

STOW-MUNROE FALLS PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
Monday April 19, 2021

CALL TO ORDER

The meeting was called to order at 6:31 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

Gale Koritansky, Director; Linda Sutherland, Fiscal Officer

PUBLIC

No public comment.

MINUTES

MOTION NO. 210419-1 APPROVE MARCH 15, 2021 MINUTES

Renninger moved, Kline seconded:

RESOLVED: That the Board Minutes of March 15, 2021 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. 210419-2 APPROVE MARCH TREASURER’S REPORT

Kline moved, Bedell seconded:

RESOLVED: That the Board of Trustees approves the Treasurer’s Report for March 2021.

MTD Bank Report for Year 2021 Month 03 - STOW MUNROE FALLS PUB LIB

Bank	Description	Beg Mo Bal	Deposits	Withdrawals	Trans In	Trans Out	Balance
0001	MAIN CHECKING ACCOUNT	375,469.56	264,476.99	243,052.47	0.00	0.00	396,894.08
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	920,050.50	63.02	0.00	0.00	0.00	920,113.52
0024	STAR OHIO BLDG - INVESTMENTS	80,311.65	5.50	0.00	0.00	0.00	80,317.15
0029	STAR PLUS OHIO - INVESTMENTS	535,631.67	31.85	0.00	0.00	0.00	535,663.52
8 Banks		1,911,763.38	264,577.36	243,052.47	0.00	0.00	1,933,288.27

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. 210419-3 ACCEPT THE DIRECTOR’S REPORT

Renninger moved, Mancuso seconded:

RESOLVED: That the Board of Trustees accepts the written Director’s report for the months of March/April 2021.

The Director informed the Board that the Finance Committee had discussed the matter of having the second desk on the Children’s floor demolished. The Director stated that this would open up the Children’s Floor for programs.

The Director explained that there are many openings in the Circulation Department. Ms. Knapp, Head of Circulation is working hard on filling the positions.

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 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. 210419-4 ADOPT 2022 ALTERNATIVE TAX BUDGET

RESOLVED: That the Board of Trustees of Stow-Munroe Falls Public Library adopts the proposed General Fund 2022 Alternative Tax Budget.

REVENUE	ACT 2019	ACT 2020	ASK 2021	2021 BUDGET	ASK 2022
PROPERTY TAXES	\$1,857,793	\$1,879,772	\$1,871,068	\$1,871,068	\$1,899,730
PLF (PUBLIC LIBRARY FUNDS)	\$1,227,624	\$1,215,850	\$1,285,450	\$1,070,869	\$1,285,450
PATRON FINES/FEES	\$50,625	\$20,339	\$70,000	\$20,000	\$50,000
EARNINGS ON INVESTMENTS	\$21,236	\$6,883	\$15,000	\$4,000	\$10,000
GIFTS/DONATIONS	\$8,959	\$1,391	\$5,000	\$500	\$5,000
MISCELLANEOUS	\$11,101	\$18,090	\$8,000	\$2,000	\$8,000
PASSPORTS	\$73,180	\$22,728	\$75,000	\$25,000	\$55,000

TRANSFER-INS					
TOTAL REVENUE	\$3,250,518	\$3,165,053	\$3,329,518	\$2,993,437	\$3,313,180
DISBURSEMENTS	ACT 2019	ACT 2020	ASK 2021	2021 BUDGET	ASK 2022
<i>SALARIES/BENEFITS</i>					
Total salaries/benefits	\$2,099,956	\$1,914,041	\$2,275,518	\$1,990,400	\$2,205,518
<i>SUPPLIES</i>					
Total supplies	\$57,963	\$31,264	\$80,000	\$61,000	\$80,662
<i>PURCHASED/CONTRACTED SER</i>					
Total purchased/contracted ser	\$416,771	\$398,245	\$500,000	\$501,087	\$530,000
<i>MATERIALS</i>					
Total materials	\$395,262	\$260,168	\$410,000	\$400,000	\$410,000
<i>CAPITAL OUTLAY</i>					
Total capital outlay	\$88,812	\$20,827	\$20,000	\$25,000	\$43,000
<i>DEBT SERVICE</i>					
Total debt service					
<i>OTHER OBJECTS</i>					
Total other objects	\$12,505	\$10,686	\$14,000	\$15,950	\$14,000
<i>CONTINGENCY</i>					
	\$0	\$0	\$30,000	\$0	\$30,000
<i>TRANSFER OUT</i>					
<i>TRANSFER TO BUILDING FUND</i>					
Total General Fund	\$3,071,269	\$2,635,231	\$3,329,518	\$2,993,437	\$3,313,180

3% per ORC

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

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

Motion carried.

HUMAN RESOURCES

Mr. Mancuso stated nothing to report.

LEGISLATION/RULES

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

MOTION NO. 210419-5 AMEND ASSISTANT HEAD OF CIRCULATION JOB DESCRIPTION

RESOLUTION: That the Board of Trustees amends the Assistant Head of Circulation job description to the Senior Floor Coordinator. This position is a Grade 6 at \$13.98/hr. Please see copy attached.

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

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

NAYS:

Motion carried.

MOTION NO. 210419-6 AMEND HIRING PRACTICES EMPLOYEE POLICY

RESOLUTION: That the Board of Trustees amends Hiring Practices employee policy to read as follow:

The library is an equal opportunity employer, and all appointments and promotions are made without regard to sex, color, age, race, creed, ethnic origin or disability. Selection of a staff member is based on the requirements of the position and the candidate's educational and technical qualifications, intellectual ability, and general aptitude for the position, the strength of the personal interview and the best interest of the library.

Appointments of all employees must have prior approval by the Director.

Appointments of members of the immediate families of the Board of Trustees and library supervisors, in any position, is discouraged. Any such appointment must have prior approval of the Board of Trustees.

~~Any open position will be posted in the library for seven (7) consecutive days. If the position is not filled from within, advertisement will be placed in the appropriate media.~~

The first six (6) months that an employee is on the job or in a new position is considered a probationary period. This is a period of close supervision and training. If performance is not satisfactory, the employee may be terminated or the probation period may be extended another three (3) months at the discretion of the supervisor. (See Performance Evaluation)

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

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

NAYS:

Motion carried.

LONG RANGE PLANNING

Mr. Renninger stated he would like the Long Range Planning Committee to meet sometime in June to access the parking lot project. Mr. Renninger stated he would contact the committee members with a date and time.

TECHNOLOGY

Mr. Shubert stated nothing to report.

RECORDS COMMISSION

Mr. Shubert stated nothing to report.

NEW BUSINESS

MOTION NO. 210419-7 ADJOURNMENT

Bedell moved, Renninger seconded to adjourn the meeting at 7:03 pm.

All were in favor.

Motion carried.

Secretary

Board President

Linda Sutherland
Fiscal Officer

POSITION DESCRIPTION

STOW-MUNROE FALLS PUBLIC LIBRARY

An Equal Opportunity Employer

Page 1 of 2

Job Title: ***SENIOR FLOOR COORDINATOR***
ASSISTANT HEAD OF CIRCULATION SERVICES

Department: Circulation Services

Immediate Supervisor: Head of Circulation

Positions Supervised: Public Services Assistant – Floor Coordinator
~~Public Services Assistant~~

JOB RESPONSIBILITIES:

Under general direction, ~~works with the Head of Circulation Services to direct the services of~~ ***oversees*** the Circulation department ~~Services staff in the absence of the Head of Circulation,~~ ***supervises floor coordinators,*** and ~~supervise~~ ***performs*** circulation services staff ***duties.***

QUALIFICATIONS:

~~Bachelor's Degree~~ ***G.E.D. or a high school diploma***
1 – 32 years' supervisory experience or 2 years circulation 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

STOW-MUNROE FALLS PUBLIC LIBRARY

SKILLS AND ABILITIES TO:

Present a positive, professional image to the public
Interact and communicate appropriately with patrons and staff
Develop and maintain effective working relationships with the Director and co-workers
Communicate effectively in written and oral form
~~Plan, schedule and organize work~~
Maintain a positive work environment for employees
~~Identify qualified employees through screening and interviewing methods~~
Identify employee strengths and weaknesses
Identify employee behavior that required discipline
Maintain confidentiality
Work flexible hours
Basic knowledge of office equipment
Computer literacy

PRIMARY RESPONSIBILITIES

- Performs regular circulation duties
- Provides direct service to patrons per the following:
 - Maintaining registration files
 - Troubleshooting complaints
 - Troubleshooting overdue accounts
- Collects and count monies
- Processes and catalogues interlibrary materials
- Processes and troubleshoots morning reports
- Assist with employee training
- May act as Building Supervisor when needed
- *May oversee and restock supplies for the department*
- *Maintains bulletin board*
- *Performs additional duties and assignments, Other duties as assigned*