

**STOW-MUNROE FALLS PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
Monday December 19, 2022**

CALL TO ORDER

The meeting was called to order at 6:31 pm by President Shubert.

PRESENT

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

ABSENT

Craig Mancuso, Vice President

OTHERS PRESENT

Gale Koritansky, Director

PUBLIC

Katie Allen, Human Resources Specialist

MOTION NO. 221219-1 APPROVE NOVEMBER 21, 2022 MINUTES

Renninger moved, Hegner seconded:

RESOLVED: That the Board Minutes of November 21, 2022 regular board meeting be accepted and approved.

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

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

NAYS:

Motion carried.

FINANCE

MOTION NO. 221219-2 APPROVE NOVEMBER TREASURER’S REPORT

Bedell moved, Hegner seconded:

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

MTD Bank Report for Year 2022 Month 11 - STOW MUNROE FALLS PUB LIB

Bank	Description	Beg Mo Bal	Deposits	Withdrawals	Trans In	Trans Out	Balance
0001	MAIN CHECKING ACCOUNT	920,443.71	121,178.36	300,299.08	0.00	0.00	741,322.99
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	2,482,039.63	7,538.91	0.00	0.00	0.00	2,489,578.54
0024	STAR OHIO BLDG - INVESTMENTS	81,202.48	246.64	0.00	0.00	0.00	81,449.12
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		3,812,355.97	128,963.91	300,299.08	0.00	0.00	3,641,020.80

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

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

NAYS:

Motion carried.

MOTION NO. 221219-3 SET BOND FOR FISCAL OFFICER AND DEPUTY FISCAL OFFICER

Renninger moved, Bedell seconded:

RESOLVED: That the Board of Trustees set bond for the Fiscal Officer and Deputy Fiscal Officer at \$150,000 each for 2023.

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

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

NAYS:

Motion carried.

PROGRAM

DIRECTOR’S REPORT

MOTION NO. 221219-4 ACCEPT DIRECTOR’S REPORT

Renninger moved, Bedell seconded:

RESOLVED: That the Board of Trustees accepts the written Director’s report for the month of November 2022.

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

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

NAYS:

Motion carried.

DISCUSSION ITEMS

Board of trustees discussed a patron book complaint and decided to have the Director send the patron a letter.

Board of trustees reviewed and discussed the strategic plan and will formally vote on it in January.

BOARD COMMITTEES

BUILDING & GROUNDS

Ms. Hegner stated nothing to report.

FINANCE

Mr. Bedell stated the Finance Committee met at 6pm. We adjourned at 6:17pm.

MOTION NO. 221219-5 ACCEPT THE 2023 GENERAL FUND REVENUE AND APPROPRIATIONS BUDGET

RESOLVED: That the Board of Trustees adopt the 2023 General Fund Revenue and Appropriations Budget as follows:

	UNENCUMBERED FUNDS	12/31/2022
A	BALANCE ALL UNENC FUNDS	\$2,613,125

GENERAL FUND REVENUE		PROPOSED 2023 BUDGET
	PLF	\$1,479,475
	REAL ESTATE TAXES	\$1,683,059
	PERSONAL PROPERTY TAX	\$0
	HOMESTEAD ROLLBACK	\$222,000
	TOTAL TAXES/ROLLBACK	\$1,905,059
	PATRON FINES	\$0
	COPIERS	\$6,000
	INTEREST ON STAR OHIO	\$1,500
	INTEREST ON CHECKING	\$0
	GIFTS/DONATIONS	\$500
	MEETING ROOM	\$0
	MISCELLANEOUS	\$4,000
	PASSPORT/PHOTOS	\$50,000
	TRANSFER	
B	TOTAL REVENUE	\$3,446,534
A+B	REVENUE + UNENC. BALANCE	\$6,059,659
EXPENDITURES		PROPOSED 2023 EXPENDITURES
	SALARIES/BENEFITS	
	Total salaries/benefits	\$2,033,807
	SUPPLIES	
	Total supplies	\$61,000
	PURCHASED/CONTRACTED SVC.	
	Total purchased/contracted svc.	\$594,960
	MATERIALS	
	101 Materials	\$400,000
	CAPITAL OUTLAY	
	Total capital outlay	\$300,000
	DEBT SERVICE	
	Total debt service	\$0
	OTHER OBJECTS	
	Total other objects	\$44,000
	CONTINGENCY	\$12,767
C	TOTAL ALL EXPENDITURES	\$3,446,534

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

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

NAYS:

Motion carried.

LEGISLATION/RULES

Mrs. Daniel stated the Legislation and Rules Committee met on December 12, 2022 and have three amended policies to present to the board.

MOTION NO. 221219-6 AMEND THE EMPLOYEE POLICY: SICK LEAVE

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

Accruing Sick Leave

~~Effective June 21, 2009, upon hire, all regular full-time employees (work 40hrs/wk.) will begin earning sick leave at a rate of one and one quarter (1¼) days (10 hours) per month for a total of fifteen days (120 hours) per year of service.~~

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 120 days or 960 hours.~~

- 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 he/she 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, ~~husband, wife~~ **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 his/her 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 his/her immediate supervisor, an administrative staff person, or Library Director. This notification must be done at least one (1) hour before the time he/she is scheduled to report for work, unless emergency conditions make such reporting impossible. An employee must contact his/her 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 benefit request form to his/her time sheet. An absence in excess of five (5) or more consecutive days will require a physician’s note to be provided to 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 regular full-time employee** may transfer his/her 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 ~~employee~~ **or part time employee** (up to 480 hours applicable maximum).

A **former employee** may have certification of his/her 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: Daniel, Hegner, Bedell, Renninger, Wyckoff, Shubert

NAYS:

Motion carried.

MOTION NO. 221219-7 AMEND THE EMPLOYEE POLICY: VACATION LEAVE

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

Effective ~~June 21, 2009~~, **January 1, 2023**, vacation leave is earned by ~~a regular full-time employee (work 40hrs/wk.)~~ **all employees** based upon the level his/her position and years of service.

New hires are eligible to take earned vacation leave six (6) months after his/her hire date. No employee may take vacation leave in advance of earning such leave.

Employees may accumulate a maximum of two regularly worked weeks or (10 days) of vacation leave to be carried over to the following year. ***This is based on the hours you were hired in at.***

Any accumulation over the maximum for all employees must be taken by the end of the last pay period of that year.

Vacation leave is earned as follows:

*Professional positions	22 days/year		
Non-professional positions		Full-time	Part-time
Six months through one year	5 days/year	(40 hours)	(20 hours)
After one year through five years	10 days/year	(80 hours)	(40 hours)
After five years through ten years	15 days/year	(120 hours)	(60 hours)
After ten years and more	22 days/year	(176 hours)	(88 hours)

Vacation time for part-time employees is pro-rated, at full-time rate, based on the numbers of hours worked.

An employee should submit a written request to his/her supervisor for vacation leave at least ten (10) days in advance. A vacation leave will be granted to an employee upon request to his/her immediate supervisor. Staffing of the library is the primary consideration in determining approval of a vacation leave request.

Upon resigning his/her position at Stow-Munroe Falls Public Library, an employee shall be paid for all unused, earned vacation leave provided he/she has been employed for at least six (6) months.

All employees hired before January 1, 2023 stay at their current rate of vacation accrual.

PRIOR PUBLIC SERVICE

The provision of section 9.44 of the revised code provides that the service of a person employed, other than as an elective officer, by the state or any political subdivision of the state is entitled to have that prior service counted for the purpose of computing the amount of the employee's vacation leave.

There are exceptions to this provision. Those retired and rehired employees are specifically stated to be not entitled to have prior service with the state or political sub-division of the state counted for the purposes of computing vacation leave.

A request for certification of Prior Public Service must be completed within 30 days of hire date. A request form will be available upon hire from the Fiscal Officer's Office.

~~*Professional employees are those employed in a position for which a Master of Library Science or other advanced degree and/or training is required. Job descriptions will designate professional or non-professional level.~~

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

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

Motion carried.

MOTION NO. 221219-8 AMEND THE EMPLOYEE POLICY: HOLIDAYS

RESOLVED: That the Board of Trustees amend the Employee Policy: Holidays (Official and Floating)/Library Closings as follows:

~~Effective June 21, 2009, regular full-time employees (work 40hrs/wk) are eligible for paid holiday (official and floating) leave immediately upon hire.~~

Effective January 1, 2023, all employees who work at least 20hrs/wk are eligible for paid holiday (official and floating) leave immediately upon hire.

OFFICIAL HOLIDAYS

The library is **closed** on the following seven Official Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day.

All regular full-time employees are entitled to eight (8) hours of paid leave for each of the official holidays on which the library is closed.

All part-time employees (work at least 20 hrs/wk) are entitled to four (4) hours of paid leave for each of the official holidays on which the library is closed.

FLOATING HOLIDAYS AND CLOSINGS

Floating Holidays

All ~~regular full-time~~ employees (*work at least 20 40hrs/wk*) are entitled to paid leave for the following four Floating Holidays on which the library is **open**: Martin Luther King Day; Presidents' Day; Juneteenth; Veterans' Day. Floating Holidays must be taken by the last pay period of the year.

All regular full-time employees (*work 40hrs/wk*) are entitled to eight (8) hours of paid leave for each of these floating holidays.

All part-time employees (work 20hrs/wk) are entitled to four (4) hours of paid leave for each of these floating holidays.

If an employee is sick or on vacation when a Floating Holiday occurs, the employee still earns the paid floating holiday.

Library Closings

The library closes at 5PM on the day before Thanksgiving Day and on the day before New Year's Day.

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

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

NAYS:

Motion carried.

MOTION NO. 221219-9 AMEND THE EMPLOYEE POLICY: JOB CLASSIFICATIONS

RESOLUTION: That the Board of Trustees amend the Employee Policy: Job Classifications (Wage Increase, Pay Grades, and Staff Position Titles) as follows:

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.

PAY GRADE	MIN START	FULL TIME ANNUAL SALARY
1	\$10.80 \$10.00	
2	\$12.04 \$11.15	
3	\$15.10 \$13.98	\$31,408.00 \$29,078.40
4	\$17.31 \$16.03	\$36,004.80 \$33,342.40
5	\$18.86 \$16.40	\$39,228.80 \$34,112.00
6	\$20.49 \$17.22	\$42,619.20 \$35,817.60
7	\$23.34 \$19.45	\$48,547.20 \$40,456.00
99		

Pay Grades and Staff Position Titles:

Assistant Head of Children Services	6
Assistant Head of Information Services	6
Children Services Associate	4
Children Services Librarian	5
Human Resources Specialist	4
Graphic Design Coordinator & Media Specialist	4
Head Library Systems Administrator	99*
Head of Children Services	7
Head of Circulation Services	7
Head of Information Services	7
Head of Technical Services	7
Local History Librarian	5
Maintenance Associate	2
Marketing and Public Relations Coordinator	4
Marketing and Public Relations Manager	7
Outreach Librarian – Children Services	5
Outreach Librarian – Information Services	5
Public Services Assistant	2
Information Services Associate	4
Information Services Librarian	5
Shelving Page	1
Technical Services Processor	2
Technical Services Senior Processor	3
Teen Librarian	5

*Per Market

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

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

NAYS:

LONG RANGE PLANNING

Mr. Renninger stated the Strategic Plan is almost complete and once it is finalized they will plan a meeting.

TECHNOLOGY

Mr. Shubert stated nothing to report.

RECORDS COMMISSION

Mr. Shubert stated nothing to report.

MOTION NO. 221219-10 ADJOURNMENT

Wyckoff moved, Renninger seconded to adjourn the meeting at 7:34pm.

All were in favor.

Motion carried.

Secretary

Board President

Katie Allen
Human Resources Specialist