

**STOW-MUNROE FALLS PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
Monday June 19, 2023**

CALL TO ORDER

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

PRESENT

Tom Shubert, President; David Renninger, Secretary; Emily Hegner, Carla Wyckoff

ABSENT

Craig Mancuso, Vice President; Richard Bedell, Angela Daniel

OTHERS PRESENT

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

PUBLIC

Paris Eble, Marketing and Public Relations Coordinator

Paris asked the Board of Trustees if that traffic here today was normal for a Monday given the fact that it is a Holiday. Gale stated that we had normal traffic for a Monday in the summer.

MINUTES

MOTION NO. 230619-1 APPROVE MAY 15, 2023 MINUTES

Wyckoff moved, Renninger seconded:

RESOLVED: That the Board Minutes of May 15, 2023 regular meeting be accepted and approved.

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

AYES: Hegner, Renninger, Wyckoff, Shubert

NAYS:

Motion carried.

FINANCE

MOTION NO. 230619-2 APPROVE MAY TREASURER’S REPORT

Renninger moved, Hegner seconded:

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

MTD Bank Report for Year 2023 Month 05 - STOW MUNROE FALLS PUB LIB

Bank	Description	Beg Mo Bal	Deposits	Withdrawals	Trans In	Trans Out	Balance
0001	MAIN CHECKING ACCOUNT	583,164.91	243,981.30	224,044.35	0.00	0.00	603,101.86
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	2,359,407.67	10,415.39	0.00	0.00	0.00	2,369,823.06
0024	STAR OHIO BLDG - INVESTMENTS	83,039.69	366.57	0.00	0.00	0.00	83,406.26
0029	STAR PLUS OHIO - INVESTMENTS	0.00	0.00	0.00	0.00	0.00	0.00
0030	US BANK - REDTREE INVESTMENTS	672,802.63	712.66	0.00	0.00	0.00	673,515.29
0206	US BANK - FROEBE ENDOWMENT	492,955.33	522.16	0.00	0.00	0.00	493,477.49
10 Banks		4,191,670.23	255,998.08	224,044.35	0.00	0.00	4,223,623.96

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

AYES: Wyckoff, Hegner, Renninger, Shubert

NAYS:

Motion carried.

PROGRAM

DIRECTOR’S REPORT

MOTION NO. 230619-3 ACCEPT THE DIRECTOR’S REPORT

Renninger moved, Hegner seconded:

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

The Director stated that our Summer Reading signups are Adults 368, Teen 149, Children 1,571.

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

AYES: Wyckoff, Hegner, Renninger, Shubert

NAYS:

Motion carried.

DISCUSSION ITEMS

Mr. Renninger suggested that we look into finding a presenter who could do a program about A.I.

BOARD COMMITTEES

BUILDING & GROUNDS

Ms. Hegner stated the Building and Grounds Committee recommends:

MOTION NO. 230619-4 APPROVE THORSON BAKER + ASSOCIATES DESIGN SERVICES FOR PARKING LOT PROJECT

RESOLVED: That the Board of Trustees approves hiring Thorson Baker + Associates for design services to restart the parking lot project (see proposal attached).

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

AYES: Renninger, Wyckoff, Hegner, Shubert

NAYS:

Motion carried.

MOTION NO. 230619-5 APPROVE HIRING CBLH FOR CIRCULATION RENOVATION FOR DESIGN, BIDDING AND CONSTRUCTION OBSERVATION SERVICES

RESOLVED: That the Board of Trustees approves hiring CBLH for design, bidding and construction observation services for the Circulation Renovation (see proposal attached).

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

AYES: Renninger, Wyckoff, Hegner, Shubert

NAYS:

Motion carried.

FINANCE

Mr. Renninger stated the Finance Committee met at 6pm and the Fiscal Officer reviewed the financial statements and answered all questions.

HUMAN RESOURCES

Mr. Renninger stated that the Human Resources Committee met on June 12 and looked a various staff items including raises and job description changes.

Mr. Renninger stated the Human Resources Committee recommends:

MOTION NO. 230619-6 APPROVE PAY RATE INCREASES

RESOLVED: That the Board of Trustees approves the following:

2 - 4 % pay rate increase based on the employee’s evaluation score and to be effective Pay 14, 2023

Employees

20-28	4%
10-19	3%
1-9	2%

Managers

28-40	4%
14-27	3%
1-13	2%

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

AYES: Hegner, Wyckoff, Renninger, Shubert

NAYS:

Motion carried.

MOTION NO. 230619-7 AMEND JOB DESCRIPTION: MAINTENANCE ASSOCIATE

RESOLVED: That the Board of Trustees amend the Job Description: Maintenance Associate as follows:

Job Title: MAINTENANCE ASSOCIATE

Department: Administration

Immediate Supervisor: Director and Fiscal Officer

Positions Supervised: None

JOB RESPONSIBILITIES:

The Maintenance Associate is responsible for the general maintenance of the library *including, but not limited to, building, vehicle, and grounds. Assists management in updating the building maintenance plan.*

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

- ***Ability to drive and maneuver library vehicles***
- ***Basic mechanical skills including carpentry, painting, plumbing, electrical, and vehicle.***
- ***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.***

PRIMARY RESPONSIBILITIES

- Inventory of Janitorial supplies
- ***Regular review of building and grounds with management to update building maintenance plan***
- ***Coordinates services with contractors and vendors***
- Set up for the Meeting Room and library programs
- Duties may require handling of possibly infectious materials
- Performs additional duties and special assignments, as assigned

The Maintenance Associate 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
- ~~Routine record-keeping activities~~

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

AYES: Hegner, Wyckoff, Renninger, Shubert

NAYS:

Motion carried.

MOTION NO. 230619-8 ADOPT JOB DESCRIPTION: HEAD OF COLLECTION DEVELOPMENT

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

Job Title: HEAD OF COLLECTION DEVELOPMENT

Department: Collection Development

Immediate Supervisor: Director

Positions Supervised:

JOB RESPONSIBILITIES:

Under general direction, the Head of Collection Development directs the operations of Collection Resources, including coordinating the selection, acquisition, and processing of all library materials.

QUALIFICATIONS:

Master's degree in Library Science from an American Library Association accredited school and a minimum of three (3) years of professional library 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
Identify qualified employees through screening and interviewing methods
Identify employee strengths and weaknesses
Identify employee behavior that requires discipline
Computer Literacy
Maintain confidentiality
Work flexible hours
Assets with budget development and administration of the department

PRIMARY RESPONSIBILITIES

- Manages selection committee and selection process
- Recommends and monitors purchases and expenditures including print and digital materials, and library of things
- Creates and maintains department policies and procedures
- Coordinates the ordering process to ensure efficient and economic purchases
- Assess inventory and acquisition system procedures; recommends and implements changes
- Oversees communication with vendor and publishers including monitors status and researches and recommends new vendors
- Gathers and compiles statistics and other information including; patron suggestions and request, and collection size using statistics
- Ensures effective communication of Collection Resources information and current trends to all library employees
- Makes social media post suggestions for new materials
- Evaluates material usage and recommends additions, replacements and withdrawals
- Analyzes library collection to identify areas of the collection requiring enhancement
- Ensures the library collection is comprehensive and individual areas of the collection meet the needs of the community
- Provides superior customer service, reader's advisory, reference to customers
- Develops collection philosophies and policies with other Managers and Director
- Administers department budget and monitors the material collections budget while approving purchase orders and author visits.
- Ensures the maintenance of the library collection including mending and weeding
- Interviews candidates for positions and recommends hiring
- Makes assignments to staff, continually trains and evaluates staff while developing them through mentoring and coaching
- Monitors the work of employees and ensure compliance and understanding of policies and procedures
- Makes schedules for staff/volunteers and approves timesheets and benefits time requests
- Evaluates employee performance and maintains proper records
- Administers discipline when appropriate and develops coaching plans
- Participates in developing and following strategic plan for the library
- Prepares goals and objectives to support the strategic plan on an annual basis
- Participates in annual budget preparation and quarterly budget expenditures

- Participates in state and national library associations and other professional conferences/organizations
- Chairs various library committees
- Exhibits a strong commitment to positive customer service when working with all library patrons
- Willingness to explore and research solutions to software and hardware problems as they arise
- Collaborates with other departments as necessary
- May act as building supervisor in absence of Director
- Performs additional duties and special assignments, as assigned

AYES: Hegner, Wyckoff, Renninger, Shubert

NAYS:

Motion carried.

LEGISLATION/RULES

Ms. Hegner stated the Legislation/Rules Committee recommends the following:

MOTION NO. 230619-9 ADOPT BOARD POLICY: COMPENSATION PHILOSOPHY

RESOLVED: That the Board of Trustees adopts the Board Policy: Compensation Philosophy as follows:

The mission of Stow-Munroe Falls Public Library is focused on cultivating meaningful connections by attracting, promoting, retaining, and rewarding a qualified and diverse workforce. Within the boundaries of financial feasibility, employee compensation shall be externally competitive with libraries similar to us in budget and size.

The Library will determine the appropriate salary grade for each library job by considering all elements of our compensation philosophy and by ranking jobs within our organizational structure.

Total compensation will be reviewed annually. Stow-Munroe Falls Public Library's compensation philosophy is to provide a total compensation package (including base pay and benefit offerings) that is competitive within our external labor market, and fair within the library.

- Salaries for new staff should be established at levels that recognize the individual's knowledge, skills, and experience within the salary grade for the position and salary levels of current employees within the same job title.
- Salary ranges will be reviewed periodically and will be measured against the rate of inflation, the job market for positions, internal equity, the Library's compensation philosophy, and the Library's budget.
- Wages for staff are based on a longevity step system with increases given on anniversary dates.

- We seek to ensure that employees in similar jobs are compensated fairly, with consideration for skill, experience, and performance.
- Our compensation program will reflect our need to be good stewards of our financial resources.

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

AYES: Renninger, Wyckoff, Hegner, Shubert

NAYS:

Motion carried.

**MOTION NO. 230619-10 AMEND EMPLOYEE POLICY: JOB CLASSIFICATIONS
(WAGE INCREASE, PAY GRADES, AND STAFF
POSITIONS TITLES)**

RESOLVED: That the Board of Trustees amends the Employee Policy: Job Classifications (Wage Increase, Pay Grades, and Staff Positions 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.

Grade	Position	Minimum
1	Shelving Page	\$10.80
2	Public Services Assistant Technical Services Processor	\$12.04
3	Technical Services Senior Processor Maintenance Associate	\$15.10 \$31,408.00
4	Children Services Associate Human Resources Specialist Graphic Design Coordinator & Media Specialist Marketing and Public Relations Coordinator Information Services Associate	\$17.31 \$36,004.80
5	Children Services Librarian Outreach Librarian - Children Services Outreach Librarian - Information Services Information Services Librarian Local History Librarian Teen Librarian	\$18.86 \$39,228.80

6	Assistant Head Children Services Assistant Head Information Services	\$20.49 \$42,619.20
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
99	Executive Director Fiscal Officer Head of Library Systems Administrator	<i>Board Determined</i>

PAY GRADE	MIN START	FULL TIME ANNUAL SALARY
1	\$10.80	-
2	\$12.04	-
3	\$15.10	\$31,408.00
4	\$17.31	\$36,004.80
5	\$18.86	\$39,228.80
6	\$20.49	\$42,619.20
7	\$23.34	\$48,547.20
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: Renninger, Wyckoff, Hegner, Shubert

NAYS:

Motion carried.

**MOTION NO. 230619-11 AMEND EMPLOYEE POLICY: OHIO PUBLIC
EMPLOYEES DEFERRED COMPENSATION
PROGRAM**

RESOLVED: That the Board of Trustees amend the Employee Policy: Ohio Public Employees Deferred Compensation Program as follows:

That the Board of Trustees adopts a Plan under the Ohio Public Employees Deferred Compensation Program administered by the Ohio Public Employees Deferred Compensation Board for participation by ~~“eligible employees”~~ *all employees* of the Stow-Munroe Falls Public Library.

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

AYES: Renninger, Wyckoff, Hegner, Shubert

NAYS:

Motion carried.

MOTION NO. 230619-12 AMEND EMPLOYEE POLICY: RESIGNATION

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

A resignation must be submitted in writing to the employee’s immediate supervisor. All ~~professional level employees are expected to provide a minimum of four (4) week notice of their intent to resign.~~ Other employees are expected to give two (2) week notice.

All resigning employees will be asked to complete a brief written confidential exit interview. This interview will not become a part of the employee’s permanent personnel file.

A resigning employee will be required to return all library materials in ~~his/her~~ **their** possession (including but not limited to: employee badge, employee policy manual, key fob, library insignia shirt paid with library funds) to ~~his/her~~ **their** supervisor or to the Fiscal Officer.

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

AYES: Renninger, Wyckoff, Hegner, Shubert

NAYS:

Motion carried.

**MOTION NO. 230619-13 AMEND EMPLOYEE POLICY: STAFF COMMUNICATION
~~AND STAFF MEETINGS AND STAFF ORIENTATION FOR
NEW EMPLOYEES AND IN SERVICE TRAINING FOR
CURRENT EMPLOYEES~~**

RESOLVED: That the Board of Trustees amend the Employee Policy: Staff Communication ~~and Staff Meetings and Staff Orientation for New Employees and In-Service Training for Current Employees~~ as follows:

The Board of Trustees encourages staff communication through scheduled staff meetings; ~~administrative bulletins, staff bulletin board, library newsletter, and other appropriate methods.~~

Staff Communication

A **master manual** will be available in the Finance Office outlining Board of Trustees policies relating to staff benefits and responsibilities.

The master manual may also include uniform procedures, rules and regulations, and other appropriate information.

A copy of a manual containing only **employee policies** will be ~~issued to~~ **shared with** all new staff **and is always available to staff through SharePoint**. ~~Upon separation of employment, this employee policy manual must be returned to the Fiscal Officer.~~

Staff Meetings

The Library Director will call **regular** staff meetings. The meetings will include a report from the Director on the Board meeting, reports from department heads, **required trainings from HR**, etc.

Staff Orientation for New Employees and In-Service Training for Current Employees

The Board of Trustees encourages ***requires staff orientation for new employees and in-service training for current employees.***

New staff orientation is provided by ***HR and*** the department. In-service training is provided by the ~~Director~~ ***Staff In-Service Committee.***

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

AYES: Renninger, Wyckoff, Hegner, Shubert

NAYS:

Motion carried.

LONG RANGE PLANNING

Mr. Renninger stated he met with Ms. Hegner Chair of Building and Grounds to determine which parts of our projects falls under each committee. He also scheduled a Long Range Planning Committee meeting Wednesday June 28, 2023 at 9am to discuss plans for the outdoor structure.

TECHNOLOGY

Mr. Shubert stated nothing to report.

RECORDS COMMISSION

Mr. Shubert stated nothing to report.

NEW BUSINESS

APPROVE LIBRARY CLOSING

MOTION NO. 230619-14 MOTION TO APPROVE LIBRARY CLOSING

Wyckoff moved, Hegner seconded:

RESOLVED: That the Board of Trustees of Stow-Munroe Falls Public Library approves closing the Stow-Munroe Falls Public Library on:

November 10, 2023 for a Staff Inservice.

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

AYES: Renninger, Wyckoff, Hegner, Shubert

NAYS:

Motion carried.

MOTION NO. 230619-15 ADJOURNMENT

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

All were in favor.

Motion carried.

Secretary

Board President

Jennifer Hale
Fiscal Officer