

**STOW-MUNROE FALLS PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
Monday March 18, 2024**

The meeting was called to order at 6:30 pm by Vice President Mancuso

PRESENT

Craig Mancuso, Vice President; David Renninger, Secretary; Angela Daniel, Emily Hegner

ABSENT

Tom Shubert, President; Richard Bedell, Carla Wyckoff

OTHERS PRESENT

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

PUBLIC

No public comment.

ACTION ITEMS

MOTION NO. 240318-1 APPROVE FEBRUARY 19, 2024 MINUTES

Renninger moved, Hegner seconded:

RESOLVED: That the Board Minutes of February 19, 2024 regular meeting be accepted and approved.

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

AYES: Daniel, Hegner, Renninger, Mancuso

NAYS:

Motion carried.

FINANCE

MOTION NO. 240318-2 APPROVE FEBRUARY TREASURER’S REPORT

Renninger moved, Hegner seconded:

RESOLVED: That the Board of Trustees approves the Treasurer’s Report for February 2024

MTD Bank Report for Year 2024 Month 02 - STOW MUNROE FALLS PUB LIB

Bank	Description	Beg Mo Bal	Deposits	Withdrawals	Trans In	Trans Out	Balance
0001	MAIN CHECKING ACCOUNT	227,978.66	171,751.42	395,026.56	300,000.00	0.00	304,703.52
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	2,815,913.34	11,595.72	0.00	0.00	300,000.00	2,527,509.06
0024	STAR OHIO BLDG - INVESTMENTS	86,521.32	377.04	0.00	0.00	0.00	86,898.36
0029	STAR PLUS OHIO - INVESTMENTS	0.00	0.00	0.00	0.00	0.00	0.00
0030	US BANK - REDTREE INVESTMENTS	694,829.33	5,686.13	0.00	0.00	0.00	700,515.46
0206	US BANK - FROEBE ENDOWMENT	509,814.86	4,172.07	0.00	0.00	0.00	513,986.93
10 Banks		4,335,357.51	193,582.38	395,026.56	300,000.00	300,000.00	4,133,913.33

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

AYES: Daniel, Hegner, Renninger, Mancuso

NAYS:

Motion carried.

MOTION NO. 240318-3 APPROVE APPROPRIATION TRANSACTION

Hegner moved, Daniel seconded:

RESOLVED: That the Board of Trustees authorizes the Fiscal Officer to appropriate:

\$817,000.00 from the general fund to 101.0.53310 building/grounds repair

Per Board Motion: 240219-7 Approve Bid Award for Parking Lot Expansion and Improvements to Perrin Asphalt Company Inc. for \$817,000.00

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

AYES: Renninger, Daniel, Hegner, Mancuso

NAYS:

Motion carried.

PROGRAM

DIRECTOR’S REPORT

MOTION NO. 240318-4 ACCEPT DIRECTOR’S REPORT

Renninger moved, Hegner seconded:

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

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

AYES: Daniel, Hegner, Renninger, Mancuso

NAYS:

Motion carried.

DISCUSSION ITEMS

BOARD COMMITTEES

BUILDING & GROUNDS

Ms. Hegner stated the Building & Grounds Committee Recommends the following:

MOTION NO. 240318-5 APPROVE BID AWARD

RESOLVED: That the Board of Trustees awards the Pavilion Site Improvements Project Bid to:

Perrin Asphalt Company, Inc. for \$198,895.00

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

AYES: Daniel, Hegner, Renninger, Mancuso

NAYS:

Motion carried.

FINANCE

Mr. Renninger stated the Finance Committee met this evening and reviewed the reports and everything is in order and we are doing well with our investments.

HUMAN RESOURCES

Mr. Mancuso stated that the Human Resources committee recommends:

**MOTION NO. 240318-6 ADOPT JOB DESCRIPTION: HEAD OF COMMUNITY
OUTREACH AND PARTNERSHIPS**

RESOLVED: That the Board of Trustees adopts the Job Description: Head of
Community Outreach and Partnerships as follows:

Job Title:	Head of Community Outreach and Partnerships
Department:	Community Outreach and Partnerships
Pay Grade:	7
Supervises:	Community Outreach and Partnerships Associate
Reports to:	Director

Position Summary:

Under general direction, the Head of Community Outreach and Partnerships supervises the organization and implementation of mobile services, ensuring accessibility for patrons who may face challenges in reaching the library. Additionally, this role involves delivering library outreach services and programming within the Stow and Munroe Falls communities.

Duties and Responsibilities: *This list is illustrative, but not exhaustive for this position.*

- Schedules staff and services within the department to meet community needs
- Directs staff in implementing circulation policies, procedures, and workflows
- Supports staff in resolution of patron issues and concerns
- Oversees the maintenance and safety of library vehicles
- Provides a safe, secure, and welcoming environment for staff and patrons
- Collaborates with Collection Development to manage and promote the collection
- Fosters community engagement by seeking and developing partnerships to better understand and address community needs
- Guides staff in planning, delivering, and evaluating programming and outreach to meet community needs and interest
- Maintains Outreach and Program statistics
- Serves as a representative of the library in the local community
- Interprets, explains, and upholds adherence to organizational policies, procedures, and standard operating procedures
- Maintains and increases knowledge and skills through attendance at meetings, conferences and in-service training sessions
- Serves as Notary Public
- Other duties as assigned.

Qualifications:**Education and Experience:**

- MLIS from an American Library Association accredited school and 3 years of library experience. Supervisory experience is preferred, but not required.
- Must possess a valid Ohio driver's license with an acceptable driving record.

Knowledge, Skills, Abilities:

- Present a positive, professional image to the public
- Interact and communicate appropriately with all patrons and staff
- Communicate effectively in written and oral form
- Work with frequent interruptions
- Provide programs and services to all ages on a consistent basis
- General knowledge of popular books and authors
- Drive a non-CDL library vehicle

Working Conditions and Physical Requirement:

- This job operates in a professional environment with exposure to central climate control, overhead lighting, and low-to-moderate noise levels. Work may also be performed on vehicles (e.g., bookmobiles, library-owned cars/trucks) to assist with the operation of mobile and outreach services. Work on bookmobiles is done in close quarters that, at times, may be in motion as teams travel from stop to stop. Mobile services work is performed year-round in vehicles furnished with heat and air conditioning.
- While performing the duties of this job, the employee is regularly interacting with the public. The employee is required to speak and hear, sit for extended periods of time, stand, walk, bend, stoop, use hands and fingers to perform repetitive motions, climb ladders to reach high shelves, squat to reach low shelves, reach for materials at various angles and locations, and to lift, push, or pull objects weighing up to 50 pounds. It requires the ability to use standard office equipment including computers.
- Some travel by personal automobile for off-site meetings in various settings may occur. Occasional overnight travel may be required.
- Working hours vary based on community service event schedules and when the Library is open to the public. May include evenings and weekends.

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

AYES: Daniel, Hegner, Renninger, Mancuso

NAYS:

Motion carried.

MOTION NO. 240318-7 ADOPT JOB DESCRIPTION: COMMUNITY OUTREACH AND PARTNERSHIPS ASSOCIATE

RESOLVED: That the Board of Trustees adopts the Job Description: Community Outreach and Partnerships Associate as follows:

Job Title:	Community Outreach and Partnerships Associate
Department:	Community Outreach and Partnerships
Pay Grade:	4
Supervises:	None
Reports to:	Head of Community Outreach and Partnerships

Position Summary:

Under the general direction of the Head of Community Outreach and Partnerships, the Community Outreach and Partnerships Associate is responsible for delivering public services for the Bookmobile and Outreach Services while also performing associated clerical duties.

Duties and Responsibilities: *This list is illustrative, but not exhaustive for this position.*

- Provides general reference services to patrons
- Gathers requested library materials and/or assists patrons in reserving library materials
- Conducts programming
- Performs clerical duties
- Shelves materials
- Maintains the bookmobile- including but not limited to, cleaning the interior and exterior of vehicle, reporting mechanical problems to supervisor, and taking vehicle in for repairs as needed.
- Serves as representative of the library in the local community
- Drives library vehicle and bookmobile to designated locations according to schedule
- Maintains and increases knowledge and skills through attendance at meetings, conferences and in-service training sessions
- Serves as a Notary Public
- Other duties as assigned.

Qualifications:

Education and Experience:

- Bachelor Degree in any field
- Must possess a valid Ohio driver’s license with an acceptable driving record.

Knowledge, Skills, Abilities:

- Present a positive, professional image to the public
- Interact and communicate appropriately with all patrons and staff

- Communicate effectively in written and oral form
- Work with frequent interruptions
- Provide programs and services to all ages on a consistent basis
- General knowledge of popular books and authors
- Drive a non-CDL library vehicle

Working Conditions and Physical Requirement:

- This job operates in a professional environment with exposure to central climate control, overhead lighting, and low-to-moderate noise levels. Work may also be performed on vehicles (e.g., bookmobiles, library-owned cars/trucks) to assist with the operation of mobile and outreach services. Work on bookmobiles is done in close quarters that, at times, may be in motion as teams travel from stop to stop. Mobile services work is performed year-round in vehicles furnished with heat and air conditioning.
- While performing the duties of this job, the employee is regularly interacting with the public. The employee is required to speak and hear, sit for extended periods of time, stand, walk, bend, stoop, use hands and fingers to perform repetitive motions, climb ladders to reach high shelves, squat to reach low shelves, reach for materials at various angles and locations, and to lift, push, or pull objects weighing up to 50 pounds. It requires the ability to use standard office equipment including computers.
- Some travel by personal automobile for off-site meetings in various settings may occur. Occasional overnight travel may be required.
- Working hours vary based on community service event schedules and when the Library is open to the public. May include evenings and weekends.

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

AYES: Daniel, Hegner, Renninger, Mancuso

NAYS:

Motion carried.

LEGISLATION AND RULES

Mrs. Daniel stated Legislation and Rules Committee recommends:

**MOTION NO. 240318-8 ADOPT BOARD POLICY: DIGITAL VIDEO
SURVEILLANCE POLICY**

RESOLVED: That the Board of Trustees adopts the Board Policy: Digital Video Surveillance Policy as follows:

Purpose

The Stow-Munroe Falls Public Library equips areas with video cameras for the protection and safety of customers, employees, assets, property, and to identify persons breaking the law or violating the library's policies. A sign is posted at the library entrance informing the public that security cameras are in use.

The purpose of this policy is to establish guidelines for the placement and use of digital video cameras and still photographs, as well as the access and retrieval of recorded digital video images and still photographs at the Stow-Munroe Falls Public Library. Video monitoring and recording will be conducted in a manner consistent with all existing local and applicable laws and ordinances.

I. Security Camera Locations

Reasonable efforts are made to safeguard the privacy of customers and employees. The video security cameras are positioned to record areas specified by the Director/designee and will complement other measures to maintain a safe and secure environment in compliance with library policies. Camera locations shall not be changed or added without permission of the Director.

Cameras may be installed in locations where staff and customers would not have an expectation of privacy. Examples include common areas of the library such as entrances, near book and media collections, public seating, delivery areas and parking lots. Cameras will not be installed in areas where staff and public have a reasonable expectation of privacy, such as restrooms; nor are they positioned to identify a person's reading, viewing, or listening activities in the library.

II. Access to Digital Images

The Director, Fiscal Officer and/or designated management staff in the course of their normal duties, may monitor and operate the live video security system.

Only the Director, Fiscal Officer, designated management staff, and Library Security are authorized to access the live and recorded video while investigating library policy violations, criminal activity on library property, or actions considered disruptive to normal library operations.

Authorized individuals, with notice to the Director, may ask other staff to review recorded data to ascertain security concerns related to a specific incident.

Such persons shall not violate any laws relevant to this policy in performing their duties and functions related to the video security system.

III. Use/Disclosure of Video Records

Video records and still photographs may be used by authorized individuals to identify those responsible for library policy violations, criminal activity on library property, or actions considered disruptive to normal library operations.

Video records may be shared with authorized library employees when appropriate or, upon approval by the Director, other library staff to identify individuals and to maintain a safe, secure, and policy-compliant environment.

Under certain circumstances, individuals authorized under this policy may use a still photograph or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a crime on library property.

Video records shall not be used or disclosed other than as specifically authorized by this policy.

Video records may contain personally identifiable information about an individual who has used any library service or borrowed any library materials (“patron information”) and will be accorded the same level of confidentiality and protection provided to library users by Ohio state law (including, but not limited to R.C. 149.432, “Releasing Library Record or Patron Information”), Stow-Munroe Falls Public Library policies, and the American Library Association guidelines on confidentiality and privacy.

All requests for security camera footage or still photographs will be referred to the Library Director. In the absence of the Director, requests should be directed to the designated administrative staff member.

Footage may be made available to public safety forces or the courts under some conditions, such as subpoena, search warrant, other court order or to a law enforcement officer in exigent circumstances.

IV. General Public Requesting Access to Security Camera Footage

Confidentiality/privacy issues prohibit the general public from viewing security camera footage that contains patron information. If the library receives a request from the general public to inspect security camera footage which contains patron information, the requesting party will be advised to file a police complaint.

V. Retention of Digital Images

Images from the library video security system are stored digitally. Security camera footage is kept confidential and security recording equipment is housed in a locked area. Recordings are kept for no longer than 14 days in accordance with the library’s records retention schedule, unless part of an ongoing investigation or litigation.

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

AYES: Daniel, Hegner, Renninger, Mancuso

NAYS:

Motion carried.

MOTION NO. 240318-9 AMEND BOARD POLICY: CREDIT CARD POLICY

RESOLVED: That the Board of Trustees amends the Board Policy: Credit Card Policy as follows:

The Board of Trustees shall permit the ~~Director~~ Fiscal Officer *and the Deputy Fiscal Officer* to use credit cards

1. This policy applies to all (i) payment cards, checks or other payment instruments associated with a credit account issued by a financial institution or a retailer, and (ii) payment cards related to the receipt of grant funds. All such cards and instruments are referred to herein as “credit cards”.
2. This policy does not apply to procurement cards (P-cards), or to gas cards or other payment cards that are capable of use only for the purchase of certain limited types of goods.
3. The library will not obtain or maintain any debit cards.
4. ~~A Credit cards will be established in the name of the Stow-Munroe Falls Public Library with a maximum credit limit not to exceed \$5000 limit for the Director and a \$10,500. limit for The Fiscal Officer~~ ***and Deputy Fiscal Officer will be authorized users.***
5. The Fiscal Officer will work with the appropriate financial institutions that issue credit cards to determine the best type of credit card accounts for the Library, and also to determine which store credit card accounts the Library will utilize.
 - a. The Fiscal Officer is responsible for working with the issuing financial institution to determine the dates when credit cards expire and the re-issuance of replacement cards.
 - b. The Fiscal Officer is responsible for determining, when necessary, the need to cancel a credit card account and any adjustment to credit limits on the credit cards.
 - c. The Fiscal Officer is responsible for notifying the issuing financial institution of a lost or stolen card. Library personnel using a credit card must notify the Fiscal Officer when they become aware that a card is lost or stolen.
6. Credit cards will be kept in the office of the Fiscal Officer and may be signed out to authorized Library personnel from time to time as necessary. The credit card should be promptly returned to the office of the Fiscal Officer once the purchases for which it was checked out have been made.
7. Credit cards may be signed out only to Library personnel.
8. A credit card may not be used by anyone other than the individual to whom it is signed out.
9. Prior to initial receipt of a credit card, each individual must agree to and sign the Credit Card Responsibility and Use Procedures.
10. The Board authorizes the use of Library credit cards for use in connection with Board-approved or Library-related activities and for only those types of expenses that are for the benefit of the Library that serve a valid and proper public purpose shall be paid for by credit card. Credit cards will be used primarily for travel expenses to conferences and/or

workshops and pre-payment of materials when required by a vendor. In any event, credit cards may be used only for expenditures that are within the applicable budget and departmental guidelines.

11. For each purchase made using a credit card, an itemized receipt indicating the amount paid, the vendor, and the goods/services purchased must be submitted to the Fiscal Officer promptly following the purchase.
12. Use of a credit card for personal expenditures, for expenditures in excess of the applicable credit limit, or otherwise in violation of this policy constitutes a misuse of the credit card. Any Library personnel engaging in misuse of a credit card will be responsible to reimburse the Library for any unauthorized expenditures and may be subject to disciplinary action up to and including termination of employment.
13. If a credit card is lost or stolen, or any Library personnel become aware of unauthorized or fraudulent use of any of the Library's credit card accounts, the same must be reported immediately to the Fiscal Officer.
14. All monthly credit card statements and other correspondence associated with the credit card accounts will be sent to the Stow-Munroe Falls Public Library. Payment of the monthly statements must be made in a timely fashion so that finance charges and late payment fees are not incurred.
15. On an annual basis, the Fiscal Officer will submit a report to the Library Board of Trustees regarding all credit card rewards received by the Library

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

AYES: Daniel, Hegner, Renninger, Mancuso

NAYS:

Motion carried.

MOTION NO. 240318-10 AMEND BOARD POLICY: FINES AND FEES

RESOLVED: That the Board of Trustees amends the Board Policy: Fines and Fees as follows:

The Stow-Munroe Falls Public Library will establish the following fines or fees for use of the following:

1	Color Copier Prints	.50 per page
2	Eclectic Collection	5.00 per day
3	Ear Buds	1.00 each
4	Flash Drives	5.00 each
5	Passport Acceptance	35.00 ea

6	Passport Photographs (2)	\$15.00**
7	Prints (Black & White)	.15 per page
8	Museum Tickets and Passes	5.00 per day*

*Museum passes and tickets accrue fines for up to 7 days and then patrons will be charged for overdue fines of \$35 and the cost of the pass up to \$250.00.

**** *New Passport Photo Fee effective May 1, 2024***

The Library does not accept replacement copies for lost or damaged materials.

Per U.S. Department of State Passport Services, effective April 2, 2018, the new fee for Passport acceptance (also known as the execution fee) will be \$35.00.

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

AYES: Daniel, Hegner, Renninger, Mancuso

NAYS:

Motion carried.

MOTION NO. 240318-11 AMEND BOARD POLICY: RECORD RETENTION AND DISPOSAL

RESOLVED: That the Board of Trustees amends the Board Policy: Record Retention and Disposal as follows:

Effective September 29, 2007, the Library records commission will maintain all records per ORC 149.411.

Records shall fall into two (2) categories: **permanent** and **non-permanent**. Retention of records may be in the form of electronic media, print, or tape.

The Fiscal Officer will prepare a list of records to be disposed of when the retention period has been completed. The Library records commission will approve the list prior to disposal. This list, once approved, will become a part of the minutes of the Board. The Fiscal Officer will complete and submit the required forms to the Ohio Historical Society.

No records shall be destroyed, transferred or disposed of without the knowledge of the Library records commission or in violation of this policy.

PERMANENT:

Annual Budget
Annual Financial Report to the State Auditor

Annual Financial Report – Other
 Annual Report to the State Library
 Annual Reports
 Audit Reports
 Board Minutes
 Board Policy Files
 Board of Zoning Appeals Filings
 Bond Records
 Building Blueprints and Specifications
 Building Inspection Reports
 Building Projects (successful)
 Capital Outlay Files
 Committee Meeting Minutes
 Historical Files
 Legal Opinions
 OPERS Records
 Payroll Records (City, State and Federal Withholding forms, Pay increase letters, Sick and
 Vacation Leave, W-2s)
 Personnel Policies
 Personnel Records (Application, Hire Letter, Promotion Letter, Resignation Letter, Performance
 Evaluations, Notification of pay step increases)

NON-PERMANENT:

Circulation

Items Charged Out and Assumed Lost	7 years
Fines and Fees on Borrower Record	7 years
Overdue Fines older than 2 years and Under \$10	1 year
Borrower Record (unused card)	5 years
Annual statistics	5 years
List of Borrower's charged items	Until discharged

Contracts,Leases

Bids (successful)	15 years after expiration
Bids (unsuccessful)	3 years after successful contract
Construction	16 years after completion
General	15 years after expiration
Insurance Policies/Bonds	2 years after expiration
Leases-equipment	2 years after expiration
Leases-Real Estate	5 years after expiration provided audited

Employee Files

Accident/incident reports	5 years
Employment applications (not hired)	1 year

Financial

Accounts payable ledger	4 years provided audited
Appropriation ledger	5 years provided audited
Bank deposit receipts	4 years provided audited
Bank statements (general)	4 years provided audited
Bank statements (payroll)	4 years provided audited
Cancelled checks	4 years provided audited
Cash journal	4 years provided audited
Check registers	4 years provided audited
Depository agreements	5 years provided audited
Invoices (Vouchers)	4 years provided audited
Inventories	until superseded
Investment ledger/records	4 years provided audited
Purchase orders/requisitions	4 years provided audited
Receipt journals	4 years provided audited
Tax Budgets (County)	10 years provided audited
Time sheets	4 years provided audited
W-2	6 years provided audited
W-4, IT4	until superseded
Workers Compensation claims	10 years after termination of employment

Legal

Claims and litigation records 5 years after case is closed and appeals exhausted

Miscellaneous

Consultant reports	4 years
Correspondence (informative)	2 years
Digital Video Surveillance	14 Days
Donation records (non-cash)	4 years
Grant files	5 years provided audited & end of grant
Job descriptions	until superseded
Meeting Room applications	1 year
Survey reports	4 years
Technology plan	until superseded
Transient material (all informal and/or	Discretionary; retain until no longer
Temporary messages and notes, including	of administrative value
e-mail and voice mail messages, and all	
drafts used in the production of public	

records)

Unusual Occurrence reports

2 years provided no claims pending

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

AYES: Daniel, Hegner, Renninger, Mancuso

NAYS:

Motion carried.

**MOTION NO. 240318-12 AMEND EMPLOYEE POLICY: INSURANCE – MEDICAL,
DENTAL, VISION, AND LIFE**

RESOLVED: That the Board of Trustees amends the Employee Policy: Insurance – Medical, Dental, Vision, and Life as follows:

Regular full-time employees may choose to participate in the library’s medical, dental, *vision* and supplemental insurance plans. Information about our current plans may be requested from the Finance Office. **Part-time employees hired prior to April 27, 2009 who are currently enrolled in the library’s insurance plan will continue to receive insurance based on the current payroll status.**

Per ORC3924.01 an eligible employee (“Eligible employee” means an employee who works a normal work week of twenty-five or more hours) may choose to participate in the library’s medical, dental and insurance plans. The cost of the premium(s) is the sole responsibility of the eligible employee for the entire enrollment period of the plan year.

Medical

To ensure coverage, new employees ~~are requested to~~ **must** enroll within thirty (30) days of hire. The library covers seventy-five (75) percent of the cost of the premium for a full-time employee. The employee is responsible for paying the balance through payroll deduction.

Dental

The Board of Trustees provides single dental coverage insurance for regular full-time employees of the Stow-Munroe Falls Public Library. ***If an employee opts for the family plan, they will be responsible for the additional cost, covering the difference through payroll deduction.***

Vision

The Board of Trustees provides single vision coverage insurance for regular full-time employees of the Stow-Munroe Falls Public Library. If an employee opts for the family plan, they will be responsible for the additional cost, covering the difference through payroll deduction.

Life

The Board of Trustees provides \$10,000 life insurance for regular full-time employees of the Stow-Munroe Falls Public Library.

Supplemental Insurance Plan

The library offers employees a supplemental insurance plan through Colonial Life & Accident Insurance Company. It is a Voluntary Benefits 125 Cafeteria Plan. The Plan includes products such as: Vision Network, Cancer, Accident, Dental, Life Insurance and other products as offered by the carrier.

A representative from Colonial Life & Accident Insurance Company can be made available to discuss the supplemental insurance plan to employees during an open enrollment period each year. If an employee chooses to participate, ~~he/she is~~ **they are** responsible for the entire premium.

A copy of Colonial Life & Accident Insurance Company's Voluntary benefits plan options are available from the Finance Department.

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

AYES: Daniel, Hegner, Renninger, Mancuso

NAYS:

Motion carried.

LONG RANGE PLANNING

Mr. Renninger stated the Long Range Planning Committee did not meet the Parking Lot and other renovations are underway.

TECHNOLOGY

Mr. Mancuso stated they did not meet.

RECORDS COMMISSION

Mr. Mancuso stated nothing to report.

NEW BUSINESS

MOTION NO. 240318-13 APPOINT PREVAILING WAGE COORDINATOR

Renninger moved, Hegner seconded:

RESOLVED: The Board of Library Trustees of the Stow-Munroe Falls Public Library desires to enter into various construction contracts for the parking lot expansion and improvements project of the Stow-Munroe Falls Public Library; and

WHEREAS, under Ohio Revised Code (“ORC”) Chapter 4115 addressing Prevailing Wages, the Stow-Munroe Falls Public Library is a “public authority” as defined under ORC 4115.03(A); and

WHEREAS, ORC Section 4115.071 requires the public authority to designate a prevailing wage coordinator for a “public improvement” project as defined under ORC Section 4115.03(C).

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 Board of Library Trustees of the Stow-Munroe Falls Public Library hereby designates Jennifer Hale, Fiscal Officer, as the Prevailing Wage Coordinator.

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

AYES: Daniel, Hegner, Renninger, Mancuso

NAYS:

Motion carried.

MOTION NO. 240318-14 APPROVE XS LIABILITY INSURANCE INCREASE

Hegner moved, Daniel seconded:

RESOLVED: That the Board of Trustees of the Stow-Munroe Falls Public Library approve increasing the XS Liability coverage for the library from 1 million to 3 million effective policy year 2024.

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

AYES: Renninger, Daniel, Hegner, Mancuso

NAYS:

Motion carried.

MOTION NO. 240318-15 APPROVE LIBRARY CLOSING

Renninger moved, Daniel seconded:

RESOLVED: That the Board of Trustees of the Stow-Munroe Falls Public Library approve closing the Stow-Munroe Falls Public Library on Monday, April 8, 2024 for the total solar eclipse.

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

AYES: Hegner, Daniel, Renninger, Mancuso

NAYS:

Motion carried.

MOTION NO. 240318-16 APPROVE OUT OF STATE TRAVEL

Hegner moved, Daniel seconded:

RESOLVED: That the Board of Trustees approves out of state travel by Emily Troyer, Development Officer to Washington DC to attend the International Public Library Fundraising Conference June 8 – June 12, 2024 at a reasonable expense.

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

AYES: Renninger, Daniel, Hegner, Mancuso

NAYS:

Motion carried.

MOTION NO. 240318-17 APPROVE UNPAID LEAVE

RESOLVED: That the Board of Trustees approves unpaid leave for the following employee:
Zahra Kamrani Unpaid Leave eleven (11) days to begin July 21 – August 3, 2024

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. 240318-18 ADJOURNMENT

Hegner moved, Renninger seconded to adjourn the meeting at 7:12pm.

All were in favor.

Motion carried.

Secretary

Board Vice President

Jennifer Hale
Fiscal Officer