

**STOW-MUNROE FALLS PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
Monday April 17, 2023**

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; David Renninger, Secretary; Emily Hegner, Angela Daniel, Carla Wyckoff

ABSENT

Richard Bedell

OTHERS PRESENT

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

PUBLIC

Kelly Knapp, Head of Circulation Services

Scott Weaver, CBLH – Gave a brief presentation to the Board of Trustees on the circulation renovation floor plan that they created.

MINUTES

MOTION NO. 230417-1 APPROVE MARCH 20, 2023 MINUTES

Mancuso moved, Renninger seconded:

RESOLVED: That the Board Minutes of March 20, 2023 regular meeting be accepted and approved.

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

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

NAYS:

Motion carried.

FINANCE

MOTION NO. 230417-2 APPROVE MARCH TREASURER’S REPORT

Wyckoff moved, Renninger seconded:

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

MTD Bank Report for Year 2023 Month 03 - STOW MUNROE FALLS PUB LIB

Bank	Description	Beg Mo Bal	Deposits	Withdrawals	Trans In	Trans Out	Balance
0001	MAIN CHECKING ACCOUNT	614,224.88	277,240.99	245,211.88	0.00	0.00	646,253.99
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	1,843,835.48	7,617.99	0.00	0.00	0.00	1,851,453.47
0024	STAR OHIO BLDG - INVESTMENTS	82,356.57	340.26	0.00	0.00	0.00	82,696.83
0029	STAR PLUS OHIO - INVESTMENTS	0.00	0.00	0.00	0.00	0.00	0.00
0030	US BANK - REDTREE INVESTMENTS	669,641.82	2,547.22	0.00	0.00	0.00	672,189.04
0206	US BANK - FROEBE ENDOWMENT	327,398.17	1,245.38	0.00	0.00	0.00	328,643.55
10 Banks		3,537,756.92	288,991.84	245,211.88	0.00	0.00	3,581,536.88

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

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

NAYS:

Motion carried.

PROGRAM

DIRECTOR’S REPORT

MOTION NO. 230417-3 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 March 2023.

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

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

NAYS:

Motion carried.

DISCUSSION ITEMS

There were no discussion items.

BOARD COMMITTEES

BUILDING & GROUNDS

Ms. Hegner stated they met earlier this evening with Mike Deiwert to discuss the prior parking lot plan and what we want moving forward. We are going to advertise a Request for Qualifications for a Landscape Architect to plan an outdoor structure.

Ms. Hegner stated the Building and Grounds Committee recommends:

MOTION NO. 230417-4 APPROVE CBLH CIRCULATION FLOOR PLAN

RESOLVED: That the Board of Trustees of Stow-Munroe Falls Public Library approves the proposed floor plan CBLH created for the Circulation Department renovation (see copy attached).

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

AYES: Daniel, Hegner, Mancuso, Renninger, Wyckoff, 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. The meeting was adjourned at 6:18pm.

Mr. Renninger stated the Finance Committee recommends:

MOTION NO. 230417-5 ADOPT 2024 ALTERNATIVE TAX BUDGET

RESOLVED: That the Board of Trustees of Stow-Munroe Falls Public Library adopts the proposed General Fund 2024 Alternative Tax Budget.

REVENUE	ACT 2021	ACT 2022	ASK 2023	APPROVED 2023 BUDGET	ASK 2024
PROPERTY TAXES	\$1,897,050	\$1,896,523	\$1,871,068	\$1,905,059	\$1,935,989
PLF (PUBLIC LIBRARY FUNDS)	\$1,352,524	\$1,449,715	\$1,395,500	\$1,479,475	\$1,402,243

PATRON FINES/FEES	\$28,509	\$20,063	\$6,000	\$6,000	\$6,000
EARNINGS ON INVESTMENTS	\$1,376	\$43,043	\$1,500	\$1,500	\$2,500
GIFTS/DONATIONS	\$2,235	\$1,654	\$1,000	\$500	\$500
MISCELLANEOUS	\$29,068	\$6,765	\$10,000	\$4,000	\$4,000
PASSPORTS	\$45,331	\$68,093	\$55,000	\$50,000	\$55,000
TRANSFER-INS					
TOTAL REVENUE	\$3,356,093	\$3,485,855	\$3,340,068	\$3,446,534	\$3,406,232
DISBURSEMENTS	ACT 2021	ACT 2021	ASK 2023	2023 BUDGET	ASK 2024
<i>SALARIES/BENEFITS</i>					
Total salaries/benefits	\$1,864,479	\$1,897,969	\$2,286,068	\$2,033,807	\$2,240,232
<i>SUPPLIES</i>					
Total supplies	\$38,935	\$54,787	\$70,000	\$61,000	\$60,000
<i>PURCHASED/CONTRACTED SERVICES</i>					
Total purchased/contracted ser.	\$480,332	\$490,266	\$520,000	\$594,960	\$550,000
<i>MATERIALS</i>					
Total materials	\$352,390	\$322,665	\$400,000	\$400,000	\$400,000
<i>CAPITAL OUTLAY</i>					
Total capital outlay	\$11,569	\$62,476	\$23,000	\$300,000	\$115,000
<i>DEBT SERVICE</i>					
Total debt service				\$0	\$0
<i>OTHER OBJECTS</i>					
Total other objects	\$10,066	\$9,849	\$11,000	\$44,000	\$11,000
<i>CONTINGENCY</i>	\$0	\$0	\$30,000	\$12,767	\$30,000
Total General Fund	\$2,757,771	\$2,838,012	\$3,340,068	\$3,446,534	\$3,406,232

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

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

NAYS:

Motion carried.

HUMAN RESOURCES

Mr. Mancuso stated nothing to report.

LEGISLATION/RULES

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

MOTION NO. 230417-6 AMEND EMPLOYEE POLICY: COBRA

RESOLVED: That the Board of Trustees amends the Employee Policy: COBRA to read as follows:

Public Law 990727, Title X of the Federal Code, known as the Consolidated Omnibus Reconciliation Act (COBRA), requires that employers sponsoring group medical plans offer employees and their families the opportunity for temporary extension of coverage at group rates in certain instances where coverage would otherwise end.

An employee of Stow-Munroe Falls Public Library has the right to choose this continuation coverage if ~~he/she loses~~ **they lose** group coverage because of termination of employment for any reason other than gross misconduct on ~~his/her~~ **their** part.

The spouse or dependent children of an employee has the right to choose continuation of coverage under certain qualifying events (i.e., divorce).

Information detailing an employee's rights and responsibilities under COBRA can be requested from the Fiscal Officer.

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

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

NAYS:

Motion carried.

MOTION NO. 230417-7 AMEND EMPLOYEE POLICY: COMMUNICATION USAGE FOR EMPLOYEES

RESOLVED: That the Board of Trustees amends the Employee Policy: Communication Usage for Employees to read as follows:

1. Employees are encouraged to help create a hospitable and professional atmosphere. Fraternalizing with patrons should be kept to a minimum. Lengthy personal conversations with fellow employees should also be avoided.
2. Written correspondence (i.e., memos, phone messages, etc.), voice mail and e-mail are intended to support and enhance library business and do not carry any expectations of privacy. Therefore, a library employee who uses these forms of communication should not expect that ~~his or her~~ **their** messages are confidential. Employees are expected to conduct themselves in an ethical and businesslike manner when using these forms of communication.

3. E-mail and voice mail are not intended to promote the employee's personal business or to be used by an employee for ~~his/her~~ *their* own personal business. Employees who misuse voice mail or e-mail are subject to disciplinary action up to and including termination of employment. Each employee will be ~~offered the option of~~ *given* an e-mail address through the library. The primary purpose of this service is for library use. Any personal use should be kept to a minimum and not during the employee's scheduled work hours.

It is strictly prohibited to:

- Send or forward e-mails containing libelous, defamatory, offensive, racist or obscene remarks. If an employee receives an e-mail of this nature, the employee must promptly notify ~~his or her~~ *their* supervisor.
- Send unsolicited e-mail messages or chain mail.
- Forge or attempt to forge e-mail messages, or disguise or attempt to disguise one's identity when sending e-mail.
- Delete a public record e-mail message that has not met or exceeded the appropriate retention period.

Records management and e-mail retention

Written correspondence (i.e., memos, phone messages, etc.), voice mail and e-mail are a means of transmission of messages or information. The retention or disposition of these types of messages must be related to the information they contain or the purpose they serve. The content, transactional information, and any attachments associated with these types of correspondence are considered a record if they meet the criteria of the [Ohio Revised Code section 149.01.1 \(G\)](#). The content of these messages may vary considerably, and therefore, this content must be evaluated to determine the length of time the messages must be retained.

4. Personal telephone calls are discouraged for staff. Long distance calls may be made for library business only. An employee who knowingly places a long distance telephone call without proper authority is subject to disciplinary action. (Patrons are to use the library phone only in an emergency, and will be called to the phone only in a family emergency.)

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

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

NAYS:

Motion carried.

MOTION NO. 230417-8 AMEND EMPLOYEE POLICY: ETHICS

RESOLVED: That the Board of Trustees amends Employee Policy: Ethics to read as follows:

Policy Statement

It is policy of the Stow-Munroe Falls Public Library Board of Trustees to carry out its mission in accordance with the strictest ethical guidelines and to ensure that the Board of Trustees and employees conduct themselves in a manner that fosters public confidence in the integrity of the Board of Trustees, its processes, and its accomplishments.

General Standards of Ethical Conduct

The Stow-Munroe Falls Public Library Board of Trustees and employees must, at all times, abide by protections to the public embodied in Ohio's ethics laws, as found in Chapters 102. and 2921. of the Ohio Revised Code, and as interpreted by the Ohio Ethics Commission and Ohio courts. (A copy of these laws is provided by the Board, and receipt acknowledged, as required in R.C. 102.09(D).) Members and employees must conduct themselves, at all times, in a manner that avoids favoritism, bias, and the appearance of impropriety.

A general summary of the restraints upon the conduct of all members and employees includes, but is not limited to, those listed below. No member or employee shall:

- Solicit or accept anything of value from anyone doing business with the Stow-Munroe Falls Public Library Board of Trustees;
- Solicit or accept employment from anyone doing business with the Stow-Munroe Falls Public Library Board of Trustees, unless the official or employee completely withdraws from Board activity regarding the party offering employment, and the Board approves the withdrawal;
- Use ~~his or her~~ **their** public position to obtain benefits for the official or employee, a family member, or anyone with whom the official or employee has a business or employment relationship;
- Be paid or accept any form of compensation for personal services rendered on a matter before, or sells goods or services to, the Board;
- Be paid or accept any form of compensation for personal services rendered on a matter before, or sell (except by competitive bid) goods or services to, any state agency other than the Board, unless the member or employee first discloses the services or sales and withdraws from matters before the Board that directly affect officials and employees of the other state agency, as directed in R.C. 102.04;
- Hold or benefit from a contract with, authorized by, or approved by, the Board, (the Ethics Law does except some limited stockholdings, and some contracts objectively shown as the lowest cost services, where all criteria under R.C. 2921.42 are met);
- Vote, authorize, recommend, or in any other way use ~~his or her~~ **their** position to secure approval of a Stow-Munroe Falls Public Library contract (including employment or personal services) in which the official or employee, a family member, or anyone with whom the official or employee has a business or employment relationship, has an interest;
- Solicit or accept honoraria (see R.C. 102.01(H) and 102.03(H)) ;

- During public service, and for one year after leaving public service, represent any person, in any fashion, before any public agency, with respect to a matter in which the official or employee personally participated while serving with the Stow-Munroe Falls Public Library;
- Use or disclose confidential information protected by law, unless appropriately authorized; or
- Use, or authorize the use of, ~~his or her~~ **their** title, the name “Stow-Munroe Falls Public Library,” or “the Stow-Munroe Falls Public Library’s acronym,” or the Stow-Munroe Falls Public Library’s logo in a manner that suggests impropriety, favoritism, or bias by the Stow-Munroe Falls Public Library Board of Trustees or the employee;

For purposes of this policy:

- “Anything of value” includes anything of monetary value, including, but not limited to, money, gifts, food or beverages, social event tickets and expenses, travel expenses, golf outings, consulting fees, compensation, or employment. “Value” means worth greater than de minimis or nominal.
- “Anyone doing business with the Stow-Munroe Falls Public Library” includes, but is not limited to, any person, corporation, or other party that is doing or seeking to do business with, regulated by, or has interests before the Stow-Munroe Falls Public Library.

Financial Disclosure

Every Stow-Munroe Falls Public Library Board of Trustee or employee required to file a financial disclosure statement must file a complete and accurate statement with the Ethics Commission by April 15 of each year. Any member or employee appointed, or employed to a filing position after February 15 and required to file a financial disclosure statement must file a statement within ninety days of appointment or employment.

Assistance

The Ethics Commission is available to provide advice and assistance regarding the application of the Ethics Law and related statutes. The Commission can be contacted at (614) 466-7090. The Commission’s web site address is: www.ethics.ohio.gov. The Stow-Munroe Falls Public Library Board of Trustees and counsel for the Governor’s office are available to answer questions involving this policy.

Penalties

Failure of any Stow-Munroe Falls Public Library Board of Trustee or employee to abide by this Ethics policy, or to comply with the Ethics Law and related statutes, will result in discipline, which may include dismissal, as well as any potential civil or criminal sanctions under the law.

Changes

This policy may be changed only by a majority vote of the Stow-Munroe Falls Public Library Board of Trustees.

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

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

NAYS:

Motion carried.

LONG RANGE PLANNING

Mr. Renninger stated they did not meet but will coordinate with Building and Grounds to determine who will create the Capital Improvement Plan.

TECHNOLOGY

Mr. Shubert stated nothing to report.

RECORDS COMMISSION

Mr. Shubert stated nothing to report.

NEW BUSINESS

MOTION NO. 230417-9 ADJOURNMENT

Wyckoff moved, Daniel seconded to adjourn the meeting at 7:17 pm.

All were in favor.

Motion carried.

Secretary

Board President

Jennifer Hale
Fiscal Officer

APRIL 17, 2023



CIRCULATION AND WORKROOM STUDY

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PROJECT TEAM:

Owner

Stow-Munroe Falls Public Library.

3512 Darrow Rd,

Stow, OH 44224

Phone: 330-688-3295

Main Contacts:

Gale Koritansky - Director

Jenn Hale – Fiscal Officer

Kelly Knapp – Head of Circulation

Architect:

CBLH Design

7850 Freeway Circle, Suite 101,

Middleburg Heights. OH, 44130

Phone: 440.243.2000

Main Contact:

Scott Weaver- Principal

Justin Kaufer – Pr. Architect

Aaliyah Russell - Interiors

PROJECT SUMMARY

The Stow-Munroe Falls Public Library (SMFPL) is planning to reconfigure their current circulation desk, book holds, and staff work area.

SMFPL engaged the services of CBLH Design to provide a space planning study as to the best way to reconfigure these spaces. We met with key library stakeholders to review their objectives in reimagining the current space.

The Library's circulation objectives include reconfiguring the circulation desk, providing more work space for material sorting, and removing a curved wall to provide a more efficient use of the space for book holds.

Currently the circulation desk does not provide enough work area for the Staff. There is a curved wall behind it which does not provide efficient use of the area. The interior book drop is tucked around the corner as patrons first enter. It is challenging to access due to the existing metal detectors.

The Staff Work Area requires more space to receive and catalog book shipments from CLEVNET. More counter space and shelving is required to store the shipments until they can be sorted and logged into the library's computer network. Additional wall cabinets and counter space is needed to conceal stored materials.

The proposed solution rotates the circulation desk to greet patrons as they enter the library. This also moves the book holds and self-checkout towards the entry/exit, simplifying the circulation path. The proposed configuration moves the book drop away from the door for ease of access.

The workroom is opened by removing existing counters and shelving to allow for more flexibility. The existing office is relocated to an adjacent room. This allows for the room to be opened to the staff workspace and service as a dedicated CLEVNET sorting area. This configuration allows for flexibility throughout the workspace as well as ample space for employees.

Anticipated Project Scope

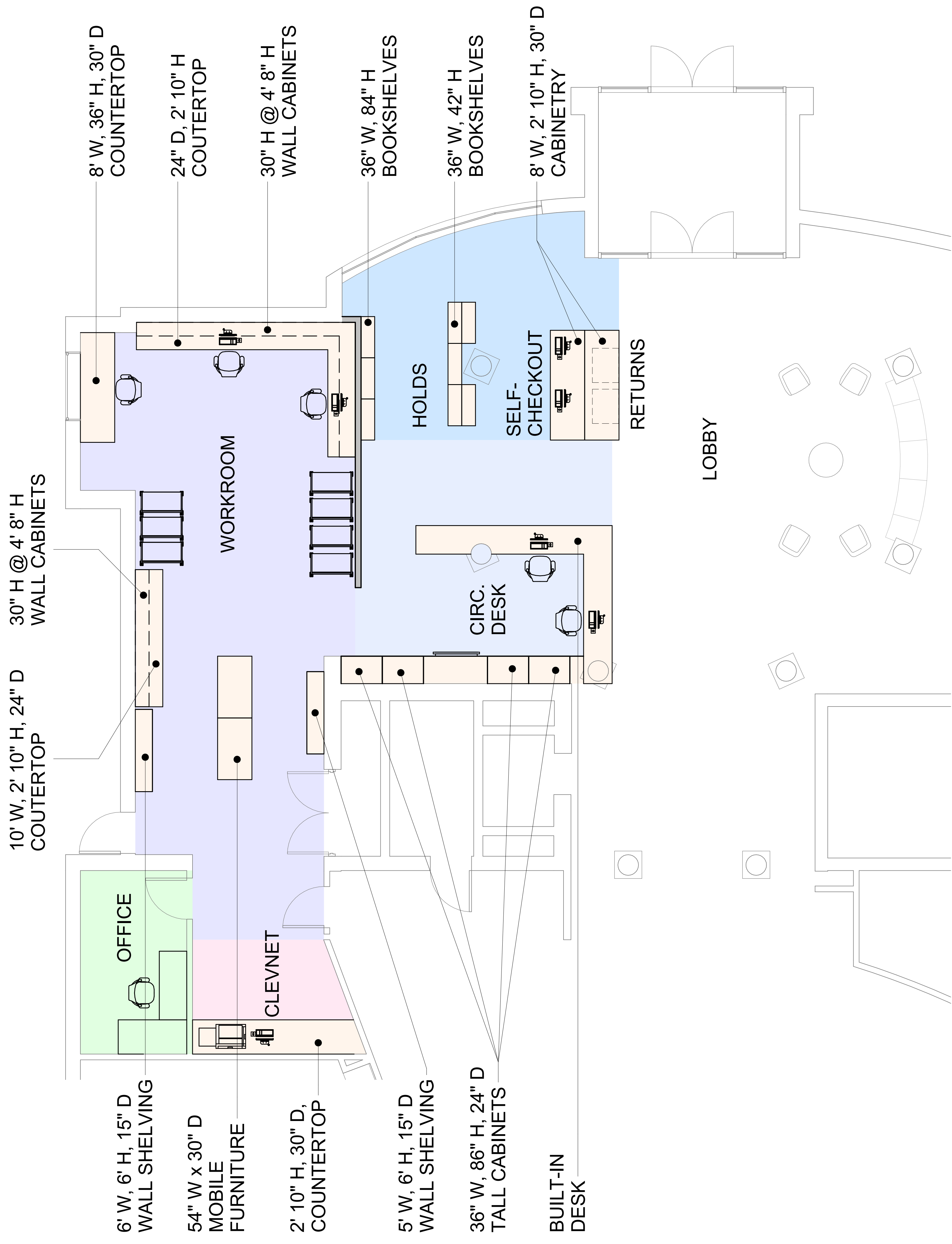
For this proposed floor plan, a minor renovation will be required for the affected areas. This work includes the following:

- New carpeting throughout the study area
- Modify the existing ceiling above the circulation desk, self-checkout, holds, and CLEVNET areas
- New solid surface countertops with plastic laminate casework throughout
- New wall paint throughout the study area
- Removal of existing metal detection system
- Removal of existing interior partitions and construction of new partitions for the proposed configuration

- New lighting at circulation desk
- Suggested replacement of existing ceiling and light fixtures in the staff workroom area
- Minor adjustments to HVAC and Electrical systems are required to work with the proposed new plan

APPENDIX

Proposed Floor Plan Revisions



① FIRST FLOOR PLAN STUDY
1/4" = 1'-0"