

**STOW-MUNROE FALLS PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
Monday April 18, 2022**

**CALL TO ORDER**

The meeting was called to order at 6:30 pm by Tom Shubert, President

**PRESENT**

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

**ABSENT**

**OTHERS PRESENT**

Gale Koritansky, Director; Linda Sutherland, Fiscal Officer

**PUBLIC**

No public comment.

**MINUTES**

**MOTION NO. 220418-1 APPROVE MARCH 21, 2022 MINUTES**

Renninver moved, Daniel seconded:

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

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

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

NAYS:

Motion carried.

## FINANCE

### MOTION NO. 220418-2 APPROVE MARCH TREASURER'S REPORT

Wyckoff moved, Hegner seconded:

RESOLVED: That the Board of Trustees approves the Treasurer's Report for March 2022.

#### MTD Bank Report for Year 2022 Month 03 - STOW MUNROE FALLS PUB LIB

Bank	Description	Beg Mo Bal	Deposits	Withdrawals	Trans In	Trans Out	Balance
0001	MAIN CHECKING ACCOUNT	521,826.11	271,418.79	264,605.88	0.00	0.00	528,639.02
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	1,957,202.01	461.38	0.00	0.00	0.00	1,957,663.39
0024	STAR OHIO BLDG - INVESTMENTS	80,381.60	18.95	0.00	0.00	0.00	80,400.55
0029	STAR PLUS OHIO - INVESTMENTS	0.00	0.00	0.00	0.00	0.00	0.00
8 Banks		2,559,709.72	271,899.12	264,605.88	0.00	0.00	2,567,002.96

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

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

NAYS:

Motion carried.

## PROGRAM

### DIRECTOR'S REPORT

### MOTION NO. 220418-3 ACCEPT THE DIRECTOR'S REPORT

Wyckoff moved, Daniel seconded:

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

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

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

NAYS:

Motion carried.

## DISCUSSION ITEMS

There were no discussion items.

## BOARD COMMITTEES

### BUILDING & GROUNDS

Ms. Hegner stated nothing to report.

### FINANCE

Mr. Bedell stated the Finance Committee met at 6pm to review the financial reports presented by the Fiscal Officer. The meeting was adjourned at 6:20pm.

Mr. Bedell stated the Finance Committee recommends:

### **MOTION NO. 220418-4 ADOPT 2023 ALTERNATIVE TAX BUDGET**

RESOLVED: That the Board of Trustees of Stow-Munroe Falls Public Library adopts the proposed General Fund 2023 Alternative Tax Budget.

REVENUE	ACT 2020	ACT 2021	ASK 2022	APPROVED 2022 BUDGET	ASK 2023
PROPERTY TAXES	\$1,879,772	\$1,897,050	\$1,899,730	\$1,899,730	\$1,871,068
PLF (PUBLIC LIBRARY FUNDS)	\$1,215,850	\$1,352,524	\$1,285,450	\$1,275,100	\$1,395,500
PATRON FINES/FEES	\$20,339	\$28,509	\$50,000	\$21,000	\$6,000
EARNINGS ON INVESTMENTS	\$6,883	\$1,376	\$10,000	\$1,500	\$1,500
GIFTS/DONATIONS	\$1,391	\$2,235	\$5,000	\$500	\$1,000
MISCELLANEOUS	\$18,090	\$29,068	\$8,000	\$2,000	\$10,000
PASSPORTS	\$22,728	\$45,331	\$55,000	\$40,000	\$55,000
TRANSFER-INS					
<b>TOTAL REVENUE</b>	<b>\$3,165,053</b>	<b>\$3,356,093</b>	<b>\$3,313,180</b>	<b>\$3,239,830</b>	<b>\$3,340,068</b>
<b>DISBURSEMENTS</b>	<b>ACT 2020</b>	<b>ACT 2021</b>	<b>ASK 2022</b>	<b>2022 BUDGET</b>	<b>ASK 2023</b>
<i>SALARIES/BENEFITS</i>					
Total salaries/benefits	\$1,914,041	\$1,864,479	\$2,205,518	\$2,052,825	\$2,286,068
<i>SUPPLIES</i>					

Total supplies	\$31,264	\$38,935	\$80,662	\$61,000	\$70,000
<i>PURCHASED/CONTRACTED SER</i>					
Total purchased/contracted ser	\$398,245	\$480,332	\$530,000	\$585,055	\$520,000
<i>MATERIALS</i>					
Total materials	\$260,168	\$352,390	\$410,000	\$400,000	\$400,000
<i>CAPITAL OUTLAY</i>					
Total capital outlay	\$20,827	\$11,569	\$43,000	\$125,000	\$23,000
<i>DEBT SERVICE</i>					
Total debt service					
<i>OTHER OBJECTS</i>					
Total other objects	\$10,686	\$10,066	\$14,000	\$15,950	\$11,000
<i>CONTINGENCY</i>	\$0	\$0	\$30,000	\$0	\$30,000
<b>Total General Fund</b>	<b>\$2,635,231</b>	<b>\$2,757,771</b>	<b>\$3,313,180</b>	<b>\$3,239,830</b>	<b>\$3,340,068</b>

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

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

NAYS:

Motion carried.

## HUMAN RESOURCES

Mr. Mancuso stated the Human Resources Committee met to review the applications and resumes. The Human Resources Committee recommend:

### **MOTION NO. 220418-5 APPROVE THE FISCAL OFFICER POSITION**

RESOLVED: That the Library Board of Trustees approve to offer the position of Fiscal Officer to Jennifer Hale at a salary of \$62,000 effective July 1, 2022 through June 30, 2023.

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

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

NAYS:

Motion carried.

LEGISLATION/RULES

Mrs. Daniel stated the Legislation/Rules Committee recommends the following:

**MOTION NO. 220418-6 AMEND FINES AND FEES BOARD POLICY**

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

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

1	Audiobooks	.15 per day
2	Books	.15 per day
3	CDs	.15 per day
1	Color Copier Prints	.50 per page
2	Kits <i>Eclectic Collection</i>	1.00 per day
3	<i>Ear Buds</i>	1.00 each
4	<i>Flash Drives</i>	5.00 each
6	Magazines	.15 per day
5	Passport Acceptance	35.00 ea
6	Passport Photographs (2)	\$12.00
9	<del>Playaways Audio</del>	<del>.50 per day</del>
	Playaway	
10	<del>View/Launchpad/Reader</del>	<del>1.00 per day</del>
7	Prints (Black & White)	.15 per page
12	Puppets	.15 per day
13	Puzzles	.15 per day
14	<del>DVDs &amp; Video Games</del>	<del>.75 per day</del>

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

NAYS:

Motion carried.

**MOTION NO. 220418-7 AMEND FIXED ASSET BOARD POLICY**

RESOLVED: That the Board of Trustees amends the Fixed Asset Board Policy to read as:

1. The Stow-Munroe Falls Public Library shall maintain a fixed asset ~~accounting~~ system. The fixed asset system shall maintain sufficient information to permit the following:
  - a. preparation of year-end financial statements in accordance with Budget Based Accounting Principals
  - b. adequate insurance coverage
  - c. control and accountability
- ~~2. The vendor shall be responsible for the development and maintenance of this fixed asset accounting system. To insure control over entity property, the Clerk-Treasurer shall be designated to work with the vendor. The vendor shall also conduct annual inventories.~~
- 2 Fixed assets are defined as those tangible assets of the entity with a useful life in excess of one year and an initial cost of ~~\$250.00~~ **500.00**. Items that become part of the physical plant (water heaters, boilers, shelving, etc.) will not be tagged, but if the total dollar amount of the item with installation is over \$1000.00 it will be included in the improvements category.

~~\*Between inventories by the vendor, the Clerk-Treasurer will record items added to the inventory and items deleted from the inventory.~~

~~3 Fixed assets are to be classified as follow:~~

- ~~a. land~~
- ~~b. buildings~~
- ~~c. improvements other than building~~
- ~~d. furniture and equipment~~
- ~~e. construction in progress~~

~~Leased fixed assets and assets which are jointly owned shall be identified and recorded on the fixed asset system.~~

- 3 Fixed assets shall be recorded at historical cost or, if that amount is not practically determinable, at estimated historical cost. ~~The method to be used to estimate historical cost shall be determined by the vendor.~~

Donated fixed assets shall be valued at their (estimated) fair market value on the date received.

- 4 The Library does not depreciate fixed assets.
- 5 Unless otherwise noted, the following information shall be maintained **at the library** for all fixed assets **in a software data manager program**.

Identification or tag number

***Serial Number***

~~Vendor or contractor (or self-constructed)~~

Description

***Purchase Order Number***

***Location***

~~Asset classification (land, building, and equipment, etc.)~~

~~Building or department using or controlling the asset~~

~~Method of acquisition (purchase, trade in, lease, donated, etc.)~~

~~Source of money used for acquisition~~

~~Replacement cost~~

**Quantity**

Purchase price

Date purchased

~~Estimated useful life~~

~~Estimated salvage value~~

**Note**

6 Tag Number Assignment

**Tags shall be affixed to all appropriate items.**

~~The vendor shall design a tag number system and affix tags to all appropriate items.~~

Each asset established in the System must **also** be assigned to a specific ~~department~~ **location**. ~~by the Director, this established responsibility over that asset (not maintenance responsibility).~~

7 Mass Assets

Within the System there is the capability of recording items as “Mass Assets”. The use of “Mass Assets Option” in the fixed asset inventory should be limited to items where the quantity of items purchased is large, but where the unit cost of individual items is less than \$250.00 **500.00**. The total value of the Mass Asset may be several thousand dollars and still have a unit cost of less than ~~\$250.00~~ **500.00**. Mass Assets are generally appropriated for things such as: stacking chairs, arm chairs, etc. (use where the group will likely stay together and a large number are purchased.) Example: chairs in ~~adult area of a particular location~~ **the meeting rooms**. NOTE: Mass Assets can be assigned one or more tag numbers.

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

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

NAYS:

Motion carried.

**MOTION NO. 220418-8 AMEND IMPREST FUND BOARD POLICY**

RESOLVED: That the Board of Trustees amends IMPREST Fund Board Policy as follows:

The IMPREST Fund equals \$300.00. This is distributed as follows:

A. 3 Sets of Cash Drawers totaling \$240.00:

Circulation 1	<del>\$30.00</del> 40.00	Circulation 1	<del>\$30.00</del> 40.00	Circulation 1	<del>\$30.00</del> 40.00
Circulation 2	<del>30.00</del> 40.00	Circulation 2	<del>30.00</del> 40.00	Circulation 2	<del>30.00</del> 40.00
Children’s 1	<del>10.00</del>	Children’s 1	<del>10.00</del>	Children’s 1	<del>10.00</del>
Children’s 2	<del>10.00</del>	Children’s 2	<del>10.00</del>	Children’s 2	<del>10.00</del>

B. Change Funds totaling \$60.00

Safe located in Room 107, Circulation Department

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

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

NAYS:

Motion carried.

**MOTION NO. 220418-9 AMEND PUBLIC RECORDS BOARD POLICY**

RESOLVED: That the Board of Trustees amends Public Records Board Policy as follows:

**Section 1 Public Records**

In accordance with the Ohio Revised Code and applicable judicial decisions, records are defined as any item that:

1. Contains information stored on a fixed medium (such as paper, electronic – including but not limited to e-mail – and other formats).
2. Created or received by, or sent under the jurisdiction of a public office.
3. Documents the organization, functions, policies, decisions, procedures, operations or other activities of the office.

Public records are to be open to the public at all reasonable time during regular business hours with exceptions only as provided for in the law.

As required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying.

**Section 2 Record requests**

***The Fiscal Officer is the records custodian/manager.*** Each request for public records should be evaluated for a response using the following guidelines:

1. “If a requester makes an ambiguous or overly broad request or has difficulty in making a request for copies or inspection of public records under this section such that the public office or the person responsible for the requested public record cannot reasonably identify what public records are being requested, the public office or the person responsible for the requested public record may deny the request but shall provide the requester with an opportunity to revise the



request by informing the requester of the manner in which records are maintained by the public office and accessed in the ordinary course of the public office's or person's duties." ORC149.43 (B) (2)

2. The requester does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record. In fact, the statute permits a public body to ask for the requester's identity, and to ask for the intended use of the information requested, but only if the public body first discloses to the requester that the requester may decline to answer either or both questions.

3. Only Public records responsive to the request need be so available for inspection during regular business hours, with the exception of published holidays. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.

4. Each request should be evaluated for an estimated length of time required to gather the records.

5. Any denial of public records in whole or in part requested must include an explanation. Also, if the original request was in writing, then the explanation for denial also has to be in writing.

### **Section 3      Costs for Public Records**

Those seeking public records will be charged only the actual cost of making copies. "Upon a request made in accordance with division (B) of this section and subject to division (B) (6) of this section, a public office or person responsible for public records shall transmit a copy of a public record to any person by United States mail or by any other means of delivery or transmission with a reasonable period of time after receiving the request for the copy. The public office or person responsible for the public record may require the person making the request to pay in advance the cost of postage if the copy is transmitted by United States mail or the cost of delivery if the copy is transmitted other than by United States mail, and to pay in advance the costs incurred for other supplies used in the mailing, delivery, or transmission." ORC 149.43 (B) (7)

The law also permits the copying costs to be paid up front: "If any person chooses to obtain a copy of a public record in accordance with division (B) of this section the public office or person responsible for the public record may require that person to pay in advance the cost involved in providing the copy of the public record in accordance with the choice made by the person seeking the copy under this division. The public office or the person responsible for the public record shall permit that person to choose to have the public record duplicated upon paper, upon the same medium upon which the public office or person responsible for the public record keeps it, or upon any other medium upon which the public office or person responsible for the public record determines that it reasonably can be duplicated as an integral part of the normal operations of the public office or person responsible for the public record.

When the person seeking the copy makes a choice under this division, the public office or person responsible for the public record shall provide a copy of it in accordance with the choice made by the person seeking the copy. Nothing in this section requires a public office or person responsible for the public record to allow the person seeking a copy of the public record to make the copies of the public record.” ORC149.43 (B) (6)

Requesters may ask that documents be mailed to them. They will be charged the actual cost of the postage and mailing supplies.

#### **Section 4      E-mail**

E-mail is to be treated in the same fashion as records in other formats and should follow the same retention schedules.

Personal e-mail could potentially contain communications that are public records if the definition of “public record” is satisfied.

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

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

NAYS:

Motion carried.

#### 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. 220418-10 CLOSE LIBRARY FOR PARKING LOT REPAIRS**

Hegner moved, Mancuso seconded:

RESOLVED: That the Board of Trustees of Stow-Munroe Falls Public approve to close the library on Sunday May 29, 2022 for parking lot repairs.

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

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

NAYS:

Motion carried.

**MOTION NO. 220418-11 ADJOURNMENT**

Mancuso moved, Renninger seconded to adjourn the meeting at 7:05 pm.

All were in favor.

Motion carried.

Secretary

Board President

Linda Sutherland  
Fiscal Officer