

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

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; Carla Wyckoff, Emily Hegner, Rich Bedell (left at 7:10pm), Angela Daniel,

ABSENT

OTHERS PRESENT

Gale Koritansky, Director; Jenn Hale, Fiscal Officer

PUBLIC

Christine Meske, Boulevard Studios – She gave the Board of Trustees an update on the Pavilion Project and showing them our progress as well as getting their help picking out roof and stain colors.

MINUTES

MOTION NO. 231016-1 APPROVE SEPTEMBER 18, 2023 MINUTES

Mancuso moved, Renninger seconded:

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

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

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

NAYS:

Motion carried.

FINANCE

MOTION NO. 231016-2 APPROVE SEPTEMBER TREASURER’S REPORT

Renninger moved, Bedell seconded:

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

MTD Bank Report for Year 2023 Month 09 - STOW MUNROE FALLS PUB LIB

Bank	Description	Beg Mo Bal	Deposits	Withdrawals	Trans In	Trans Out	Balance
0001	MAIN CHECKING ACCOUNT	601,134.30	722,389.08	229,592.65	0.00	350,000.00	743,930.73
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	2,401,916.13	11,859.20	0.00	350,000.00	0.00	2,763,775.33
0024	STAR OHIO BLDG - INVESTMENTS	84,535.58	383.76	0.00	0.00	0.00	84,919.34
0029	STAR PLUS OHIO - INVESTMENTS	0.00	0.00	0.00	0.00	0.00	0.00
0030	US BANK - REDTREE INVESTMENTS	684,262.22	2,280.62	0.00	0.00	0.00	686,542.84
0206	US BANK - FROEBE ENDOWMENT	502,061.49	1,673.36	0.00	0.00	0.00	503,734.85
10 Banks		4,274,209.72	738,586.02	229,592.65	350,000.00	350,000.00	4,783,203.09

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

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

NAYS:

Motion carried.

PROGRAM

DIRECTOR’S REPORT

MOTION NO. 231016-3 ACCEPT THE DIRECTOR’S REPORT

Mancuso moved, Renninger seconded:

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

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

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

NAYS:

Motion carried.

DISCUSSION ITEMS

There were no discussion items.

BOARD COMMITTEES

BUILDING & GROUNDS

Ms. Hegner stated that they did not meet up may need to schedule a meeting in November.

FINANCE

Mr. Bedell stated the committee met at 6pm and reviewed the reports. Everything was in order and we will have around 3.2 million at the end of the year.

HUMAN RESOURCES

Mr. Mancuso stated the committee met last week and recommends the following:

MOTION NO. 231016-4 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) 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. An employee must be employed by the library, in a new position, or at a new rate of pay for at least six (6) months before they are eligible for a yearly salary/hourly wage increase. The employee must have received a satisfactory rating in their performance evaluation to qualify for the increase.

Grade	Position	Minimum	Midpoint	Maximum
1	Shelving Page	\$12.75	\$12.75	\$12.75
2	Public Services Assistant Technical Services Processor	\$12.04 \$13.00 \$27,040.00	\$16.49 \$34,278.40	\$20.91 \$43,451.20
3	Technical Services Senior Processor 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 Development Officer Graphic Design Coordinator & Media Specialist	\$17.31 \$36,004.80	\$21.94 \$45,635.20	\$27.82 \$57,865.60

	Human Resources Specialist Marketing and Public Relations Coordinator Information Services Associate <i>Technical Services Senior Processor</i>			
5	Children Services Librarian <i>Graphic Design Coordinator & Media Specialist</i> Information Services Librarian Local History Librarian Outreach Librarian - Children Services Outreach Librarian - Information Services Teen Librarian	\$18.86 \$39,228.80	<i>\$23.91</i> <i>\$49,732.80</i>	<i>\$30.31</i> <i>\$63,044.80</i>
6	Assistant Head Children Services Assistant Head Information Services	\$20.49 \$42,619.20	<i>\$25.97</i> <i>\$54,017.60</i>	<i>\$32.93</i> <i>\$68,494.40</i>
7	Head of Information Services Head of Children Services Head of Circulation Services Head of Technical Services Head of Collection Development Marketing & Public Relations Manager	\$23.34 48,547.20	<i>\$29.59</i> <i>\$61,547.20</i>	<i>\$37.51</i> <i>\$78,020.80</i>
99	Executive Director Fiscal Officer Head of Library Systems Administrator	<i>Board Determined</i>		

**Salaries are based on full time hours.*

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

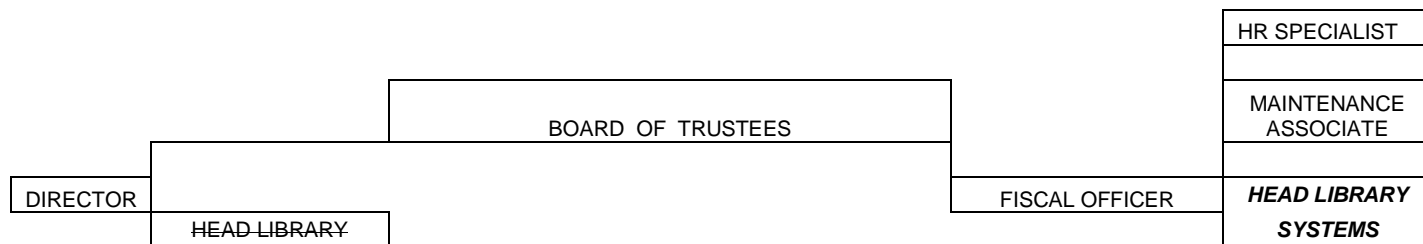
AYES: Bedell, Daniel, Hegner, Renninger, Wyckoff, Mancuso, Shubert

NAYS:

Motion carried.

MOTION NO. 231016-5 AMEND EMPLOYEE POLICY: ORGANIZATION CHART

RESOLVED: That the Board of Trustees amends the Employee Policy: Organization Chart as follows:



SYSTEMS ADMINISTRATOR		ADMINISTRATOR
		DEVELOPMENT OFFICER
	ASSISTANT HEAD OF INFORMATION SERVICES	INFORMATION SERVICES ASSOC.
HEAD OF INFORMATION SERVICES		- OUTREACH LIBRARIAN - INFORMATION SERVICES
	INFORMATION SERVICES LIBRARIAN LOCAL HISTORY LIBRARIAN TEEN LIBRARIAN	
		CHILDREN SERVICES ASSOC.
	ASSISTANT HEAD OF CHILDREN SERVICES	
HEAD OF CHILDREN SERVICES		- OUTREACH LIBRARIAN - 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	

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. 231016-6 AMEND JOB DESCRIPTION: PUBLIC SERVICES ASSISTANT

RESOLVED: That the Board of Trustees amend the Job Description: Public Services Assistant as follows:

Job Title: PUBLIC SERVICES ASSISTANT
Department: Circulation Services
Immediate Supervisor: Head of Circulation Services
Positions Supervised: None

JOB RESPONSIBILITIES:

Under general direction, the Public Services Assistant performs circulation services.

QUALIFICATIONS:

G.E.D. or a high school diploma

No previous experience required

PHYSICAL DEMANDS- WITH OR WITHOUT ACCOMMODATIONS

Ability to move and / or lift heavy items
Ability to push / pull a loaded book cart
Regularly required to talk & hear
Regularly required to walk, bend, reach, and sit

STOW-MUNROE FALLS PUBLIC LIBRARY

SKILLS AND ABILITIES TO:

Present a positive, professional image to the public
Interact and communicate appropriately with patrons and staff
Develop and maintain effective working relationships with the Director and co-workers
Communicate effectively in written and oral form
Maintain confidentiality
Work flexible hours
Basic knowledge of office equipment
Computer literacy

PRIMARY RESPONSIBILITIES

- Check materials out to patrons
- Answer phone and call patrons to resolve issues
- Collect monies
- Issue library cards
- Assist patrons with equipment
- Provide direct service to patrons
- Check materials in
- ***Shelve items as needed*** ~~Reshelve audiovisual materials and new books~~
- Ascertain that all circulation are performed according to priority
- Count money
- Print and reconcile morning reports
- Open and close the department
- Process Clevnet materials
- Check and file registration forms
- Performs additional duties and assignments, as assigned

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

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

NAYS:

Motion carried.

MOTION NO. 231016-7 ADOPT JOB DESCRIPTION: DEVELOPMENT OFFICER

RESOLVED: That the Board of Trustees adopt the Job Description: Development Officer as follows:

Job Title:	DEVELOPMENT OFFICER
Department:	Finance
Immediate Supervisor:	Fiscal Officer
Positions Supervised:	None

JOB RESPONSIBILITIES:

Under general direction, the Development Officer will oversee grants, sponsorships, and alternative funding.

QUALIFICATIONS:

Bachelor's degree in related field and two (2) years of professional grant writing experience.

PHYSICAL DEMANDS- WITH OR WITHOUT ACCOMMODATIONS

Ability to move and / or lift heavy items
Ability to push / pull a loaded book cart
Regularly required to talk & hear
Regularly required to walk, bend, reach, and sit

SKILLS AND ABILITIES TO:

Present a positive, professional image to the public
Interact and communicate appropriately with all patrons and staff
Develop and maintain effective working relationships with the Director and co-workers
Communicate effectively in written and oral form
Organize, prioritize and, schedule work duties
Maintain a positive work environment for employees
Computer Literacy
Maintain confidentiality
Work flexible hours

PRIMARY RESPONSIBILITIES

- Researches various types of grants available and the criteria to qualify for each.
- Discusses available sources of funding with administrative managers.
- Compiles necessary information for the application process through collaboration with other employees, database research, and other fact-finding actions and meetings.
- Drafts and completes grant applications according to application requirements.
- Ensures grant is submitted on time and within application parameters.
- Completes all documents, forms, or reports required by the grant.
- Coordinates the monitoring and evaluation of programs and projects that are funded by grants.
- Develops and maintains master files on grants and paperwork connected to programs funded by grants.
- Thorough understanding of local, state, and federal funding sources and the ability to locate potential sources for funding.
- Thorough understanding of grant funding policies and procedures and applicable local, state, and federal regulations.
- Excellent verbal and written communication skills.
- Thorough understanding of effective grant writing techniques.
- Proficient in Microsoft Office Suite or related software.
- Extremely organized and meticulous with details.
- Excellent project management skills and ability to prioritize work and resources.
- Ability to meet deadlines.
- Ability to interpret financial data and prepare budgets and financial grant reports.

- Ability to be discreet with personal information that may be needed for some grants such as employee salaries or upcoming projects.
- Serves as a Notary Public
- Performs other related duties as assigned.

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

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

NAYS:

Motion carried.

MOTION NO. 231016-8 ADOPT JOB DESCRIPTION: PUBLIC SERVICES ASSISTANT II

RESOLVED: That the Board of Trustees adopt the Job Description: Public Services Assistant II as follows:

Job Title:	PUBLIC SERVICES ASSISTANT II
Department:	Circulation Services
Immediate Supervisor:	Head of Circulation Services
Positions Supervised:	None

JOB RESPONSIBILITIES:

Under general direction, the Public Services Assistant II performs circulation services and coordinates passports.

QUALIFICATIONS:

G.E.D. or a high school diploma
 1-2 years of previous library experience
 Must be a US Citizen (as per requirement to be a Passport Acceptance Agent and notary)

PHYSICAL DEMANDS- WITH OR WITHOUT ACCOMMODATIONS

Ability to move and / or lift heavy items
 Ability to push / pull a loaded book cart
 Regularly required to talk & hear
 Regularly required to walk, bend, reach, and sit

STOW-MUNROE FALLS PUBLIC LIBRARY

SKILLS AND ABILITIES TO:

Present a positive, professional image to the public
Interact and communicate appropriately with patrons and staff
Develop and maintain effective working relationships with the Director and co-workers
Communicate effectively in written and oral form
Maintain confidentiality
Work flexible hours
Basic knowledge of office equipment
Computer literacy

PRIMARY RESPONSIBILITIES

- Act as Department supervisor in the absence of Head of Circulation
- Check materials out to patrons
- Answer phone and call patrons to resolve issues
- Collect monies
- Issue library cards
- Assist patrons with equipment
- Provide direct service to patrons
- Check materials in
- Shelve items as needed
- Ascertain that all circulation duties are performed according to priority
- Count money
- Print and reconcile morning reports
- Open and close the department
- Process Clevnet materials
- Check and file registration forms
- Serves as a Passport Acceptance Agent
- Coordinates passport schedules
- Serves as a Notary Public
- Performs additional duties and assignments, as assigned

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

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

NAYS:

Motion carried.

LEGISLATION/RULES

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

MOTION NO. 231016-9 AMEND EMPLOYEE POLICY: ATTENDANCE POLICY

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

Punctual and regular attendance is an essential responsibility of each employee at Stow-Munroe Falls Public Library. Employees are expected to report to work as scheduled, on time and prepared to start working. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided.

This policy does not apply to absences covered by the Family and Medical Leave Act (FMLA) or leave provided as a reasonable accommodation under the Americans with Disabilities Act (ADA).

- An *Excused absence* occurs when all the following conditions are met:
 - The employee provides to their supervisor sufficient notice of the absence.
 - The employee has Sick or Emergency Leave to cover the absence.
- An *Unexcused absence* occurs when any of the above conditions are not met. If it is necessary for an employee to be absent or late for work because of an illness or an emergency, the employee must call the sick line or notify their supervisor. If out sick for multiple days you must call in each day; texts, or email messages are not acceptable.

Employees with ~~three~~ **five** or more consecutive days of excused absences *because of illness or injury* must give Human Resources proof of physician's care and a fitness for duty release prior to returning to work.

Employees must take earned sick, ~~emergency~~, holiday, and then vacation leave for every absence unless otherwise allowed by employee policy (e.g., unpaid leave of absence, bereavement, jury duty). ***As of October 16, 2023, employees must have proper leave to cover absence, otherwise, the absence will be counted as an Unexcused Absence. Three or more unexcused absences will be grounds for immediate dismissal. Any unexcused absences during the six month probationary period will be grounds for immediate dismissal.***

It is important that each employee be at their work station ready for work at their scheduled time. Habitual and repeated tardiness is cause for disciplinary action up to and including termination.

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

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

NAYS:

Motion carried.

**MOTION NO. 231016-10 AMEND EMPLOYEE POLICY: LEAVE CLASSIFICATIONS
EMERGENCY LEAVE**

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

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 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.
 - *Scheduled home/car maintenance and pet care is not emergency leave, and employees will be asked to use vacation leave.*
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: Hegner, Mancuso, Renninger, Wyckoff, Daniel, Shubert

NAYS:

Motion Carried.

**MOTION NO. 231016-11 AMEND EMPLOYEE POLICY: LEAVE
CLASSIFICATIONS SICK LEAVE**

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

Accruing Sick Leave

Effective January 1, 2023, upon hire, all employees will begin earning sick leave. Full time employees (work 40hrs/wk.) will begin earning sick leave at a rate of 1 ¼ HOURS PER PAY OR 10 hours per month for a total of fifteen days (120 hours) per year of service. Part time employees (39 or less hrs/wk.) will earn sick leave at a prorated amount based on hours worked.

The total accumulation of sick leave allowed is 960 hours for full time, and 480 hours for part time.

Employees who have accumulated the maximum sick leave, during any given year, may use up to fifteen (15) working days or (120 hours) of sick leave without affecting their maximum accumulations.

Use of Sick Leave

An employee will be charged for sick leave only for days employee is scheduled to work.

Sick leave is provided by the Stow-Munroe Falls Public Library, and is intended to be used only for, short term absences from scheduled work due to personal illness and/or family illness as outlined below or injury which is not a result of or related to work activities and for medical, dental or eye appointments. Sick leave benefits are not to be used for purposes of engaging in various forms of leisure, social or personal time, nor is it to be used as a way to extend holidays, vacation periods, or weekends. The library's sick leave policy is leave granted each year to be used for bona fide personal illness absences during that year. Employees are expected to be in regular attendance. Employees who are unable to fulfill their weekly requirement create a hardship on their department.

Employees may also use up to one-fourth (1/4) of their accrued sick leave per year for illness or health care needs of immediate family. The definition of immediate family includes father, mother, grandparents, sister, brother, partner, 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.

When an employee has depleted their sick leave, the employee must use the following:

~~Emergency leave~~
Accrued holiday leave
Accrued vacation leave

Or apply for **unpaid leave** under the **FAMILY/MEDICAL LEAVE ACT**.

*(a person who stands in the place of a parent)

Procedure

Injury or illness must be reported as early as possible on the first day of absence. When an employee is unable to report for work, the employee shall notify their immediate supervisor, an administrative staff person, or Library Director. This notification must be done at least one (1) hour before the time employee is scheduled to report for work, unless emergency conditions make such reporting impossible. An employee must contact their supervisor for each subsequent day of absence, unless otherwise instructed by the supervisor.

The immediate supervisor of the employee or the employee is required to ~~attach the~~ **turn in a** benefit request form **at the end of the pay period to the Finance Department** ~~to their time sheet~~. An absence in excess of **three (3) five (5)** or more consecutive days will require a physician's note to be provided to **Human Resources** ~~the Fiscal Officer~~. This medical certification should include a statement that the employee was not able to work or other evidence of the reason for the absence required, a statement as to the employee's ability to return to work, and a statement of any work related restrictions placed upon the employee by the health care provider. In the absence of such evidence, vacation leave shall be charged for the entire period. An employee who abuses the privilege of paid sick leave shall be subject to disciplinary action, up to and including dismissal.

Transfer of Sick Leave

After the successful completion of a training period, a new employee may transfer their accrued sick leave from another governmental agency upon certification by the former employer.

The **total amount of sick leave** to be transferred cannot exceed one-half (1/2) of the applicable maximum permitted for a regular full-time or part time employee (up to 480 hours applicable maximum).

A **former employee** may have certification of their accrued sick leave forwarded to a new employer upon the new administrator's request.

Payment of Sick Leave upon Retirement

Upon retirement, employees will be remunerated for one third (1/3) of their accrued but unused sick leave.

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

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

NAYS:

Motion carried.

MOTION NO. 231016-12 ADOPT BOARD POLICY: NAMING RIGHTS

RESOLVED: That the Board of Trustees adopt the Board Policy: Naming Rights as follows:

The Stow-Munroe Falls Library Board of Trustees considers the naming of a facility, room, permanent structures and/or items of some permeance in honor or memory of a living or deceased individual, corporation, foundation or organization to be a serious and commendable distinction. As such, the Stow-Munroe Public Library seeks to recognize persons who have supported the Library and its mission through distinguished effort or substantial financial endowment when conferring naming rights. In order to effectively leverage private resources, to provide the citizens of Stow and Munroe Falls with the highest quality library services, and to provide citizens and organizations the opportunity to participate actively in the growth of the Stow-Munroe Falls Public Library, the SMFPL Board of Trustees has adopted the following policy concerning the granting the naming of library facilities and other physical property:

1. ***Naming opportunities for distinguished effort: A naming shall honor or memorialize an individual who has achieved exceptional distinction in librarianship and/or other areas of knowledge management or who has served the Stow-Munroe Falls Public Library in a professional capacity and has earned a state or national reputation for preeminent achievements in librarianship while employed by Stow-Munroe Public Library or merits major recognition in the Library's own history.***
2. ***Naming opportunities due to a financial donation or endowment: A naming designation may be made in honor of the benefactor, or it may retain a functional title following which the benefactor will be recorded as its sponsor. Naming rights discussed through endowments and wills shall adapt to the same responsibilities and guideline as specified in this policy.***
3. Donors may choose to sponsor an entire library building, a major service area within a library facility, or a meeting or conference room.

4. Donors may also contribute to the purchase of groups or individual items of furniture, sections of shelving or service desks, items for the library collection, works of art, or any other fixtures within the Stow-Munroe Falls Public Library.
5. ***Items encompassed by the naming policy include: endowment funds; deferred gifts; pooled donation and direct individual donations. Naming rights may include, but are not limited to, indoor/outdoor areas; facilities, individual rooms, designated gathering spaces and specific physical items. The Library Director may recommend additional items for consideration as deemed appropriate.***
- ~~6. The Library Board will develop a list of monetary values assigned to specific naming rights at a later date.~~
7. Corporations will not be allowed to purchase naming rights to a Stow-Munroe Falls Public Library building but will be allowed to obtain them for rooms and service areas within a building or for any furnishing or fit-up items in the library.
8. ***Naming rights are relative only to the “naming” of the room, facility, space or item and does not grant the naming party any control or input as to the use or purpose of the facility or item. Such decisions remain solely under the jurisdiction of the Director and the Library Board of Trustees.***
9. Naming rights will only be granted for monetary as opposed to in kind donations.
10. All donors who contribute at a level to be determined by the library Board of Trustees to the library will be recognized with a name plate or wall plaque in the library building.
11. ***The credentials, character, and reputation of each individual shall be appropriately considered in the naming process.*** The Stow-Munroe Falls Public Library Board of Trustees reserves the right to reject donations by individuals, groups or organizations whose views or public statements are felt to be contrary to the mission and /or best interests of the library.
12. ***Proposals for such a consideration should be submitted to the Library Director and should contain specific information in support of such designation. If endorsed by the Library Director, the proposal will be forwarded to the Stow-Munroe Library Board of Trustees for approval.***

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

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

NAYS:

Motion carried.

LONG RANGE PLANNING

Mr. Renninger stated he met with Mike Deiwert, Ms. Koritansky and Ms. Hale on the Parking Lot Project and everything is on schedule.

TECHNOLOGY

Mr. Shubert stated nothing to report.

RECORDS COMMISSION

Mr. Shubert stated the Records Commission Committee met prior to the Board meeting.

Mr. Shubert stated the Records Commission Committee recommends:

MOTION NO. 231016-13 ACKNOWLEDGES RC-3 FORM

RESOLVED: That the Board of Trustees acknowledges and reviews the RC-3 Form - Schedule of Records Retention and Disposition. Please see attached copy attached.

The Fiscal Officer will submit the RC-3 form to the Ohio Historical Society.

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

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

NAYS:

Motion carried.

NEW BUSINESS

Mr. Shubert appointed, Carla Wyckoff, Chair, as head of the Nominating Committee for Officers on the Stow-Munroe Falls Public Library Board of Trustees for 2024.

MOTION NO. 231016-14 AUTHORIZES FISCAL OFFICER TO OPEN SEALED BIDS

Mancuso moved, Wyckoff seconded:

RESOLVED: That the Board of Library Trustees of the Stow-Munroe Falls Public Library authorizes the Fiscal Officer to open sealed bids and establish the bidding policy and procedures.

WHEREAS, the Board of Library Trustees of the Stow-Munroe Falls Public Library desires to enter into construction contracts for the Circulation and Workroom Renovation which will exceed \$75,000.00; and

WHEREAS, Ohio Revised Code (“ORC”) Section 3375.41(A) and (B) requires the board to advertise for a period of two weeks for sealed bids in newspapers of general circulation and that the sealed bids shall be filed with the Fiscal Officer by noon, Ohio time of the last day stated in the advertisement.

WHEREAS, ORC Section 3375.41(C) requires that the sealed bids shall be opened at the next meeting of the board, shall be publicly read by the fiscal officer, and shall be entered in full on the records of the board; provided that the board, by resolution, may provide for the public opening and reading of the bids by the Fiscal Officer, immediately after the time for filing has expired at the usual place of meeting of the board, and for the tabulation of the bids and a report of the tabulation to the board at its next meeting.

WHEREAS, the Board of Library Trustees desires to expedite the bidding process for the roof project of the Stow-Munroe Falls Public Library.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Stow-Munroe Falls Public Library, a free public library of Stow-Munroe Falls City School District, Ohio; that

Section 1. The construction contract for the Circulation Workroom Renovation project of the Stow-Munroe Falls Public Library is estimated to be greater than \$75,000.00.

Section 2. The Board of Library Trustees authorizes the commencement of the bidding process for the work referred to in the preambles to this Resolution in accordance with Ohio Revised Code Sections 3375.41.

Section 3. The Board of Library Trustees of the Stow-Munroe Falls Public Library hereby authorizes the Fiscal Officer to publicly open and read the sealed bids immediately after the time for filing the bids has expired or at such time as deemed by said Fiscal Officer to be in the best interests of the Board of Library Trustees, to tabulate the bids for the purpose of awarding the construction contracts, and to report the results of the tabulation at the next meeting of the board.

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

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

NAYS:

Motion carried.

MOTION NO. 231016-15 MOTION TO ADJOURN

Renninger moved, Mancuso seconded to adjourn the meeting at 7:37pm.

All were in favor.

Motion carried.

Secretary

Board President

Jennifer Hale
Fiscal Officer

Stow-Munroe Falls Public Library	Business Office	330-688-3295 ext 1010	Jennifer Hale	330-688-3295 ext 1010	Stow-Munroe Falls Public Library
Name of Political Subdivision	Unit	Telephone	Contact Person	Telephone	Location of Records
3512 Darrow Rd	Stow, OH	44224 Summit	44224 Summit	Summit	jhale@smfp.org
Address	City	Zip Code	Zip Code	County	Email
<p>I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the approved Records Retention Schedules (RC-2) listed below. No record will be knowingly disposed of which pertains to any pending case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be sorted according to ANSI Standards and all microfilm master negatives will only be used to create use copies. It is a responsibility of the local government to ensure the preservation and accessibility of any records in electronic format.</p>					
Signature of Responsible Official			Fiscal Officer	330-688-3295 ext 1010	Telephone Number

PLEASE READ THE INSTRUCTIONS ON THE BACK OF THIS FORM

Record Series Title	Authorization for Disposal		Media Type	Other Media Type	Inclusive Date of Record		Proposed Date of Disposal	For OHS-LGRP Use
	Schedule Number	Records Commission Approval Date			From	To		
Contracts, Leases - Bids (unsuccessful)	NON-9	12/17/2007	Paper	N/A	1/1/2020	12/31/2020	1/27/2024	
Contracts, Leases - Insurance Policies/Bonds	NON-12	12/17/2007	Paper	N/A	1/1/2020	12/31/2020	1/27/2024	
Contracts, Leases - Leases - equipment	NON-13	12/17/2007	Paper	N/A	1/1/2020	12/31/2020	1/27/2024	
Employee Files - Employment applications (not hired)	NON-16	12/17/2007	Paper	N/A	1/1/2021	12/31/2021	1/27/2024	
Financial - Accounts payable ledger	NON-17	12/17/2007	Paper	N/A	1/1/2018	12/31/2018	1/27/2024	
Financial - Appropriation ledger	NON-18	12/17/2007	Paper	N/A	1/1/2018	12/31/2018	1/27/2024	
Financial - Bank deposit receipts	NON-19	12/17/2007	Paper	N/A	1/1/2018	12/31/2018	1/27/2024	
Financial - Bank statements (general)	NON-20	12/17/2007	Paper	N/A	1/1/2018	12/31/2018	1/27/2024	
Financial - Bank statements (payroll)	NON-21	12/17/2007	Paper	N/A	1/1/2018	12/31/2018	1/27/2024	
Financial - Cancelled checks	NON-22	12/17/2007	Paper	N/A	1/1/2018	12/31/2018	1/27/2024	
Financial - Cash journal	NON-23	12/17/2007	Paper	N/A	1/1/2018	12/31/2018	1/27/2024	
Financial - Check registers	NON-24	12/17/2007	Paper	N/A	1/1/2018	12/31/2018	1/27/2024	
Financial - Inventories	NON-26	12/17/2007	Paper	N/A	1/1/2018	12/31/2018	1/27/2024	
Financial - Invoices (vouchers)	NON-28	12/17/2007	Paper	N/A	1/1/2018	12/31/2018	1/27/2024	
Financial - Purchase orders/requisitions	NON-29	12/17/2007	Paper	N/A	1/1/2018	12/31/2018	1/27/2024	
Financial - Receipt journals	NON-30	12/17/2007	Paper	N/A	1/1/2018	12/31/2018	1/27/2024	
Financial - Tax Budgets (County)	NON-31	12/17/2007	Paper	N/A	1/1/2012	12/31/2012	1/27/2024	
Financial - Time sheets	NON-32	12/17/2007	Paper	N/A	1/1/2018	12/31/2018	1/27/2024	
Miscellaneous - Consultant reports	NON-36	12/17/2007	Paper	N/A	1/1/2018	12/31/2018	1/27/2024	
Miscellaneous - Correspondence (informative)	NON-37	12/17/2007	Paper	N/A	1/1/2021	12/31/2021	1/27/2024	
Miscellaneous - Grant files	NON-39	12/17/2007	Paper	N/A	1/1/2017	12/31/2017	1/27/2024	
Miscellaneous - Meeting Room applications	NON-41	12/17/2007	Paper	N/A	1/1/2020	12/31/2020	1/27/2024	
Miscellaneous - Survey reports	NON-42	12/17/2007	Paper	N/A	1/1/2019	12/31/2019	1/27/2024	
Miscellaneous - Unusual Occurrence reports	NON-45	12/17/2007	Paper	N/A	1/1/2020	12/31/2020	1/27/2024	