

STOW-MUNROE FALLS PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
Monday April 15, 2019

CALL TO ORDER

The meeting was called to order at 7:00 pm by Tom Shubert, President

PRESENT

Tom Shubert, President; Craig Mancuso, Vice President; Pastor Brad Jagger, Angela Daniel, Sara Kline; David Renninger, Secretary; Richard Bedell

ABSENT

OTHERS PRESENT

Doug Dotterer, Director; Linda Sutherland, Fiscal Officer

PUBLIC

No public comment.

MINUTES

MOTION NO. 190415-1 APPROVE MARCH 18, 2019 MINUTES

Renninger moved, Bedell seconded:

RESOLVED: That the Board Minutes of March 18, 2019 regular meeting be accepted and approved.

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

AYES: Daniel, Jagger, Kline, Mancuso, Renninger, Bedell, Shubert

NAYS:

Motion carried.

FINANCE

MOTION NO. 190415-2 APPROVE MARCH TREASURER’S REPORT

Kline moved, Renninger seconded:

RESOLVED: That the Board of Trustees approves the Treasurer’s Report for March 2019.

MTD BANK REPORT FOR MONTH 03-STOW-MUNROE FALLS PUB LIB

BANK	DESCRIPTION	Begin Mo Bal	MTD Deposit	MTD Withdrawal	MTD Tran In	MTD Tran Out	Balance
1	MAIN CHECKING ACCOUNT	346,928.44	236,827.46	214,467.91	0.00	0.00	369,287.99
2	PAYROLL CHECKING ACCOUNT	0	0	0	0.00	0.00	0.00
4	BUILDING PROJECT CHECKING ACCT	0	0	0	0.00	0.00	0.00
9	IMPREST FUNDS	300.00	0	0	0.00	0.00	300.00
20	CERTIFICATES OF DEPOSIT	0	0	0	0.00	0.00	0.00
21	STAR OHIO - INVESTMENTS	310,726.74	672.39	0	0.00	0.00	311,399.13
24	STAR OHIO BLDG - INVESTMENTS	78,224.80	169.27	0	0.00	0.00	78,394.07
29	STAR PLUS OHIO - INVESTMENTS	522,401.14	1131.40	0	0.00	0.00	523,532.54
		1,258,581.12	238,800.52	214,467.91	0.00	0.00	1,282,913.73

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

AYES: Jagger, Kline, Mancuso, Renninger, Bedell, Daniel, Shubert

NAYS:

Motion carried.

PROGRAM

DIRECTOR’S REPORT

MOTION NO. 190415-3 ACCEPT THE DIRECTOR’S REPORT

Mancuso moved, Kline seconded:

RESOLVED: That the Board of Trustees accepts the written Director’s report for the months of March/April 2019.

Mr. Dotterer stated the following:

- The State Department for Passport Services will be completing a two year inspection at the library this month.
- The Friends of the Stow-Munroe Falls Public Library raised \$16,100 from their Spring Book Sale.

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

AYES: Kline, Mancuso, Renninger, Bedell, Daniel, Jagger, Shubert

NAYS:

Motion carried.

DISCUSSION ITEMS

There were no discussion items.

BOARD COMMITTEES

BUILDING & GROUNDS

Mrs. Kline stated nothing to report.

FINANCE

Mr. Bedell stated the Finance Committee met prior to the Library Board Meeting and reviewed the financial reports presented by the Fiscal Officer. The library finances are in order.

Mr. Bedell stated the Finance Committee recommends the following:

MOTION NO. 190415-4 AMEND EMPLOYEE POLICY – TRAVEL, PROFESSIONAL MEETING, WORKSHOPS

RESOLVED: That the Board of Trustees amends the following Employee Policy – Travel, Professional Meetings, Workshops to read as:

The Board of Trustees is committed to the professional growth and development of all library staff and trustees. In this regard, the Board supports and encourages membership in professional associations and attendance by all staff and trustees at appropriate workshops and conferences.

A concerted effort should be made to provide opportunities on a rotating basis for all management personnel to attend major professional conferences such as those of the American Library Association and the Public Library Association.

The Board of Trustees also recognizes the importance of active participation in professional associations and organizations for the staff member and the Library as a whole. Since such participation may require

considerable time or travel, a staff member must have written approval of his or her immediate supervisor and the Director, before such financial commitments are made.

TIME ALLOWANCE

Any request for travel by an employee must be submitted on the appropriate form to the Director. (Please see attached Travel Request and Reimbursement Procedures.)

Time may be allowed for a staff member to attend relevant professional meetings or workshops related to their library work upon approval of his/her supervisor. **Time allotted** for such attendance shall not exceed eight (8) hours per day. No overtime is paid for conference attendance. (Note: with prior approval, circumstance may require attendance hours and travel time be combined into one (1) day in order to alleviate the need for overnight stay.) Time off should be taken within the pay period to balance these hours.

Travel time of up to one day (eight hours) each way may be allowed. The amount allotted in each instance will be determined and authorized by the Director and is **in addition** to time allotted for attendance at the workshop or meeting. Travel time shall not be used to extend the 40 hour work week. If travel time falls on the weekend or a holiday, equivalent time shall be taken off within the pay period for travel.

REIMBURSEMENT OF EXPENSES

It is the policy of the Board of Trustees that the employees and trustees will be reimbursed for travel and related expenses, both within and outside Summit County. These must directly pertain to improving Library programs and services and for staff development.

Any staff member or Board member engaging in such professional travel shall be reimbursed for expenses incurred solely by that staff or Board member. Employees and Board members should submit receipts for expenses on the appropriate form to the Fiscal Officer.

The Board member should notify the Board President and Director of his or her intent to attend reimbursable conferences or meetings. A Board member must notify the Fiscal Officer so that funds can be encumbered and the registration made.

The following are reimbursable upon submission of appropriate documentation:

1. Conference or meeting registration or attendance fees
2. Transportation to and from the conference or meeting

Employees traveling by air may not accrue Frequent Flyer Miles for their benefit. If Frequent Flyer Miles are accrued the miles are to be remitted to the library.

3. Transportation expenses incurred at the conference or meeting such as taxi fares or car rentals
4. Parking, not to exceed \$20.00 per day
5. Lodging will be reimbursed at actual cost, provided such cost is reasonable and customary.
6. Meals will be reimbursed up to IRS guidelines per diem:
 - a.) for the city training is taking place in
 - b.) for overnight travel only
 - c.) for actual expenses incurred

No monies will be reimbursed for alcoholic beverages. (The reimbursement includes tips and gratuities, not to exceed 20% of services provided.)

7. Mileage will be reimbursed, for use of personal car, ~~at 25 cents a mile~~ *according to IRS reimbursement guidelines.*

Attendance at out-of-state conferences and meetings shall require prior Board approval; or if time constraints dictate, prior approval from the President of the Board of Trustees, or another officer in his or her absence.

A staff member traveling on official Library business is expected to exercise the same care in incurring expenses that a prudent person would exercise in traveling on personal business.

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

AYES: Mancuso, Renninger, Bedell, Daniel, Jagger, Kline, Shubert

NAYS:

Motion carried.

MOTION NO. 190415-5 ADOPT 2020 ALTERNATIVE TAX BUDGET

RESOLVED: That the Board of Trustees of Stow-Munroe Falls Public Library adopts the proposed General Fund 2020 Alternative Tax Budget.

REVENUE	ACT 2017	ACT 2018	ASK 2019	2019 BUDGET	ASK 2020
PROPERTY TAXES	\$1,822,308	\$1,854,394	\$1,823,750	\$1,833,218	\$1,860,360
PLF (PUBLIC LIBRARY FUNDS)	\$1,118,316	\$1,173,433	\$1,185,450	\$1,195,001	\$1,285,450
PATRON FINES/FEES	\$58,919	\$55,610	\$75,000	\$50,000	\$75,000
EARNINGS ON INVESTMENTS	\$7,779	\$17,551	\$15,000	\$9,000	\$20,000
GIFTS/DONATIONS	\$2,809	\$3,105	\$5,000	\$1,000	\$5,000
MISCELLANEOUS	\$6,541	\$7,472	\$10,000	\$4,000	\$10,000
PASSPORTS	\$60,747	\$71,524	\$85,000	\$55,000	\$90,000
TRANSFER-INS					
TOTAL REVENUE	\$3,077,419	\$3,183,089	\$3,199,200	\$3,147,219	\$3,345,810
DISBURSEMENTS	ACT 2017	ACT 2018	ASK 2019	ASK 2019	ASK 2020
<i>SALARIES/BENEFITS</i>					
Total salaries/benefits	\$2,001,322	\$2,051,471	\$2,154,400	\$2,226,271	\$2,274,810
<i>SUPPLIES</i>					

Total supplies	\$49,762	\$54,977	\$65,000	\$57,600	\$75,000
<i>PURCHASED/CONTRACTED SER</i>					
Total purchased/contracted ser	\$849,834	\$477,883	\$430,000	\$425,441	\$445,000
<i>MATERIALS</i>					
Total materials	\$431,931	\$396,018	\$450,000	\$400,000	\$410,000
<i>CAPITAL OUTLAY</i>					
Total capital outlay	\$14,190	\$107,331	\$25,000	\$21,957	\$35,000
<i>DEBT SERVICE</i>					
Total debt service					
<i>OTHER OBJECTS</i>					
Total other objects	\$9,997	\$10,346	\$14,800	\$15,950	\$16,000
<i>CONTINGENCY</i>			\$60,000	\$0	\$90,000
<i>TRANSFER OUT</i>					
<i>TRANSFER TO BUILDING FUND</i>					
Total General Fund	\$3,357,036	\$3,098,026	\$3,199,200	\$3,147,219	\$3,345,810

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

AYES: Renninger, Bedell, Daniel, Jagger, Kline, Mancuso, Shubert

NAYS:

Motion carried.

HUMAN RESOURCES

Mr. Mancuso stated there would be a Human Resources Committee meeting on Friday April 19, 2019 at 1 pm.

LEGISLATION/RULES

Mrs. Kline stated nothing to report.

LONG RANGE PLANNING

Mr. Renninger stated nothing to report.

TECHNOLOGY

Mr. Shubert stated nothing to report.

RECORDS COMMISSION

Mr. Shubert stated nothing to report.

NEW BUSINESS

MOTION NO. 190415-6 APPROVE LIBRARY CLOSING

Kline moved, Mancuso seconded:

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

November 8, 2019 for a Staff Inservice

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

AYES: Bedell, Daniel, Jagger, Kline, Mancuso, Renninger, Shubert

NAYS:

Motion carried.

MOTION NO. 190415-7 MOTION TO ADJOURN TO EXECUTIVE SESSION

Kline moved, Mancuso seconded:

RESOLVED: The Board of Trustees moves to adjourn into executive session to discuss pending legal issues.

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

AYES: Daniel, Jagger, Kline, Mancuso, Renninger, Bedell, Shubert

NAYS:

Motion carried.

MOTION NO. 190415-8 MOTION TO RETURN TO OPEN SESSION

Renninger moved, Mancuso seconded:

RESOLVED: That the Board of Trustees moves to return to open session.

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

AYES: Jagger, Kline, Mancuso, Renninger, Bedell, Daniel, Shubert

NAYS:

Motion carried.

MOTION NO. 190415-9 ADJOURNMENT

Mancuso moved, Bedell seconded to adjourn the meeting at 8:03 pm.

All were in favor.

Motion carried.

Secretary

Board President

Linda Sutherland
Fiscal Officer