and services by \$10,000 to increase patron interaction by 2% with our services in 2024.
 - Starting in January 2024, create a list of community events and pick four to attend each year rotating among the various events to increase community awareness for our library.
 - Encourage public engagement at board meetings by advertising meetings, through social media, newspaper, and other media outlets.
 - Staff will plan and implement 4 programs a year that are targeted to patrons 18-40 years of age beginning in May 2023.
 - Purchase a bookmobile by 2024 and create an outreach department to deliver services to daycares, schools, senior living facilities and community events in Stow and Munroe Falls.
 - Create a local author collection in the adult area in 2023.
2. Identify creative funding opportunities
 - Hire a part-time- (20-25 hrs./week) development officer to oversee grants, sponsorships, and alternative funding by July 2024.
 - Examine the benefits of obtaining Grant Station through TechSoup in 2024.
 - Create a step-by-step Guide for administration, marketing and public relations where local corporations can sponsor large scale adult author and cultural programs by Fall 2024.
 - Starting in 2024, find sponsors for the winter and summer reading programs.
 - Create a larger book sale area that sells library merchandise throughout the year.
3. Create a culture of continuous improvement
 - Develop a survey to address community awareness done twice a year addressing traditional and nontraditional users starting in July 2023.
 - Investigate various public library services we currently do not offer and choose one new service per year to implement starting in January 2024.
 - Beginning May of 2023, 2 additional mandatory all-staff meetings will take place throughout the year for staff to brainstorm ideas to improve library services. The goal is for 4 new staff ideas to be implemented each year.
 - All departments foster relationships with other library systems and staff to get ideas and develop a personal network by attending in-person trainings, joining network groups, and visiting other library systems by January 2024.
 - Review and update all Library Policies by the end of 2024.

Goal 2

Support staff success

Objectives and Action Items:

1. Provide staff with relevant training and resources
 - By fall of 2023, Human Resources will create a staff “Library Learning Commons” on SharePoint where HR will post training webinars and documents imperative to staff success.
 - HR will provide 3 all-staff training courses annually for continuing education for staff other than in-service.
 - Increase funding for staff training, conferences, etc. \$10,000, by 2023.
 - Investigate and find one new membership opportunity for staff training by January 2025.
 - Each staff member must complete at least 3 workshops a year beginning in May of 2023 from a list of required workshops for all staff provided by HR. Staff participation will be monitored by managers and tracked by HR.
 - Have HR and department managers update department manuals for consistency by January of 2024.
2. Maintain a high level of customer service
 - By 2025 obtain a monitor to display a rotating list of events for each day, including times and locations.
 - Create FAQ for staff quick reference by January of 2024.
 - By July 1st to maintain consistency and keep everyone on the same page, the human resources manager will develop a list of guidelines for employees
3. Strengthen internal communication
 - Establish mandatory all-staff and department meetings on (start) an ongoing basis. Attendance will be kept with sign in sheet at each meeting.
 - Create a schedule to allow all departments to send one representative to all the other department meetings starting in January 2023 to create better communication between departments.
 - Continue with mandatory staff meetings with board members in attendance for questions, quarterly.
 - Have a “3 Things You should know” posted each Monday morning. The content is created by HR and administration, but any department can submit information and be hosted on Workplace.

Goal 3

Expand and update library facilities

Objectives and Action Items:

1. Ensure a welcoming and accessible environment
 - By 2025, invest in new wayfinding systems that would include print and digital in multiple languages.
 - By the end of 2023, create alternative borrowing policies for digital and physical library cards.
 - Make bathrooms more accessible by adding push-buttons to doors by 2024.
 - Continue partnership with the master gardeners and let them expand their program to our reading garden and other flower beds.
 - Technical Services will complete collection relabeling project by 2025.
 - By 2025 purchase book lockers and install them outside the library to give patrons 24-hour access to material pickup.
 - By December 2024 evaluate and update patron technology needs in the children's area.
2. Improve and repurpose spaces through intentional decision-making
 - Establish a 5-year capital improvement plan by the second quarter of 2023 that is overseen by the administration and reviewed annually by the director and the building and grounds committee.
 - In 2023, redesign the circulation area to create a better user experience for patrons and workflow and accessibility for staff in the workroom area.
 - By the end of 2023, complete a design for the parking lot that includes adequate green space and an outdoor programming area for community and staff.
 - By the end of 2025, develop a new floor plan for materials and furnishings for the adult and teen areas.
 - By summer of 2023, make reading garden accessible to patrons from interior door.