

**STOW-MUNROE FALLS PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
Monday December 18, 2023**

**CALL TO ORDER**

The meeting was called to order at 6:32 pm by President Shubert.

**PRESENT**

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

**ABSENT**

**OTHERS PRESENT**

Gale Koritansky, Director; Jennifer Hale, Fiscal Officer

**PUBLIC**

**MOTION NO. 231218-1 APPROVE NOVEMBER 20, 2023 MINUTES**

Renninger moved, Bedell seconded:

RESOLVED: That the Board Minutes of November 20, 2023 regular board 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.

**FINANCE**

**MOTION NO. 231218-2 APPROVE NOVEMBER TREASURER’S REPORT**

Mancuso moved, Renninger seconded:

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

**MTD Bank Report for Year 2023 Month 11 - STOW MUNROE FALLS PUB LIB**

Bank	Description	Beg Mo Bal	Deposits	Withdrawals	Trans In	Trans Out	Balance
0001	MAIN CHECKING ACCOUNT	640,599.53	126,307.91	233,706.44	0.00	0.00	533,201.00
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	2,776,813.44	12,713.37	0.00	0.00	0.00	2,789,526.81
0024	STAR OHIO BLDG - INVESTMENTS	85,319.94	390.63	0.00	0.00	0.00	85,710.57
0029	STAR PLUS OHIO - INVESTMENTS	0.00	0.00	0.00	0.00	0.00	0.00
0030	US BANK - REDTREE INVESTMENTS	688,238.01	1,986.06	0.00	0.00	0.00	690,224.07
0206	US BANK - FROEBE ENDOWMENT	504,978.64	1,457.22	0.00	0.00	0.00	506,435.86
<b>10 Banks</b>		<b>4,696,249.56</b>	<b>142,855.19</b>	<b>233,706.44</b>	<b>0.00</b>	<b>0.00</b>	<b>4,605,398.31</b>

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. 231218-3 SET BOND FOR FISCAL OFFICER AND DEPUTY FISCAL OFFICER**

Hegner moved, Daniel seconded:

RESOLVED: That the Board of Trustees set bond for the Fiscal Officer and Deputy Fiscal Officer at \$150,000 each for 2024.

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

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

NAYS:

Motion carried.

**PROGRAM**

DIRECTOR’S REPORT

**MOTION NO. 231218-4 ACCEPT DIRECTOR’S REPORT**

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Mancuso moved, Wyckoff seconded:

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

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

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

NAYS:

Motion carried.

**DISCUSSION ITEMS**

**BOARD COMMITTEES**

**BUILDING & GROUNDS**

Ms. Hegner stated they will not be meeting until next year.

**FINANCE**

Mr. Bedell stated the Finance Committee met this evening and reviewed the reports and the budget for 2024. Mr. Bedell stated the Finance Committee recommends:

**MOTION NO. 231218-5 ACCEPT THE 2024 GENERAL FUND REVENUE AND APPROPRIATIONS BUDGET**

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RESOLVED: That the Board of Trustees adopt the 2024 General Fund Revenue and Appropriations Budget as follows:

	<b>UNENCUMBERED FUNDS</b>	<b>12/31/2023</b>
<b>A</b>	<b>BALANCE ALL UNENC FUNDS</b>	<b>\$3,134,102</b>
	<b>GENERAL FUND REVENUE</b>	<b>PROPOSED 2024 BUDGET</b>
	PLF	\$1,405,855
	REAL ESTATE TAXES	\$1,713,989
	PERSONAL PROPERTY TAX	\$0
	HOMESTEAD ROLLBACK	\$222,000

<b>TOTAL TAXES/ROLLBACK</b>	<b>\$1,935,989</b>
PATRON FINES	\$0
COPIERS	\$6,000
INTEREST ON STAR OHIO	\$2,500
INTEREST ON CHECKING	\$0
GIFTS/DONATIONS	\$500
MEETING ROOM	\$0
MISCELLANEOUS	\$4,000
PASSPORT/PHOTOS	\$55,000
TRANSFER	

<b>FROEBE ENDOWMENT FUND REVENUE</b>	<b>PROPOSED 2024 BUDGET</b>
FROEBE INTEREST	\$12,000

<b>B</b>	<b>TOTAL REVENUE</b>	<b>\$3,421,844</b>
<b>A+B</b>	<b>REVENUE + UNENC. BALANCE</b>	<b>\$6,555,946</b>

	<b>PROPOSED 2024 EXPENDITURES</b>	
<b>EXPENDITURES</b>		
<b>SALARIES/BENEFITS</b>		
Total salaries/benefits	\$2,193,748	
<b>SUPPLIES</b>		
Total supplies	\$66,000	
<b>PURCHASED/CONTRACTED SVC.</b>		
Total purchased/contracted svc.	\$624,760	
<b>MATERIALS</b>		
101 Materials	\$420,000	
Froebe Materials	\$12,000	
<b>CAPITAL OUTLAY</b>		
Total capital outlay	\$80,000	
<b>DEBT SERVICE</b>		
Total debt service	\$0	
<b>OTHER OBJECTS</b>		
Total other objects	\$13,000	
<b>CONTINGENCY</b>	\$12,336	
<b>C</b>	<b>TOTAL ALL EXPENDITURES</b>	<b>\$3,421,844</b>

<b>RESERVE FOR BUILDING FUND</b>	<b>\$50,523</b>
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<b>FROEBE ENDOWMENT</b>	<b>\$498,169</b>
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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 asked the board members to complete the evaluations for the Director and Fiscal Officer. Mr. Mancuso stated the Human Resources committee recommends:

**MOTION NO. 231218-6 ADOPT JOB DESCRIPTION: CUSTODIAN**

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

- Job Title: CUSTODIAN
- Department: Administration
- Immediate Supervisor: Fiscal Officer
- Positions Supervised: None

**JOB RESPONSIBILITIES:**

The Custodian is responsible for the general maintenance and upkeep of the library facility, landscape, and vehicle, assists the Maintenance Associate in special projects.

**QUALIFICATIONS:**

High school diploma or General Education Degree (GED)  
 Must possess a valid Ohio driver’s license with an acceptable driving record.

**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:**

- Basic mechanical skills including carpentry, painting, plumbing, and electrical
- Good verbal and written communication skills
- Ability to work unsupervised
- Willingness and adaptability to work in a challenging work environment.
- Ability to carry out assigned tasks in a timely manner.
- Ability to maintain a safe environment for the public and staff.

**PRIMARY RESPONSIBILITIES**

- Perform custodial and janitorial tasks throughout the building
- Inventory of janitorial supplies
- Set up meeting rooms and library programs
- Promptly respond to urgent cleaning tasks
- Duties may require handling of possibly infectious materials
- Operate building machinery and equipment utilizing safety precautions.
- Completes custodial and maintenance projects as assigned
- Perform snow removal, grounds cleaning, and deliveries in all weather conditions, as needed
- Performs additional duties and special assignments, as assigned

The Custodian will perform the following duties according to Public Employment Risk Reduction Program (PERRP) Procedures:

- Perform daily cleaning duties
- Perform vehicle maintenance
- Perform basic mechanical and electrical work
- Perform basic carpentry and plumbing work
- Snow removal from walks

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. 231218-7 SET SALARY HEAD OF SYSTEMS ADMINISTRATION**

RESOLVED: That the Board of Trustees sets the yearly salary for the Head of Systems Administration at \$95,000.00 starting Pay #1, 2024.

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

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

NAYS:

Motion carried.

LEGISLATION/RULES

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

**MOTION NO. 231218-8      AMEND THE EMPLOYEE POLICY: JOB CLASSIFICATIONS**

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RESOLVED:            That the Board of Trustees amend 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.

Grade	Position	Minimum	Midpoint	Maximum
1	Shelving Page	\$12.75	\$12.75	\$12.75
2	<i>Custodian</i> 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 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 Head of Collection Development Marketing & Public Relations Manager	\$23.34 48,547.20	\$29.59 \$61,547.20	\$37.51 \$78,020.80

99	Executive Director Fiscal Officer Head of Library Systems Administrator	<i>Board Determined</i>
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\*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

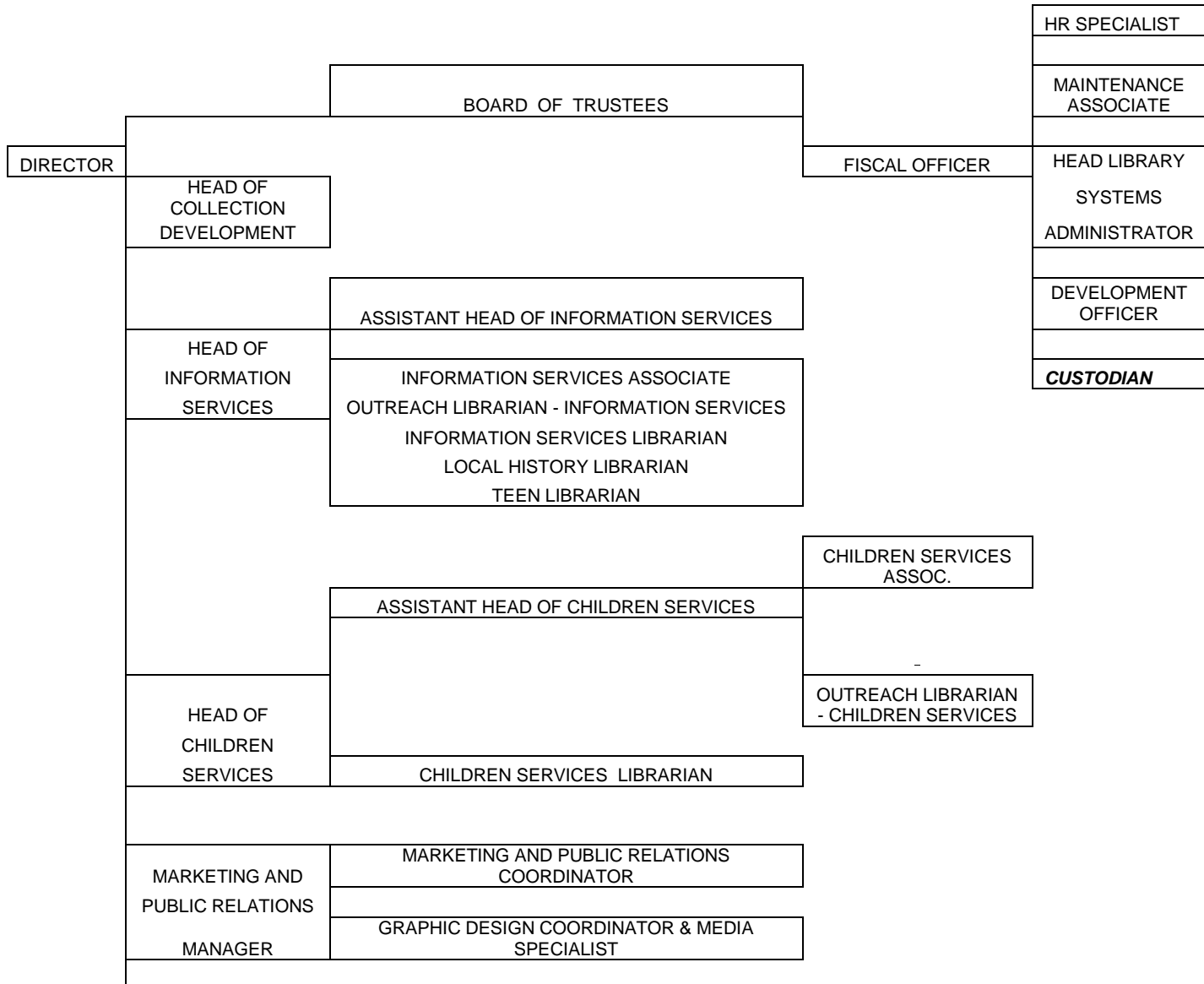
NAYS:

Motion carried.

**MOTION NO. 231218-9      AMEND THE EMPLOYEE POLICY:  
ORGANIZATIONAL CHART**

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





	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, Mancuso, Renninger, Wyckoff, Shubert

NAYS:

Motion carried.

LONG RANGE PLANNING

Mr. Renninger stated the the committee will meet in January. It was discussed and a meeting time was set for January 9<sup>th</sup> at 11:30am.

TECHNOLOGY

Mr. Shubert stated nothing to report.

RECORDS COMMISSION

Mr. Shubert stated nothing to report.

**MOTION NO. 231218-10    ADJOURNMENT**

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Renninger moved, Bedell seconded to adjourn the meeting at 7:15pm.

All were in favor.

Motion carried.

Secretary

Board President

Jennifer Hale  
Fiscal Officer