

**STOW-MUNROE FALLS PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
Monday November 20, 2023**

CALL TO ORDER

The meeting was called to order at 6:34 pm by President Shubert.

PRESENT

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

ABSENT

Emily Hegner

OTHERS PRESENT

Gale Koritansky, Director; Jennifer Hale, Fiscal Officer

PUBLIC

President Shubert shared with the Board a Thanksgiving card for them from the Children's Department

MOTION NO. 231120-1 APPROVE OCTOBER 16, 2023 MINUTES

Renninger moved, Mancuso seconded:

RESOLVED: That the Board Minutes of October 16, 2023 regular board meeting be accepted and approved.

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

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

NAYS:

Motion carried.

FINANCE

MOTION NO. 231120-2 APPROVE OCTOBER TREASURER’S REPORT

Renninger moved, Wyckoff seconded:

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

MTD Bank Report for Year 2023 Month 10 - STOW MUNROE FALLS PUB LIB

Bank	Description	Beg Mo Bal	Deposits	Withdrawals	Trans In	Trans Out	Balance
0001	MAIN CHECKING ACCOUNT	743,930.73	122,299.36	225,630.56	0.00	0.00	640,599.53
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	2,763,775.33	13,038.11	0.00	0.00	0.00	2,776,813.44
0024	STAR OHIO BLDG - INVESTMENTS	84,919.34	400.60	0.00	0.00	0.00	85,319.94
0029	STAR PLUS OHIO - INVESTMENTS	0.00	0.00	0.00	0.00	0.00	0.00
0030	US BANK - REDTREE INVESTMENTS	686,542.84	1,695.17	0.00	0.00	0.00	688,238.01
0206	US BANK - FROEBE ENDOWMENT	503,734.85	1,243.79	0.00	0.00	0.00	504,978.64
10 Banks		4,783,203.09	138,677.03	225,630.56	0.00	0.00	4,696,249.56

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

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

NAYS:

Motion carried.

MOTION NO. 231120-3 APPROVE ALLOCATED 2024 PLF MONIES

Bedell moved, Mancuso seconded:

RESOVLED: That the Board of Trustees approves the 6.12311% of estimated PLF (Public Library Funds) monies for Summit County allocated to Stow-Munroe Falls Public Library for 2024 as agreed and voted on by the Library Trustees Council of Summit County on October 19, 2023.

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

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

NAYS:

Motion carried.

**MOTION NO. 231120-4 ACKNOWLEDGE OFFICIAL CERTIFICATE OF
ESTIMATED RESOURCES**

Wyckoff moved, Renninger seconded:

RESOLVED: That the Board of Trustees acknowledges a decrease of \$24,959.72 in
2023 property tax per Official Certificate of Estimated Resources dated
November 2, 2023. (see copy attached)

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

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

Motion carried.

MOTION NO. 231120-5 APPROVE INTERFUND TRANSACTION

Mancuso moved, Bedell seconded:

RESOVLED: That the Board of Trustees authorizes the Fiscal Officer to move:
\$150,000 from 101.0.55710 Vehicle Purchase to 101.0.53310
Building/Grounds Repair for the Circulation Renovation.

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

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

Motion carried.

PROGRAM

DIRECTOR'S REPORT

MOTION NO. 231120-6 ACCEPT DIRECTOR'S REPORT

Mancuso moved, Wyckoff seconded:

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

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

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

Motion carried.

DISCUSSION ITEMS

BOARD COMMITTEES

BUILDING & GROUNDS

Mrs. Wyckoff stated the Building & Grounds Committee met last week to discuss the bids for the Circulation Renovation Project. Mrs. Wyckoff stated the Building & Grounds Committee recommends the following:

MOTION NO. 231120-7 APPROVE CIRCULATION RENOVATION BID AWARD

RESOVLED: That the Board of Trustees awards the Circulation Renovation Bid to:

Cavanaugh Building Corporation for Base Bid – \$179,500.00
Alternate - \$7,763.00
Total Cost \$187,263.00

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

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

NAYS:

Motion carried.

FINANCE

Mr. Bedell stated the Finance Committee met at 6pm and reviewed the reports, everything is in order we adjourned at 6:33pm.

HUMAN RESOURCES

Mr. Mancuso stated the annual evaluations for the Director and Fiscal Officer will be going out to the Board members.

LEGISLATION/RULES

Mrs. Daniel stated nothing to report.

LONG RANGE PLANNING

Mr. Renninger stated the Long Range Planning did not meet.

TECHNOLOGY

Mr. Shubert stated nothing to report.

RECORDS COMMISSION

Mr. Shubert stated nothing to report.

NEW BUSINESS

ELECTION OF OFFICERS

Mrs. Wyckoff stated the nominating committee recommends the following:

MOTION NO. 231120-8 ELECTION OF 2024 OFFICERS

RESOLVED: The Library Board of Trustees elect the following officers for 2024:

- PRESIDENT – Tom Shubert
- VICE PRESIDENT – Craig Mancuso
- SECRETARY – David Renninger

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

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

NAYS:

Motion carried.

2024 BOARD MEETING SCHEDULE DATES

MOTION NO. 231120-9 APPROVE 2024 BOARD MEETING SCHEDULE DATES

Wyckoff moved, Mancuso seconded:

RESOLVED: That the Board of Trustees approves the 2024 scheduled Board Meeting dates as the 3rd Monday of the month. The Organizational Meeting is on January 15, 2024.

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

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

NAYS:

Motion carried.

2023 HOLIDAY/SPECIAL CLOSING SCHEDULE

MOTION NO. 231120-10 ADOPT 2024 HOLIDAY/SPECIAL CLOSING SCHEDULE

Wyckoff moved, Mancuso seconded:

RESOLVED: That the Board of Trustees adopts the following 2024 Holiday and Special Library closings:

***2024 HOLIDAYS**

January	1	New Year’s Day	(Monday)	Closed *(OH)
March	31	Easter Sunday	(Sunday)	Closed
May	26	Sunday before Memorial Day		Closed
May	27	Memorial Day	(Monday)	Closed *(OH)
July	4	Independence Day	(Thursday)	Closed *(OH)
September	1	Sunday before Labor Day		Closed
September	2	Labor Day	(Monday)	Closed *(OH)
October	14	Staff Inservice	(Monday)	Closed
November	28	Thanksgiving	(Thursday)	Closed *(OH)
December	24	Christmas Eve	(Tuesday)	Closed *(OH)
December	25	Christmas	(Wednesday)	Closed *(OH)

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

***STAFF FLOATING HOLIDAYS**

January	15	Martin Luther King Day
February	19	Presidents’ Day
June	19	Juneteenth
November	11	Veterans’ Day

* All regular full-time employees are entitled to paid leave for the 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.

***EARLY CLOSINGS**

November	27	Day before Thanksgiving	(Wednesday)	Close 5pm
December	31	New Year’s Eve	(Tuesday)	Close 5pm

*see pg. 21, Holidays (Official and Floating)/Library Closings *Employee Policy Manual*

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

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

NAYS:

Motion carried.

MOTION NO. 231120-11 APPROVE LIBRARY CLOSING

Mancuso moved, Renninger seconded:

RESOLVED: That the Board of Trustees of the Stow-Munroe Falls Public Library approve closing the Stow-Munroe Falls Public Library on Sunday, December 31, 2023 for New Year's Eve.

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

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

NAYS:

Motion carried.

MOTION NO. 231120-12 APPROVE LIBRARY CLOSING

Renninger moved, Bedell seconded:

RESOLVED: That the Board of Trustees of the Stow-Munroe Falls Public Library approve closing the Stow-Munroe Falls Public Library on Tuesday, December 26, 2023 to observe Christmas Eve.

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

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

NAYS:

Motion carried.

MOTION NO. 231120-13 APPROVE STOW-MUNROE FALLS PUBLIC LIBRARY FOUNDATION WEBSITE MEMORIAL REQUEST

Renninger moved, Mancuso seconded:

RESOLVED: That the Board of Trustees of the Stow-Munroe Falls Public Library approve the Stow-Munroe Falls Public Library Foundation's request to place memorials on the website (see attached proposal).

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

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

NAYS:

Motion carried.

MOTION NO. 231120-14 ADJOURNMENT

Bedell moved, Renninger seconded to adjourn the meeting at 7:25pm.

All were in favor.

Motion carried.

Secretary

Board President

Jennifer Hale
Fiscal Officer

In Memory

Members of the Stow-Munroe Falls Library Foundation, past and present, have worked diligently over the years to raise, manage, and allocate funds to expand and improve our library. Sadly, in recent years we have lost two long-time dedicated members.

Angela Kurlich joined the Foundation Board in 2015 and was Vice President when she died unexpectedly in August 2020. A Stow businesswoman, she was the owner of Angle Insurance Solutions and active in her community.

Bill Choler was the Foundation's long-time Treasurer, helping to manage assets and prioritize funding for projects. A professional in the accounting field, Bill was a Principal at CliftonLarsonAllen and retired from the company and the Foundation in December 2022. Bill was also very active in the local community and passed away unexpectedly in August 2023.

Don't cry because it's over; smile because it happened. – Dr. Seuss

Guidelines: Include any Foundation Board member who passed away since 2020 and was a member (current or past) within a year prior to their death.

Length of time to post on website: Three (3) months