

**STOW-MUNROE FALLS PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
Monday December 17, 2018**

CALL TO ORDER

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

PRESENT

Sara Kline, David Renninger, Secretary; Craig Mancuso, Tom Shubert, President; Christina Gary, Vice President; Rich Bedell,

ABSENT

Pastor Brad Jagger

OTHERS PRESENT

Doug Dotterer, Director, Linda Sutherland, Fiscal Officer

PUBLIC COMMENT

John Pribonic Mayor of City of Stow gave a proclamation to Christina Gary for her outstanding service.

Angela Daniel is the newly appointed Library Trustee for the Stow-Munroe Falls Public Library. Ms. Daniel stated how excited she is about this new position.

ACTION ITEMS

MOTION NO. 181217-1 APPROVE NOVEMBER 26, 2018 MINUTES

Renninger moved, Kline seconded:

RESOLVED: That the Board Minutes of November 26, 2018 regular board meeting be accepted and approved.

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

AYES: Gary, Kline, Mancuso, Renninger, Bedell, Shubert

NAYS:

Motion carried.

FINANCE

MOTION NO. 181217-2 APPROVE NOVEMBER TREASURER’S REPORT

Gary moved, Mancuso seconded:

RESOLVED: That the Board of Trustees approves the Treasurer’s Report for November 2018.

MTD BANK REPORT FOR MONTH 11-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	707,443.60	109,240.53	279,607.27	0.00	0.00	537,076.86
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	308,251.12	586.63	0	0.00	0.00	308,837.75
24	STAR OHIO BLDG - INVESTMENTS	77,601.57	147.68	0	0.00	0.00	77,749.25
29	STAR PLUS OHIO - INVESTMENTS	518,270.36	980.46	0	0.00	0.00	519,250.82
		1,611,866.65	110,955.30	279,607.27	0.00	0.00	1,443,214.68

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

AYES: Kline, Mancuso, Renninger, Bedell, Gary, Shubert

NAYS:

Motion carried.

PROGRAM

DIRECTOR’S REPORT

MOTION NO. 181217-3 ACCEPT DIRECTOR’S REPORT

Mancuso moved, Gary seconded:

RESOLVED: That the Board of Trustees accepts the written Director’s report for the months of November and December 2018.

Mr. Dotterer stated he is fulfilling Mrs. Phipps wishes for 2018. Per her request for 2018, please find listed below her list of donations:

1. New chairs for the Stow and Munroe Falls meeting rooms

2. New chairs in the Staff Room
3. Painting the walls in the Administration area

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

AYES: Mancuso, Renninger, Bedell, Gary, Kline, Shubert

NAYS:

Motion carried.

DISCUSSION ITEMS

Mrs. Gary said she asked to have the Board of Trustees Guidelines posted under the Discussion Items. Mrs. Gary stated she asked the school board if they have guidelines or qualifications when interviewing for a new library trustee. The school board stated there were no guidelines. Mr. Shubert asked Mrs. Kline to be on the subcommittee to work with the school board on this matter.

BOARD COMMITTEES

BUILDING & GROUNDS

Ms. Kline stated nothing to report.

FINANCE

MOTION NO. 181217-4 ADOPT 2019 GENERAL FUND REVENUE AND APPROPRIATIONS BUDGET

Kline moved, Mancuso seconded:

RESOLVED: That the Board of Trustees of Stow-Munroe Falls Public Library adopts the proposed 2019 General Fund Estimated Revenue and Appropriations Budget as follows:

	UNENCUMBERED FUNDS	12/31/2018
A	BALANCE ALL UNENC FUNDS	\$963,135
	GENERAL FUND REVENUE	PROPOSED 2019 BUDGET
	PLF	\$1,195,001
	REAL ESTATE TAXES	\$1,622,635
	PERSONAL PROPERTY TAX	\$0

	HOMESTEAD ROLLBACK	\$210,583
	TOTAL TAXES/ROLLBACK	\$1,833,218
	PATRON FINES	\$40,000
	COPIERS	\$10,000
	INTEREST ON STAR OHIO	\$9,000
	INTEREST ON CHECKING	\$0
	GIFTS/DONATIONS	\$1,000
	MEETING ROOM	\$0
	MISCELLANEOUS	\$4,000
	PASSPORT/PHOTOS	\$55,000
	TRANSFER	
	RESTRICTED FEDERAL MINI-GRANT	
B	TOTAL REVENUE	\$3,147,219
A+B	REVENUE + UNENC. BALANCE	\$4,110,354
		PROPOSED 2019 EXPENDITURES
	EXPENDITURES	
	SALARIES/BENEFITS	
	Total salaries/benefits	\$2,226,271
	SUPPLIES	
	Total supplies	\$57,600
	PURCHASED/CONTRACTED SER	
	Total purchased/contracted ser	\$425,441
	MATERIALS	
	101 Materials	\$400,000
	CAPITAL OUTLAY	
	Total capital outlay	\$21,957
	DEBT SERVICE	
	Total debt service	\$0
	OTHER OBJECTS	
	Total other objects	\$15,950
	CONTINGENCY	\$0
	TRANSFER OUT	
	RESTRICTED FEDERAL MINI-GRANT	
	BUILDING IMPROVEMENT FUND	\$0
C	TOTAL ALL EXPENDITURES	\$3,147,219

Mr. Shubert asked Mr. Dotterer to work on a promotion to help increase circulation for Search Ohio.

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

AYES: Renninger, Bedell, Gary, Kline, Mancuso, Shubert

NAYS:

Motion carried.

HUMAN RESOURCES

Mr. Mancuso stated the evaluations for the Director and Fiscal Officer would be discussed in Executive Session.

LEGISLATION/RULES

Mrs. Gary stated the Legislation/Rules Committee recommends:

MOTION NO. 181217-5 AMEND EMPLOYEE POLICY – JOB CLASSIFICATIONS

RESOLVED: That the Board of Trustees amends the Job Classification Chart Employee Policy to read as:

An employee must be employed by the library, in a new position, or at a new rate of pay for at least six (6) months before they are eligible for a yearly salary/hourly wage increase. The employee must have received a satisfactory rating in their performance evaluation to qualify for the increase.

PAY GRADE	MIN START	FULL TIME ANNUAL SALARY
1	\$8.30 \$8.55	
2	\$9.18	
3	\$9.61	
4	\$10.41	
5	\$11.15	
6	\$13.98	\$29,078.40
7	\$14.32	\$29,785.60

8	\$15.18	\$31,574.40
9	\$16.03	\$33,342.40
10	\$16.40	\$34,112.00
11	\$17.22	\$35,817.60
12	\$19.45	\$40,456.00
99		

Pay Grades and Staff Position Titles:

Assistant Head Library Systems Administrator	99*
Assistant Head of Children Services	11
Assistant Head of Circulation Services	7
Assistant Head of Information Services	11
Assistant Head of Technical Services	11
Children Services Associate	6
Children Services Librarian	10
Deputy Fiscal Officer /Finance Assistant	9
Graphic Design Coordinator & Media Specialist	8
Head Library Systems Administrator	99*
Head of Children Services	12
Head of Circulation Services	12
Head of Information Services	12
Head of Technical Services	12
Local History Librarian	10
Maintenance Associate	5
Marketing and Public Relations Coordinator	9
Marketing and Public Relations Manager	12
Outreach Librarian – Children Services	10
Outreach Librarian – Information Services	10
Public Services Assistant – Floor Coordinator	4
Public Services Assistant	2
Information Services Associate	6
Information Services Librarian	10
Shelving Page	1
Technical Services Clerk	3
Technical Services Processor	5
Teen Librarian	10

*Per Market

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

AYES: Bedell, Gary, Kline, Mancuso, Renninger, Shubert

NAYS:

Motion carried.

LONG RANGE PLANNING

Mr. Renninger stated he is hoping to have a Long Range Planning Committee meeting the first quarter of 2019.

TECHNOLOGY

Mr. Shubert stated nothing to report.

RECORDS COMMISSION

Mr. Shubert stated nothing to report.

NEW BUSINESS

MOTION NO. 181217-6 ACKNOWLEDGE LEAVE OF ABSENCE

Mancuso moved, Gary seconded:

RESOLVED: That the Boards of Trustees acknowledges the following:

Elaine Harding, Medical Leave to begin December 13, 2018 through March 11, 2019, not to exceed twelve (12) workweeks

Per Employee Policy #030922-6 Family (Maternity/Paternity)/Medical Leave:

However, an employee may use this leave on an **intermittent basis** or **reduced leave schedule** (i.e., less than a full-time basis), when medically necessary or if the employee is needed to care for a family member with a serious medical condition.

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

AYES: Gary, Kline, Mancuso, Renninger, Bedell, Shubert

NAYS:

Motion carried.

MOTION NO. 181217-7 RESOLUTION FOR CHRISTINA GARY

Kline moved, Mancuso seconded:

RESOLVED: That the Stow-Munroe Falls Public Library Board of Trustees present the following resolution to Mrs. Christina Gary. Please see copy attached.

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

AYES: Kline, Mancuso, Renninger, Bedell, Gary, Shubert

NAYS:

Motion carried.

MOTION NO. 181217-8 MOTION TO ADJOURN TO EXECUTIVE SESSION

Renninger moved, Mancuso seconded:

RESOLVED: The Board of Trustees moves to adjourn into executive session to discuss the Director and Fiscal Officer evaluations.

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

AYES: Gary, Kline, Mancuso, Renninger, Bedell, Shubert

NAYS:

Motion carried.

MOTION NO. 181217-9 MOTION TO RETURN TO OPEN SESSION

Gary moved, Kline seconded:

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

All were in favor.

Motion carried.

Mr. Mancuso stated the Human Resources Committee recommends:

MOTION NO. 181217-10 CONTRACT - DIRECTOR

RESOLVED: That the Board of Trustees hereby employs, and the Director, Doug Dotterer hereby accepts, employment in that position for a period commencing January 1, 2019, and ending December 31, 2019 at a salary of \$105,678.59.

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

AYES: Kline, Mancuso, Renninger, Bedell, Gary, Shubert

NAYS:

Motion carried.

Mr. Mancuso stated the Human Resources Committee recommends:

MOTION NO. 181217-11 CONTRACT – FISCAL OFFICER

RESOLVED: That the Board of Trustees hereby employs, and the Fiscal Officer, Linda Sutherland hereby accepts, employment in that position for a period commencing January 1, 2019, and ending December 31, 2019 at a salary of \$72,283.76

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

AYES: Mancuso, Renninger, Bedell, Gary, Kline, Shubert

NAYS:

Motion carried.

MOTION NO. 181217-12 AJOURNMENT

Gary moved, Renninger seconded to adjourn the meeting at 8:32pm.

All were in favor.

Motion carried.

Secretary

Board President

Linda Sutherland
Fiscal Officer

Resolution

Whereas Christina M. Gary has served diligently and faithfully as a member of the Stow-Athmore Falls Public Library Board of Trustees since 2012;

Whereas she has served as Vice President 2016-2018;

Whereas she has served on the Finance Committee 2012-2018;

Legislation and Rules Committee 2012-2018, 2013-2018 Chair;

Records Commission Committee 2012-2018;

Whereas she has freely shared her wisdom, leadership, steadfastness, and counsel with the Board and, during her service as one of its members, devoted herself to the betterment of the library for the good of the communities of Stow and Athmore Falls.

Therefore be it resolved that the Board of Trustees of the Stow-Athmore Falls Public Library hereby commends Christina for her service as a library trustee during her term of seven years and extends its gratitude to her for her efforts on behalf of the library, its staff and its patrons.

Approved by the Board of Trustees of the Stow-Athmore Falls Public Library on this seventeenth day of December, Two Thousand and Eighteen.

Douglas M. Motterer, Director

Thomas A. Schubert, President of the Board of Trustees