

**STOW-MUNROE FALLS PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**REGULAR BOARD MEETING**  
**Monday March 19, 2018**

**CALL TO ORDER**

The meeting was called to order at 7:03 pm by Tom Shubert, President.

**PRESENT**

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

**ABSENT**

Richard Bedell, Pastor Brad Jagger

**OTHERS PRESENT**

Doug Dotterer, Director; Linda Sutherland, Fiscal Officer

**PUBLIC**

**ACTION ITEMS**

**MOTION NO. 180319-1 APPROVE FEBRUARY 19, 2018 MINUTES**

Mancuso moved, Kline seconded:

RESOLVED: That the Board Minutes of February 19, 2018 regular meeting be accepted and approved.

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

AYES: Gary, Kline, Mancuso, Renninger, Shubert

NAYS:

Motion carried.

**FINANCE**

**MOTION NO. 180319-2 APPROVE FEBRUARY TREASURER’S REPORT**

Gary moved, Renninger seconded:

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

MTD BANK REPORT FOR MONTH 02-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	172,895.76	289,611.43	204,808.65	0.00	0.00	257,698.54
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	303,855.61	345.59	0	0.00	0.00	304,201.20
24	STAR OHIO BLDG - INVESTMENTS	76,495.01	87.00	0	0.00	0.00	76,582.01
29	STAR PLUS OHIO - INVESTMENTS	510,854.50	587.84	0	0.00	0.00	511,442.34
		<b>1,064,400.88</b>	<b>290,631.86</b>	<b>204,808.65</b>	<b>0.00</b>	<b>0.00</b>	<b>1,150,224.09</b>

Mrs. Gary asked Mrs. Sutherland, Fiscal Officer if she inquired about the tax levy certification.

Mrs. Sutherland stated she contacted many individuals regarding the tax levy certification and noted that the following is only a fraction of information noted:

1. Levies are subject to reduction factors in the first year (ORC 319.30 (D))
2. Millage is based on most recent valuation available for the estimate (last year’s value)
3. Reduction factors will decrease to protect the revenue base on carryover property
4. Delinquent Factors

Mrs. Sutherland stated that the tax levy money is increasing every year. The Library Board thanked Mrs. Sutherland for looking into this matter.

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

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

Motion carried.

## **PROGRAM**

### DIRECTOR'S REPORT

### **MOTION NO. 180319-3 ACCEPT THE DIRECTOR'S REPORT**

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Kline moved, Gary seconded:

RESOLVED: That the Board of Trustees accepts the written Director's report for the months of February/March 2018.

Mr. Dotterer discussed the following:

1. Property contract with the Dental Group is on hold  
Mrs. Gary stated that the Dentist lawyer should be directly contacting the library lawyer.
2. The Information Department has hired two Information Services Associates, replacing retired staff.
3. Donation will be coming from the Kiwanis for the Children's and Teens' Summer Reading Program.

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

AYES: Mancuso, Renninger, Gary, Kline, Shubert

NAYS:

Motion carried.

## **DISCUSSION ITEMS**

The Library Board requested the Fiscal Officer to notify them when an employee is retiring. The Library Board wants to acknowledge and recognize an employee's retirement.

Mr. Renninger stated that Mrs. Sutherland attended a seminar and returned with a question regarding Community Service Individuals. The question was: should these individuals have a back ground check prior to completing the service? After discussing the issue, the Library Board stated to continue with the Community Service Individuals as the library has in the past.

## **BOARD COMMITTEES**

### BUILDING & GROUNDS

Mrs. Kline stated nothing to report.

FINANCE

Mrs. Gary stated the Finance Committee met prior to the Board meeting and noted the library has had many unexpected expenses: hot water heater, circuit board needed to be replaced in the elevator; lights located outside of the library needing repaired. Mrs. Gary stated we are in good shape.

HUMAN RESOURCES

Mr. Mancuso stated nothing to report.

LEGISLATION/RULES

Mrs. Gary stated the Legislation/Rules Committee recommends the follow:

**MOTION NO. 180319-4 AMEND FINES AND FEES BOARD POLICY**

RESOLVED: That the Board of Trustees amends the Fines and Fees Board Policy to read as:

The Stow-Munroe Falls Public Library will establish the following fines or fees for use of the following:

1	Audio <del>books</del> <b>books</b>	.15 per day
2	Books	.15 per day
3	CDs	.15 per day
4	<del>CD-ROMS</del>	<del>.75 per day</del>
<del>4</del> 5	Color Laser Prints	1.00 per page
5	Color Copier Prints	.50 per page
6	Kits	1.00 per day
7	LeapPads	1.00 per day
8	Magazines	.15 per day
<del>10</del>	<del>Microfilm Prints</del>	<del>.15 per page</del>
<del>9</del> 11	Passport Application Acceptance	<del>25.00</del> 35.00 ea
<del>10</del> 12	Passport Photographs (2)	\$12.00
<del>11</del> 13	Playaways Audio	.50 per day
<del>12</del> 14	Playaway View/Launchpad	1.00 per day
<del>13</del> 15	Prints (Black & White)	.15 per page
<del>14</del> 16	Puppets	.15 per day
<del>15</del> 17	Puzzles	.15 per day
<del>16</del> 18	DVDs & Video Games	.75 per day

*Per U.S. Department of State Passport Services*, eEffective ~~August 1, 2014~~ April 2, 2018, the new fee for Passport photographs (2) *acceptance (also known as the execution fee)* will be ~~\$12.00~~ **35.00**.

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

AYES: Renninger, Gary, Kline, Mancuso, Shubert

NAYS:

Motion carried.

#### LONG RANGE PLANNING

Mr. Renninger stated he would email the Committee members and try to schedule a meeting time in April.

#### TECHNOLOGY

Mr. Shubert stated nothing to report.

#### RECORDS COMMISSION

Mr. Shubert stated nothing to report.

#### NEW BUSINESS

#### MOTION NO. 180319-5 ADJOURNMENT

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Mancuso moved, Gary seconded to adjourn the meeting at 7:45pm.

All were in favor.

Motion carried.

Secretary

Board President

Linda Sutherland  
Fiscal Officer