

**STOW-MUNROE FALLS PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
Monday December 16, 2019**

CALL TO ORDER

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

PRESENT

Sara Kline, David Renninger, Secretary; Craig Mancuso, Vice President; Tom Shubert, President; Rich Bedell, Angela Daniel

ABSENT

Pastor Brad Jagger

OTHERS PRESENT

Doug Dotterer, Director, Linda Sutherland, Fiscal Officer

PUBLIC COMMENT

Aric Haas, and Hayley Glace, Information Services Associates from the Information Department

ACTION ITEMS

MOTION NO. 191216-1 APPROVE NOVEMBER 18, 2019 MINUTES

Renninger moved, Kline seconded:

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

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

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

NAYS:

Motion carried.

FINANCE

MOTION NO. 191216-2 APPROVE NOVEMBER TREASURER'S REPORT

Kline moved, Renninger seconded:

RESOLVED: That the Board of Trustees approves the Treasurer's Report for November 2019.

MTD Bank Report for Year 2019 Month 11 - STOW MUNROE FALLS PUB LIB

Bank	Description	Beg Mo Bal	Deposits	Withdrawals	Trans In	Trans Out	Balance
0001	MAIN CHECKING ACCOUNT	687,778.62	217,226.27	221,403.55	0.00	0.00	683,601.34
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	315,724.91	493.99	0.00	0.00	0.00	316,218.90
0024	STAR OHIO BLDG - INVESTMENTS	79,483.08	124.36	0.00	0.00	0.00	79,607.44
0029	STAR PLUS OHIO - INVESTMENTS	530,872.89	797.92	0.00	0.00	0.00	531,670.81
8 Banks		1,614,159.50	218,642.54	221,403.55	0.00	0.00	1,611,398.49

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

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

NAYS:

Motion carried.

PROGRAM

DIRECTOR'S REPORT

MOTION NO. 191216-3 ACCEPT DIRECTOR'S REPORT

Mancuso moved, Kline seconded:

RESOLVED: That the Board of Trustees accepts the written Director's report for the months of November and December 2019.

The Director informed the Board of the following:

- Additional camera coverage throughout the library
- Additional Alice Training at the Staff Meeting tomorrow morning

- More investigation regarding the library App
- How the Hot Spot works

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

AYES: Mancuso, Renninger, Bedell, Daniel, Kline, 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 Board meeting to discuss the financial reports presented by the Fiscal Officer. That the Finance Committee recommends the following motions:

MOTION NO. 191216-4 ADOPT 2020 GENERAL FUND REVENUE AND APPROPRIATIONS BUDGET

RESOLVED: That the Board of Trustees of Stow-Munroe Falls Public Library adopts the proposed 2020 General Fund Estimated Revenue and Appropriations Budget as follows:

	UNENCUMBERED FUNDS	12/31/2019
A	BALANCE ALL UNENC FUNDS	\$1,092,413
	GENERAL FUND REVENUE	PROPOSED 2020 BUDGET
	PLF	\$1,230,771
	REAL ESTATE TAXES	\$1,634,635
	PERSONAL PROPERTY TAX	\$0
	HOMESTEAD ROLLBACK	\$222,000
	TOTAL TAXES/ROLLBACK	\$1,856,635
	PATRON FINES	\$40,000
	COPIERS	\$10,000
	INTEREST ON STAR OHIO	\$13,000
	INTEREST ON CHECKING	\$0
	GIFTS/DONATIONS	\$1,000
	MEETING ROOM	\$0

	MISCELLANEOUS	\$4,000
	PASSPORT/PHOTOS	\$60,000
	TRANSFER	
	RESTRICTED FEDERAL MINI-GRANT	
B	TOTAL REVENUE	\$3,215,406
A+B	REVENUE + UNENC. BALANCE	\$4,307,819
	EXPENDITURES	PROPOSED 2020 EXPENDITURES
	SALARIES/BENEFITS	
	Total salaries/benefits	\$2,261,488
	SUPPLIES	
	Total supplies	\$59,600
	PURCHASED/CONTRACTED SER	
	Total purchased/contracted ser	\$452,368
	MATERIALS	
	101 Materials	\$400,000
	CAPITAL OUTLAY	
	Total capital outlay	\$26,000
	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	\$3,215,406

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

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

NAYS:

Motion carried.

MOTION NO. 191216-5 APPROVE INTERFUND TRANSACTIONS

RESOLVED: That the Board of Trustees authorizes the Fiscal Officer to move:

3284.00 from 101.0.51610 Hospitalization to 101.0.55500
Furniture/Equipment

To purchase a Duplo DF-850 manual setting paper folder – ComDoc

And

\$4,720.00 from 101.0.51610 Hospitalization to 101.0.53310 Building/Grounds

To paint throughout the library – Dennis Painting, L.L.C.

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

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

NAYS:

Motion carried.

HUMAN RESOURCES

Mr. Mancuso stated the evaluation for the Fiscal Officer would be discussed in Executive Session.

LEGISLATION/RULES

Mrs. Kline stated the Legislation/Rules Committee recommends:

MOTION NO. 191216-6 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	\$8.55 8.70	
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, Daniel, Kline, Mancuso, Renninger, Shubert

NAYS:

Motion carried.

LONG RANGE PLANNING

Mr. Renninger stated he is planning to meet the first quarter of 2020 to zero in on the parking lot project.

TECHNOLOGY

Mr. Shubert stated nothing to report.

RECORDS COMMISSION

Mr. Shubert stated nothing to report.

NEW BUSINESS

The Fiscal Officer distributed the Board of Trustees meeting dates for 2020 and the list of Trustee addresses.

MOTION NO. 191216-7 MOTION TO ADJOURN TO EXECUTIVE SESSION

Kline moved, Renninger seconded:

RESOLVED: The Board of Trustees moves to adjourn into executive session to discuss the Fiscal Officer's evaluation and Director's contract.

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

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

Motion carried.

MOTION NO. 191216-8 MOTION TO RETURN TO OPEN SESSION

Renninger moved, Daniel 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 the following:

MOTION NO. 191216-9 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, 2020, and ending March 31, 2020 at a salary of \$26,419.64.

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

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

Motion carried.

MOTION NO. 191216-10 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, 2020, and ending December 31, 2020 at a salary of \$76,620.79.

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

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

Motion carried.

MOTION NO. 191216-11 ADJOURNMENT

Mancuso moved, Kline seconded to adjourn the meeting at 8:20pm.

All were in favor.

Motion carried.

Secretary

Board President

Linda Sutherland
Fiscal Officer