

**STOW-MUNROE FALLS PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
Monday March 21, 2022**

**CALL TO ORDER**

The meeting was called to order at 6:30 pm by Tom Shubert, President.

**PRESENT**

Craig Mancuso, Vice President; Tom Shubert, President; David Renninger, Secretary;  
Angela Daniel, Emily Hegner, Carla Wyckoff

**ABSENT**

Richard Bedell

**OTHERS PRESENT**

Gale Koritansky, Director; Linda Sutherland, Fiscal Officer

**PUBLIC**

Jessica Wright, Stow-Munroe Falls City Schools Board Member sworn in the Stow-Munroe Falls Public Library new library Trustee: Carla Wyckoff. Please see attached copy.

**ACTION ITEMS**

**MOTION NO. 220321-1 APPROVE FEBRUARY 21, 2022 MINUTES**

Renninger moved, Daniel seconded:

RESOLVED: That the Board Minutes of February 21, 2022 regular meeting be accepted and approved.

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

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

NAYS:

Motion carried.

**FINANCE**

**MOTION NO. 220321-2 APPROVE FEBRUARY TREASURER’S REPORT**

Renninger moved, Hegner seconded:

RESOLVED: That the Board of Trustees approves the Treasurer’s Report for February 2022.

**MTD Bank Report for Year 2022 Month 02 - STOW MUNROE FALLS PUB LIB**

Bank	Description	Beg Mo Bal	Deposits	Withdrawals	Trans In	Trans Out	Balance
0001	MAIN CHECKING ACCOUNT	431,126.48	287,627.88	196,928.25	0.00	0.00	521,826.11
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	1,956,966.68	235.33	0.00	0.00	0.00	1,957,202.01
0024	STAR OHIO BLDG - INVESTMENTS	80,371.93	9.67	0.00	0.00	0.00	80,381.60
0029	STAR PLUS OHIO - INVESTMENTS	0.00	0.00	0.00	0.00	0.00	0.00
<b>8 Banks</b>		<b>2,468,765.09</b>	<b>287,872.88</b>	<b>196,928.25</b>	<b>0.00</b>	<b>0.00</b>	<b>2,559,709.72</b>

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

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

NAYS:

Motion carried.

**PROGRAM**

**DIRECTOR’S REPORT**

**MOTION NO. 220321-3 ACCEPT THE DIRECTOR’S REPORT**

Mancuso moved, Daniel seconded:

RESOLVED: That the Board of Trustees accepts the written Director’s report for the month of February 2022.

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

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

NAYS:

Motion carried.

## **DISCUSSION ITEMS**

There were no discussion items.

## **BOARD COMMITTEES**

### **BUILDING & GROUNDS**

Mr. Shubert stated nothing to report.

### **FINANCE**

Mr. Renninger stated the Finance Committee met this evening at 6:00 pm. Mr. Renninger stated the Fiscal Officer gave her reports and they were in solid financial shape.

### **HUMAN RESOURCES**

Mr. Mancuso stated nothing to report.

### **LEGISLATION/RULES**

Mrs. Daniel stated the Legislation/Rules Committee recommends:

## **MOTION NO. 220321-4 SUSPEND THE VACCINATION, TESTING, AND FACE COVERING EMPLOYEE POLICY**

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**RESOLVED:** That the Board of Trustees suspends 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 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: Renninger, Wyckoff, Daniel, Hegner, Mancuso, Shubert

NAYS:

Motion carried.

### **LONG RANGE PLANNING**

Mr. Renninger stated the main focus for the Long Range Planning Committee would be working on the Strategic Plan for 2022.

### **TECHNOLOGY**

Mr. Shubert stated nothing to report.

### **RECORDS COMMISSION**

Mr. Shubert stated nothing to report.

### **NEW BUSINESS**

Mr. Shubert discussed the Committee Assignments with the Trustees. Please find attached the Committee Assignments for 2022.

### **MOTION NO. 220321-5 APPOINT TRUSTEE TO LIBRARY FOUNDATION BOARD**

Mancuso moved, Daniel seconded:

RESOLVED: That the Library Board of Trustees appoints Carla Wyckoff to replace David Renninger; as the trustee representative to the Stow-Munroe Falls Library Foundation Board for the year 2022.

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

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

NAYS:

Motion carried.

**MOTION NO. 220321-6 ADJOURNMENT**

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Renninger moved, Daniel seconded to adjourn the meeting at 7:15pm.

All were in favor.

Motion carried.

Secretary

Board President

Linda Sutherland  
Fiscal Officer



## LIBRARY TRUSTEE OATH OF OFFICE

The following oral oath of office may be administered by a board member, clerk of the board or any person authorized by law to administer oaths:

“Do you Carla Wyckoff, solemnly swear (or affirm) that you will support the Constitution of the United States and the constitution of the state of Ohio; and that you will faithfully and impartially discharge your duties as a member of the board of trustees of the Stow-Munroe Falls Public Library, Summit County, Ohio to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office. (The answer is: “I do.”)

SWORN TO AND SUBSCRIBED BEFORE ME, THIS March 21, 2022.

  
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Signature  
Stow-Munroe Falls School Board  
Member

**Stow-Munroe Falls Public Library**  
**Board of Trustees**  
**2022 Committees**

**Building and Grounds**

Board Members: Emily Hegner, Chair  
Tom Shubert  
Carla Wyckoff

Staff: Gale Koritansky  
Linda Sutherland

**Finance**

Board Members: Rich Bedell, Chair  
David Renninger  
Carla Wyckoff

Staff: Gale Koritansky  
Linda Sutherland

**Human Resources**

Board Members: Craig Mancuso, Chair  
Angela Daniel  
David Renninger  
Tom Shubert

Staff: Gale Koritansky  
Linda Sutherland

**Legislation & Rules**

Board Members: Angela Daniel, Chair  
Emily Hegner

Staff: Gale Koritansky  
Linda Sutherland

**Long-Range Planning**

Board Members: David Renninger, Chair  
Carla Wyckoff  
Tom Shubert

Staff: Gale Koritansky  
Linda Sutherland

**Technology**

Board Members: Tom Shubert, Chair  
Craig Mancuso  
Emily Hegner

Staff: Gale Koritansky  
Linda Sutherland

**Records Commission**

Board Members: Tom Shubert, Chair  
Richard Bedell  
Angela Daniel  
Craig Mancuso  
Emily Hegner  
David Renninger  
Carla Wyckoff

Staff: Linda Sutherland