

**STOW-MUNROE FALLS PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
Monday December 13, 2021**

**CALL TO ORDER**

The meeting was called to order at 6:40pm by President Shubert.

**PRESENT**

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

**ABSENT**

Sara Kline, Pastor Brad Jagger

**OTHERS PRESENT**

Gale Koritansky, Director, Linda Sutherland, Fiscal Officer

**PUBLIC COMMENT**

No Public comment.

**ACTION ITEMS**

**MOTION NO. 211213-1 APPROVE NOVEMBER 15, 2021 MINUTES**

Renninger moved, Mancuso seconded:

RESOLVED: That the Board Minutes of November 15, 2021 regular board meeting be accepted and approved.

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

AYES: Daniel, Mancuso, Renninger, Bedell, Shubert

NAYS:

Motion carried.

**MOTION NO. 211213-2 AMEND 2022 HOLIDAY/SPECIAL CLOSINGS**

Renninger moved, Mancuso seconded:

RESOLVED: That the Board of Trustees amend the 2022 Holiday/Special Closing Schedule to include Easter Sunday on April 17, 2022.

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

AYES: Mancuso, Renninger, Bedell, Daniel, Shubert

NAYS:

Motion carried.

FINANCE

**MOTION NO. 211213-3 APPROVE NOVEMBER TREASURER'S REPORT**

Bedell moved, Renninger seconded:

RESOLVED: That the Board of Trustees approves the Treasurer's Report for November 2021.

**MTD Bank Report for Year 2021 Month 11 - STOW MUNROE FALLS PUB LIB**

Bank	Description	Beg Mo Bal	Deposits	Withdrawals	Trans In	Trans Out	Balance
0001	MAIN CHECKING ACCOUNT	806,665.47	117,999.76	273,237.77	0.00	0.00	651,427.46
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	1,956,518.78	131.61	0.00	0.00	0.00	1,956,650.39
0024	STAR OHIO BLDG - INVESTMENTS	80,353.53	5.41	0.00	0.00	0.00	80,358.94
0029	STAR PLUS OHIO - INVESTMENTS	0.00	0.00	0.00	0.00	0.00	0.00
<b>8 Banks</b>		<b>2,843,837.78</b>	<b>118,136.78</b>	<b>273,237.77</b>	<b>0.00</b>	<b>0.00</b>	<b>2,688,736.79</b>

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

AYES: Renninger, Bedell, Daniel, Mancuso, Shubert

NAYS:

Motion carried.

**MOTION NO. 211213-4 SET BOND FOR FISCAL OFFICER AND DEPUTY FISCAL OFFICER**

---

Mancuso moved, Renninger seconded:

RESOLVED: That the Board of Trustees set bond for the Fiscal Officer and Deputy Fiscal Officer at 5% of the budget for 2022.

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

AYES: Bedell, Daniel, Mancuso, Renninger, Shubert

NAYS:

Motion carried.

**PROGRAM**

**DIRECTOR'S REPORT**

**MOTION NO. 211213-5 ACCEPT DIRECTOR'S REPORT**

---

Renninger moved, Daniel seconded:

RESOLVED: That the Board of Trustees accepts the written Director's report for the month November 2021.

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

AYES: Daniel, Mancuso, Renninger, Bedell, Shubert

NAYS:

Motion carried.

**DISCUSSION ITEMS**

**MOTION NO. 211213-6 APPROVE CARRYOVER VACATION AND HOLIDAY**

---

Renninger moved, Mancuso seconded:

RESOLVED: That the Board of Trustees approves carryover of 32 hours vacation and 8 hours holiday to Gretchen Quinn to be used by January 31, 2022.

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

AYES: Mancuso, Renninger, Bedell, Daniel, Shubert

NAYS:

Motion carried.

The Director stated that Dave McClintick contacted her about reinstating his library card. The Board agreed that he may be given a new library card.

**BOARD COMMITTEES**

**BUILDING & GROUNDS**

Mr. Shubert stated nothing to report.

**FINANCE**

Mr. Bedell stated the Finance Committee met prior to the Board meeting and accepted the reports presented by the Fiscal Officer.

The Finance Committee recommends the following motions:

**MOTION NO. 211213-7 ADOPT 2022 GENERAL FUND REVENUE AND APPROPRIATIONS BUDGET**

---

RESOLVED: That the Board of Trustees of Stow-Munroe Falls Public Library adopts the proposed 2022 General Fund Estimated Revenue and Appropriations Budget as follows:

	<b>UNENCUMBERED FUNDS</b>	<b>12/31/2021</b>
<b>A</b>	<b>BALANCE ALL UNENC FUNDS</b>	<b>\$1,941,786</b>
	<b>GENERAL FUND REVENUE</b>	<b>PROPOSED 2022 BUDGET</b>
	PLF	\$1,275,100
	REAL ESTATE TAXES	\$1,677,730
	PERSONAL PROPERTY TAX	\$0
	HOMESTEAD ROLLBACK	\$222,000
	<b>TOTAL TAXES/ROLLBACK</b>	<b>\$1,899,730</b>
	PATRON FINES	\$15,000
	COPIERS	\$6,000
	INTEREST ON STAR OHIO	\$1,500
	INTEREST ON CHECKING	\$0
	GIFTS/DONATIONS	\$500
	MEETING ROOM	\$0
	MISCELLANEOUS	\$2,000
	PASSPORT/PHOTOS	\$40,000
	TRANSFER	
<b>B</b>	<b>TOTAL REVENUE</b>	<b>\$3,239,830</b>
<b>A+B</b>	<b>REVENUE + UNENC. BALANCE</b>	<b>\$5,181,616</b>

	<b>EXPENDITURES</b>	<b>PROPOSED 2022 EXPENDITURES</b>
	<b>SALARIES/BENEFITS</b>	
	Total salaries/benefits	\$2,052,825
	<b>SUPPLIES</b>	
	Total supplies	\$61,000
	<b>PURCHASED/CONTRACTED SER</b>	
	Total purchased/contracted service	\$585,055
	<b>MATERIALS</b>	
	101 Materials	\$400,000
	<b>CAPITAL OUTLAY</b>	
	Total capital outlay	\$125,000
	<b>DEBT SERVICE</b>	
	Total debt service	\$0
	<b>OTHER OBJECTS</b>	
	Total other objects	\$15,950
	<b>CONTINGENCY</b>	\$0
<b>C</b>	<b>TOTAL ALL EXPENDITURES</b>	<b>\$3,239,830</b>

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

AYES: Renninger, Bedell, Daniel, Mancuso, Shubert

NAYS:

Motion carried.

**MOTION NO. 211213-8 APPROVE INTERFUND TRANSACTIONS**

RESOLVED: That the Board of Trustees authorizes the Fiscal Officer to move:  
\$15,000 from 101.0.54300 Audiovisual to 101.0.55500  
Furniture/Equipment

To purchase the two Counter top Self-Service Systems.

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

AYES: Bedell, Daniel, Mancuso, Renninger, 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

Mr. Shubert stated the Legislation/Rules Committee recommends:

### **MOTION NO. 211213-9 APPROVE THE VACCINATION, TESTING, AND FACE COVERING EMPLOYEE POLICY**

---

**RESOLUTION:** That the Board of Trustees approve the Vaccination, Testing, and Face Covering Employee Policy as follows:

Stow-Munroe Falls Public Library has adopted this policy on vaccination, testing, and face covering in compliance with OSHA’s Emergency Temporary Standard on Vaccination and Testing (the “ETS”). This policy will remain in effect until it is revised or withdrawn by Stow-Munroe Falls Public Library. The Stow-Munroe Falls Public Library encourages all employees to receive a COVID-19 vaccination to protect themselves and other employees. However, should an employee choose not to be vaccinated, this policy’s sections on testing and face coverings will apply.

#### **Scope:**

This policy applies to all employees of Stow-Munroe Falls Public Library.

All employees are encouraged to be fully vaccinated. Employees are considered fully vaccinated two weeks after completing primary vaccination with a COVID-19 vaccine with, if applicable, at least the minimum recommended interval between doses. For example, employees are fully vaccinated two weeks after a second dose in a two-dose series, such as the Pfizer or Moderna vaccines; two weeks after a single-dose vaccine, such as the Johnson & Johnson vaccine; or two weeks after the second dose of any combination of two doses of different COVID-19 vaccines as part of one primary vaccination series. Employees who are not fully vaccinated will be required to provide proof of weekly proctor COVID-19 testing and wear a face covering at the Library.

All employees are required to report their vaccination status and, if vaccinated, provide proof of vaccination to the Library. Employees must provide truthful and accurate information about their COVID-19 vaccination status, and, if not fully vaccinated, their testing results.

Employees who fail to comply with this policy will be subject to discipline, up to and including termination.

Employees may request an exception from vaccination requirements (if applicable) if the vaccine is medically contraindicated for them or medical necessity requires a delay in Vaccination, Testing, and Face Covering Policy. Employees also may be legally entitled to a reasonable accommodation if they cannot be vaccinated or wear a face covering (as otherwise required by this policy) because of a disability, or if the provisions in this policy for vaccination or testing for COVID-19, or wearing a face covering, conflict with a sincerely held religious belief, practice, or observance. Requests for exceptions and reasonable accommodations must be initiated by the employee. All such requests will be handled in accordance with applicable law.

#### **Procedures:**

## **Vaccination**

Any employee that chooses to or is required to be vaccinated against COVID-19 must be fully vaccinated by no later than January 4, 2022. To be fully vaccinated, an employee must obtain the second dose of a two-dose vaccine or one dose of a single-dose vaccine by no later than December 21, 2021. Employees will be considered fully vaccinated two weeks after receiving the requisite number of doses of a COVID-19 vaccine. Employees will be considered partially vaccinated if they have received only one dose of a two dose vaccine. Employees who choose to be vaccinated in order to avoid the testing and face covering requirements of this policy should plan ahead – keeping in mind the required interval between two-dose vaccines and the two-week period after the last vaccine before a person becomes fully vaccinated – in order to ensure they are fully vaccinated by the January 4, 2022 deadline.

## **Deadline for Informing Library of Vaccination Status and Acceptable Forms of Proof of Vaccination**

### **All Employees**

All employees, both vaccinated and unvaccinated, must inform the Library of their vaccination status by no later than December 1, 2021.

### **Unvaccinated Employees**

Unvaccinated employees are required to inform the Library of their vaccination status by submitting a written statement that they have not been vaccinated. This should be turned into the Finance Department.

### **Vaccinated Employees**

If the Library already has a copy of proof of full vaccination of an employee, the employee will not be required to resubmit proof of vaccination. Employees will be informed if they need to submit proof of vaccination. Proof of vaccination status should be submitted to the Finance Department.

Acceptable proof of vaccination status is: (1) the record of immunization from a health care provider or pharmacy; (2) a copy of the COVID-19 Vaccination Record Card; (3) a copy of medical records documenting the vaccination; (4) a copy of immunization records from a public health, state, or tribal immunization information system; or (5) a copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s).

Employees who are unable, after exhausting good faith efforts, to produce acceptable proof of vaccination under one of the methods described above must provide the Library with a statement signed and dated by the employee that:

(A) attests to the employee's vaccination status (fully vaccinated or partially vaccinated);

(B) attests that the employee has lost and is otherwise unable to produce documentation under any of the methods described above;

(C) includes the following language: “I certify that this statement about my vaccination status is true and accurate. I understand that knowingly providing false information regarding my vaccination status may subject me to criminal penalties;” and

(D) describes, to the best of the employee’s recollection: the type of vaccine administered; date(s) of administration; and the name of the health care professional(s) or clinic site(s) administering the vaccine(s).

The following vaccinated employees are required to inform the Library of their vaccination status by providing one of the forms of proof of vaccination described above:

- Employees who are fully vaccinated (i.e., two weeks past the final dose of a one or two dose vaccine).
- Employees who have had the first dose of a one-dose vaccine or two doses of a two-dose vaccine but are not yet two weeks past their final dose.
- Employees who have had only the first dose of a two-dose vaccine.

### **Employee Notification of COVID-19 and Removal from the Workplace**

The Library requires employees to promptly notify their supervisor, HR, etc. when they have tested positive for COVID-19 or have been diagnosed with COVID-19 by a licensed healthcare provider.

The Library will immediately remove an employee from the workplace if the employee has received a positive COVID-19 test or has been diagnosed with COVID-19 by a licensed healthcare provider.

### **Return to Work Criteria**

For employees removed because they are COVID-19 positive, the Library will keep them removed from the workplace until the employee: (1) meets the return to work criteria in the CDC’s “Isolation Guidance”; (2) receives a recommendation to return to work from a licensed healthcare provider; or (3) receives a negative result on a COVID-19 nucleic acid amplification test (NAAT) following a positive result on a COVID-19 antigen test if the employee chooses to seek a NAAT test for confirmatory testing.

Under the CDC’s “Isolation Guidance,” asymptomatic employees may return to work once 10 days have passed since the positive test, and symptomatic employees may return to work after all the following are true:

- At least 10 days have passed since symptoms first appeared, and
- At least 24 hours have passed with no fever without fever-reducing medication, and



- Other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months and need not delay the end of isolation).

If an employee has severe COVID-19 or an immune disease, the Library will follow the guidance of a licensed healthcare provider regarding return to work.

### **COVID-19 Testing for Employees Who Are Not Fully Vaccinated**

All employees who are not fully vaccinated will be required to comply with this policy for testing.

Employees who report to the workplace at least once every seven days:

(A) must be tested for COVID-19 at least once every seven days; and

(B) must provide documentation of the most recent COVID-19 proctor test result to the Finance Department no later than the seventh day following the date on which the employee last provided a test result.

Any employee who does not report to the workplace during a period of seven or more days (e.g., if they were teleworking for two weeks prior to reporting to the workplace):

(A) must be tested for COVID-19 within seven days prior to returning to the workplace; and

(B) must provide documentation of that test result to the Finance Department upon return to the workplace.

If an employee does not provide documentation of a COVID-19 proctor test result as required by this policy, they will be removed from the workplace until they provide a test result.

Employees who have received a positive COVID-19 test, or have been diagnosed with COVID-19 by a licensed healthcare provider, are not required to undergo COVID-19 testing for 90 days following the date of their positive test or diagnosis.

Employees must provide a weekly proctored COVID-19 test. The test must be turned into the Finance Department on Fridays. Results can be emailed, or shown in person to the Finance Department.

### **Face Coverings**

Employees who are not fully vaccinated are required to wear a face covering. Face coverings must: (i) completely cover the nose and mouth; (ii) be made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source); (iii) be secured to the head with ties, ear loops, or elastic bands that go behind the head.

Employees who are not fully vaccinated must wear face coverings over the nose and mouth when indoors and when occupying a vehicle with another person for work purposes. The following are exceptions to the face covering requirement:

1. When an employee is alone in a room with floor to ceiling walls and a closed door.
2. For a limited time, while an employee is eating or drinking at the workplace or for identification purposes in compliance with safety and security requirements.
3. When an employee is wearing a respirator or facemask.
4. In situations where the Library has determined that the use of face coverings is not feasible or creates a greater hazard than not wearing a face covering (e.g., when it is important to see the employee's mouth for reasons related to their job duties, when the work requires the use of the employee's uncovered mouth, or when the use of a face covering presents a risk of serious injury or death to the employee).

### **New Hires**

All new employees are required to comply with the vaccination, testing, and face covering requirements outlined in this policy as soon as practicable and as a condition of employment. Potential candidates for employment will be notified of the requirements of this policy prior to the start of employment.

### **Confidentiality and Privacy**

All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be treated in accordance with applicable law and Library policies on confidentiality and privacy.

### **General Provisions**

Consistent with 29 CFR 1904.35(b)(1)(iv), the Library will not discharge or in any manner discriminate against any employee for reporting a work-related injury or illness. Consistent with section 11(c) of the OSH Act, the Library will not discriminate or retaliate against any employee for exercising rights under, or as a result of actions required by, this policy or 29 CFR 1910.501, or for filing a safety or health complaint, instituting or testifying in any OSHA proceeding, or exercising any other right afforded by the OSH Act.

All employees will be provided with the OSHA publication, "Information for Employees on Penalties for False Statements and Records" and with the CDC publication, "Key Things to Know About COVID-19 Vaccines."

### **Questions**

Please direct any questions regarding this policy to the Finance Department.

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

AYES: Daniel, Mancuso, Renninger, Bedell, Shubert

NAYS:

Motion carried.

## LONG RANGE PLANNING

Mr. Renninger stated he is planning to meet in the New Year.

## TECHNOLOGY

Mr. Shubert stated nothing to report.

## RECORDS COMMISSION

Mr. Shubert stated nothing to report.

## NEW BUSINESS

Mr. Renninger debated with the Library Board of Trustees the option of offering a Fine Free Library.

### **MOTION NO. 211213-10 APPROVE TO ELIMINATE ALL FINE FEES**

Renninger moved, Mancuso seconded:

RESOLVED: That the Library Board of Trustees approve to eliminate all fines, past, present and current beginning January 1, 2022.

AYES: Mancuso, Renninger, Bedell, Daniel, Shubert

NAYS:

Motion carried.

### **MOTION NO. 211213-11 MOTION TO ADJOURN INTO EXECUTIVE SESSION**

Mancuso moved, Renninger seconded:

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

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

AYES: Renninger, Bedell, Daniel, Mancuso, Shubert

NAYS:

Motion carried.

### **MOTION NO. 211213-12 MOTION TO RETURN TO OPEN SESSION**

Renninger moved, Mancuso 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. 211213-13 CONTRACT - DIRECTOR**

RESOLVED: That the Board of Trustees hereby employs, and the Director, Gale Koritansky hereby accepts, employment in that position for a period commencing January 1, 2022, and ending December 31, 2022 at a salary of \$84,800.

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

AYES: Bedell, Daniel, Mancuso, Renninger, Shubert

NAYS:

Motion carried.

**MOTION NO. 211213-14 CONTRACT – FISCAL OFFICER**

RESOLVED: That the Board of Trustees sets the salary of the Fiscal Officer for 2022 at \$84,474.42, for a period commencing January 1, 2022, and ending December 31, 2022.

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

AYES: Daniel, Mancuso, Renninger, Bedell, Shubert

NAYS:

Motion carried.

**MOTION NO. 211213-15 RESOLUTION FOR SARA KLINE**

Daniel moved, Bedell seconded:

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

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

AYES: Mancuso, Renninger, Bedell, Daniel, Shubert

NAYS:

Motion carried.

**MOTION NO. 211213-16 ADJOURNMENT**

---

Renninger moved, Bedell seconded to adjourn the meeting at 8:15pm.

All were in favor.

Motion carried.

Secretary

Board President

Linda Sutherland  
Fiscal Officer

# Resolution

Whereas Sara Kline has served diligently and faithfully as a member of the Stow-Munroe Falls Public Library Board of Trustees since 2013;

Whereas she has served on the Building and Grounds Committee Chair 2015-2021; Finance Committee 2013-2021, Chair 2016; Human Resources Committee 2013-2018; Legislation and Rules Committee 2017-2018, Chair 2019-2021; Records Commission Committee 2013-2021,

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

Therefore be it resolved that the Board of Trustees of the Stow-Munroe Falls Public Library hereby commends Sara for her service as a library trustee during her term of nine 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-Munroe Falls Public Library on this thirteenth day of December, Two Thousand and Twenty One.

---

Gale Koritansky, Director

---

Thomas Shubert, President of the Board of Trustees