

**STOW-MUNROE FALLS PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
Monday May 16, 2022**

CALL TO ORDER

The meeting was called to order at 6:31pm by President Shubert.

PRESENT

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

ABSENT

OTHERS PRESENT

Gale Koritansky, Director; Linda Sutherland, Fiscal Officer; Jenn Hale, Deputy Fiscal Officer

PUBLIC

No public comment.

MINUTES

MOTION NO. 220516-1 APPROVE APRIL 18, 2022 MINUTES

Bedell moved, Renninger seconded:

RESOLVED: That the Board Minutes of April 18, 2022 regular meeting be accepted and approved.

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

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

NAYS:

Motion carried.

FINANCE

MOTION NO. 220516-2 APPROVE APRIL TREASURER’S REPORTS

Renninger moved, Bedell seconded:

RESOLVED: That the Board of Trustees of Stow-Munroe Falls Public Library approves the Treasurer’s Reports for April 2022.

Bank	Description	Beg Mo Bal	Deposits	Withdrawals	Trans In	Trans Out	Balance
0001	MAIN CHECKING ACCOUNT	528,639.02	656,743.12	220,313.75	0.00	500,000.00	465,068.39
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	1,957,663.39	690.29	0.00	500,000.00	0.00	2,458,353.68
0024	STAR OHIO BLDG - INVESTMENTS	80,400.55	27.03	0.00	0.00	0.00	80,427.58
0029	STAR PLUS OHIO - INVESTMENTS	0.00	0.00	0.00	0.00	0.00	0.00
8 Banks		2,567,002.96	657,460.44	220,313.75	500,000.00	500,000.00	3,004,149.65

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

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

NAYS:

Motion carried.

PROGRAM

DIRECT REPORT

MOTION NO. 220516-3 ACCEPT THE DIRECTOR’S REPORT

Mancuso moved, Wyckoff seconded:

RESOLVED: That the Board of Trustees of Stow-Munroe Falls Public Library accepts the written Director’s report for the month of April 2022.

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

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

NAYS:

Motion carried.

DISCUSSION ITEMS

MOTION NO. 220516-4 APPOINTMENT OF DEPUTY FISCAL OFFICER

Hegner moved, Wyckoff seconded:

RESOLVED: That the Library Board of Trustees appoints Rich Bedell as Deputy Fiscal Officer of Stow-Munroe Falls Public Library for the year 2022, effective July 1, 2022.

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

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

NAYS:

Motion carried.

BOARD COMMITTEES

BUILDING & GROUNDS

Ms. Hegner stated nothing to report.

FINANCE

Mr. Bedell stated the Finance Committee met prior to the Board Meeting at 6:00pm to review the April financial reports and Mr. Bedell stated at the end of the year there may be \$2.5 million in cash.

HUMAN RESOURCES

Mr. Mancuso stated there will be a Human Resources Committee meeting prior to the Finance Committee meeting in June.

LEGISLATION/RULES

Mrs. Daniel stated the Legislation/Rules Committee recommends:

MOTION NO. 220516-5 AMEND THE DEPUTY FISCAL OFFICER/FINANCE ASSISTANT JOB DESCRIPTION

RESOLVED: That the Board of Trustees of Stow-Munroe Falls Public Library amend the Deputy Fiscal Officer/Finance Assistant Job Description to:

Job Title: ***HUMAN RESOURCES SPECIALIST***~~DEPUTY FISCAL OFFICER/FINANCE ASSISTANT~~

Department: Finance

Immediate Supervisor: FISCAL OFFICER

Positions Supervised: none

JOB RESPONSIBILITIES:

~~The DEPUTY FISCAL OFFICER/FINANCE ASSISTANT is responsible for processing the payroll and performing designated budgetary duties.~~

The HUMAN RESOURCES SPECIALIST will ensure the organization complies with federal, state, local, industry labor and safety laws and policies. Work with the library administration and management team to develop strategies and best practices to support the organization's long-term strategic growth. This position is also responsible for processing the payroll and performing designated budgetary duties.

QUALIFICATIONS:

~~High school diploma and a minimum of two (2) years bookkeeping experience, or an equivalent combination of education, training, and experience.~~

Bachelor's degree and a minimum of two (2) years human resources and comfortable working with bookkeeping experience-responsibilities in a backup role, or an equivalent combination of education, training, and experience. SHRM certification preferred or ability to obtain certification during first year of employment.

PHYSICAL DEMANDS- WITH OR WITHOUT ACCOMMODATIONS

Ability to move and / or lift heavy items
Ability to push / pull a loaded book cart
Regularly required to talk & hear
Regularly required to walk, bend, reach, and sit

LEGAL ASPECTS

~~ORC3375.36 states that a DEPUTY FISCAL OFFICER may "receive and disburse library funds". The DEPUTY FISCAL OFFICER is appointed by, the Board of Library Trustees for a term of one year, to perform the FISCAL OFFICER's duties in the absence of the FISCAL OFFICER.~~

~~Any DEPUTY FISCAL OFFICER must be bonded in an amount and with such surety as the board approves (ORC 3375.36).~~

PRIMARY RESPONSIBILITIES

- *Assist in developing onboarding and retention strategies and procedures to attract, hire, and retain personnel*
- *Oversees employee benefits administration*
- *Works with department heads to determine what training employees need and overall workforce development*
- *Maintains and enforces human resources policies, procedures, and employee job descriptions*
- *Post and print purchase orders*

- Post invoices; print and mail budget checks
- Collect money from public copiers
- Prepare daily money drawers, and bank deposits
- Post revenue receipts
- Assist in verifying financial reports
- Postage meter-readings and replenish funds as needed
- Payroll processing
- ~~Usage of the Meeting Room(s) in accordance with Board of Trustees' Policy~~
- ~~Answers the telephone, directs calls and takes messages~~
- Prepares correspondence and reports
- Maintains and update files and manuals
- ~~Special Duties~~
- Attends meetings and serves on committees as required
- Performs additional duties and assignments, as requested

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

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

NAYS:

Motion carried.

**MOTION NO. 220516-6 AMEND TECHNICAL SERVICES PROCESSOR JOB
DESCRIPTION**

RESOLVED: That the Board of Trustees of Stow-Munroe Falls Public Library amends the Technical Services Processor Job Description to:

Job Title: TECHNICAL SERVICES PROCESSOR

Department: TECHNICAL SERVICES

Immediate Supervisor: Head of Technical Services

Positions Supervised: None

JOB RESPONSIBILITIES:

Under general direction, the Technical Services Processor processes library material, ~~may assist with programs~~ and oversees the maintenance of the library collection.

QUALIFICATIONS:

G.E.D. or a high school diploma

6 months – 1 year experience

PHYSICAL DEMANDS- WITH OR WITHOUT ACCOMMODATIONS

Ability to move and / or lift heavy items

Ability to push / pull a loaded book cart
Regularly required to talk & hear
Regularly required to walk, bend, reach, and sit

SKILLS AND ABILITIES TO:

Present a positive, professional image to the public
Interact and respond appropriately to patrons and staff
Develop and maintain effective working relationships with the Director and co-workers
Communicate effectively in written and oral form
Work flexible hours
Detailed oriented
Ability to work independently
Computer literacy
Organize, prioritize and coordinate multiple tasks

PRIMARY RESPONSIBILITIES

- Material processing and maintenance
- ***Maintains magazines and periodicals***
- ***Mends all materials***
- ~~Programming as needed~~
- Performs additional duties and assignments, as assigned

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

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

NAYS:

Motion carried.

**MOTION NO. 220516-7 AMEND TECHNICAL SERVICES SENIOR PROCESSOR
JOB DESCRIPTION**

RESOLVED: That the Board of Trustees of Stow-Munroe Falls Public Library amends the Technical Services Senior Processor as follows:

Job Title: TECHNICAL SERVICES SENIOR PROCESSOR

Department: TECHNICAL SERVICES

Immediate Supervisor: Head of Technical Services

Positions Supervised: None

JOB RESPONSIBILITIES:

Under general direction, the Technical Services Senior Processor helps the Head of Technical Services catalog, invoice, processes library material, ~~may assist with programs~~ and oversees the maintenance of the library collection.

QUALIFICATIONS:

G.E.D. or a high school diploma

6 months – 1 year experience

PHYSICAL DEMANDS- WITH OR WITHOUT ACCOMMODATIONS

Ability to move and / or lift heavy items
Ability to push / pull a loaded book cart
Regularly required to talk & hear
Regularly required to walk, bend, reach, and sit

SKILLS AND ABILITIES TO:

Present a positive, professional image to the public
Interact and respond appropriately to patrons and staff
Develop and maintain effective working relationships with the Director and co-workers
Communicate effectively in written and oral form
Organize, prioritize and coordinate multiple tasks
Work flexible hours
Detailed oriented
Ability to work independently
Computer literacy

PRIMARY RESPONSIBILITIES

- Material processing and maintenance
- Cataloging and Maintaining Bibliographic Records
- **Orders, receive, and invoice all library materials**
- ~~Receive and invoice library materials~~
- Maintains Magazines
- Handles some duties when Head of Technical Services is not present
- ~~Programming as needed~~
- Performs additional duties and assignments, as assigned

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

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

NAYS:

Motion carried.

**MOTION NO. 220516-8 AMEND HEAD OF TECHNICAL SERVICES JOB
DESCRIPTION**

RESOLVED: That the Board of Trustees of Stow-Munroe Falls Public Library amends
the Head of Technical Services as follows:

Job Title: HEAD OF TECHNICAL SERVICES
Department: Technical Services
Immediate Supervisor: Director
Positions Supervised: Assistant Head of Technical Services
Technical Services Processors

JOB RESPONSIBILITIES:

Under general direction, the Head of Technical Services oversees the Technical Services department, catalogs, acquire, *invoice*, and process library materials, maintenance of general collection and catalog and supervises the department employees.

QUALIFICATIONS:

Master's degree in library science from an American Library Association accredited school and a minimum of two (2) years technical services experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS- WITH OR WITHOUT ACCOMMODATIONS

Ability to move and / or lift heavy items
Ability to push / pull a loaded book cart
Regularly required to talk & hear
Regularly required to walk, bend, reach, and sit

SKILLS AND ABILITIES TO:

Present a positive, professional image to the public
Interact and respond appropriately to patrons and staff
Develop and maintain effective working relationships with the Director and co-workers
Communicate effectively in written and oral form
Organize, prioritize and coordinate multiple tasks
Define problems, collect data, establish facts and draw valid conclusions
Resolve problems involving several variables
Maintain a positive work environment for employees
Identify qualified employees through screening and interviewing methods
Identify employee strengths and weaknesses
Identify employee behavior that requires discipline
Maintain confidentiality
Plans Schedule and Organize Work
Work Flexible Hours
Computer literacy

PRIMARY RESPONSIBILITIES

- Cataloging and maintaining bibliographic records
- Material processing and maintenance
- Ensures that employees receive orientation, in-service and development training
- Prepares staff schedules

- Monitors the work of employee and ensures compliance with policies and procedures
- Reviews employee time sheets
- Approves leave requests
- Evaluates employee performance and maintains proper records
- Conducts departmental staff meetings
- Prepares departmental records and reports
- Budget and management of material spending
- Order, receive and invoice library material
- Requisition and maintain inventory of library supplies
- ~~Maintains library statistics~~
- Performs additional duties and assignments, as assigned

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

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

NAYS:

Motion carried.

**MOTION NO. 220516-9 RESCIND THE TECHNICAL SERVICES CLERK JOB
DESCRIPTION**

RESOLVED: That the Board of Trustees of Stow-Munroe Falls Public Library rescinds the Technical Services Clerk Job Description.

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

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

NAYS:

Motion carried.

**MOTION NO. 220516-10 AMEND THE HEAD LIBRARY SYSTEMS
ADMINISTRATOR JOB DESCRIPTION**

RESOLVED: That the Board of Trustees of Stow-Munroe Falls Public Library amends the Head Library Systems Administrator Job Description as follows:

Job Title: HEAD LIBRARY SYSTEMS ADMINISTRATOR

Department: System Services

Immediate Supervisor: Director

Positions Supervised: Assistant Head Library Systems Administrator

JOB RESPONSIBILITIES:

Under general direction, the Head of Library Systems Administrators maintains the automation system for the library and trains staff and patrons on the use of computer hardware, on-line systems and software applications.

QUALIFICATIONS:

Bachelor of Science degree in Computer Science from a Computer Science accredited school or a related field and a minimum of five (5) years' experience.

PHYSICAL DEMANDS- WITH OR WITHOUT ACCOMMODATIONS

Ability to move and / or lift heavy items
Ability to push / pull a loaded book cart
Regularly required to talk & hear
Regularly required to walk, bend, reach, and sit

SKILLS AND ABILITIES TO:

Present a positive, professional image to the public
Interact and communicate appropriately with patrons and staff
Communicate effectively in written and oral form
Operate independently with minimal-supervision and frequent new and varied work situations
Organize, prioritize and coordinate multiple tasks
Develop and maintain effective working relationships with the Director and co-workers
Define problems, collect data, establish facts and draw valid conclusions
Resolve problems involving several variables
Maintain a positive work environment for employees
Identify qualified employees through screening and interviewing methods
Identify employee strengths and weaknesses
Identify employee behavior that requires discipline
Plans Schedule and Organize Work
Maintain confidentiality
Work flexible hours
Computer literacy: Program (PHP, Perl, ***PowerShell***, Javascript, HTML and any language as they become relevant)

PRIMARY RESPONSIBILITIES

- Coordinates the planning, development, implementation and evaluation of the library's automation system, including software, hardware, computer network, phone system, and fax
- Establishes and coordinates policies and procedures
- Evaluates technology to determine the need for upgrades and new product installation
- Purchases and installs hardware, software & networking
- Troubleshoots system and operational problems, including hardware, software & networking
- Maintains systems files
- Keeps Director informed of automation needs and concerns
- Serves as database administrator
 - Performs database queries to develop reports
 - Modifies database records, as required
 - Performs database back-ups on and off site
 - Perform critical infrastructure back-ups on and off site

- Prepares and presents training programs to staff and patrons on the use of computer hardware, on-line systems and software applications
- Prepares operating instructions and procedures for staff and patrons
- Answers employee and patron questions regarding the automation system
- Attends administrative staff meetings
- Prepares departmental records and reports
- Maintains and increases knowledge and skills through attendance at meetings, conferences and in-service training sessions
- Attends meetings and serves on committees, as requested
- Performs additional duties and assignments, as assigned
- Analyzes procedures that can benefit from automation

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

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

NAYS:

Motion carried.

MOTION NO. 220516-11 AMEND THE ASSISTANT HEAD LIBRARY SYSTEMS ADMINISTRATOR JOB DESCRIPTION

RESOLVED: That the Board of Trustees of Stow-Munroe Falls Public Library amends the Assistant Head Library Systems Administrator Job Description as follows:

Job Title:	ASSISTANT HEAD LIBRARY SYSTEMS ADMINISTRATOR
Department:	System Services
Immediate Supervisor:	Head Library Systems Administrator
Positions Supervised:	Computer Assistant

JOB RESPONSIBILITIES:

Under general direction, the Assistant Head Library Systems Administrator assists in maintaining the automation system for the library and trains staff and patrons on the use of computer hardware, on-line systems, and software applications.

QUALIFICATIONS:

Bachelor of Science degree in Computer Science from a Computer Science accredited school and interest in libraries and information sciences in general.

PHYSICAL DEMANDS- WITH OR WITHOUT ACCOMMODATIONS

Ability to move and / or lift heavy items
 Ability to push / pull a loaded book cart

Regularly required to talk & hear
Regularly required to walk, bend, reach, and sit

SKILLS AND ABILITIES TO:

Present a positive, professional image to the public
Interact and respond appropriately to patrons and staff
Develop and maintain effective working relationships with the Director and co-workers
Communicate effectively in written and oral form
Organize, prioritize and coordinate multiple department tasks

Detailed oriented

Ability to work independently

Computer literacy

Maintain confidentiality

Work flexible hours

PRIMARY RESPONSIBILITIES

- Assists with the development and implementation of the library's automation system, including software, hardware, computer network.
- Evaluates technology to determine the need for upgrades and new product installation, while deferring to the Head of Library Systems
- Troubleshoots system and operational problems, including hardware, and cabling, while deferring to the Head of Systems
- Keeps Head of Library Systems informed of automation needs and concerns.
- Be able to assist with coding where time permits away from other duties and when knowledge of the complex systems is attained
- Prepares and presents training programs to staff and patrons on the use of computer hardware, on-line systems and software applications
- Answers employee and patron questions regarding the automation system
- Provides help desk services to staff
- Maintains and increases knowledge and skills through attendance at meetings, conferences and in-service training sessions
- Attends meetings and serves on committees, as requested
- Performs additional duties and assignments, as assigned

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

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

NAYS:

Motion carried.

MOTION NO. 220516-12 AMEND THE CREDIT CARD LIBRARY BOARD POLICY

RESOLVED: That the Board of Trustees of Stow-Munroe Falls Public Library amends the Credit Card Policy to read as follows:

The Board of Trustees shall permit the Director and Fiscal Officer to use credit cards.

1. This policy applies to all (i) payment cards, checks or other payment instruments associated with a credit account issued by a financial institution or a retailer, and (ii) payment cards related to the receipt of grant funds. All such cards and instruments are referred to herein as “credit cards”.
2. This policy does not apply to procurement cards (P-cards), or to gas cards or other payment cards that are capable of use only for the purchase of certain limited types of goods.
3. The library will not obtain or maintain any debit cards.
4. Credit cards will be established in the name of the Stow-Munroe Falls Public Library with a maximum credit limit not to exceed ~~\$3000~~ **5000** limit for the Director and a ~~\$7,500~~ **10,500** limit for the Fiscal Officer.
5. The Fiscal Officer will work with the appropriate financial institutions that issue credit cards to determine the best type of credit card accounts for the Library, and also to determine which store credit card accounts the Library will utilize.
 - a. The Fiscal Officer is responsible for working with the issuing financial institution to determine the dates when credit cards expire and the re-issuance of replacement cards.
 - b. The Fiscal Officer is responsible for determining, when necessary, the need to cancel a credit card account and any adjustment to credit limits on the credit cards.
 - c. The Fiscal Officer is responsible for notifying the issuing financial institution of a lost or stolen card. Library personnel using a credit card must notify the Fiscal Officer when they become aware that a card is lost or stolen.
6. Credit cards will be kept in the office of the Fiscal Officer and may be signed out to authorized Library personnel from time to time as necessary. The credit card should be promptly returned to the office of the Fiscal Officer once the purchases for which it was checked out have been made.
7. Credit cards may be signed out only to Library personnel.
8. A credit card may not be used by anyone other than the individual to whom it is signed out.
9. Prior to initial receipt of a credit card, each individual must agree to and sign the Credit Card Responsibility and Use Procedures.
10. The Board authorizes the use of Library credit cards for use in connection with Board-approved or Library-related activities and for only those types of expenses that are for the benefit of the Library that serve a valid and proper public purpose shall be paid for by credit card. Credit cards will be used primarily for travel expenses to conferences and/or workshops and pre-payment of materials when required by a vendor. In any event, credit

cards may be used only for expenditures that are within the applicable budget and departmental guidelines.

11. For each purchase made using a credit card, an itemized receipt indicating the amount paid, the vendor, and the goods/services purchased must be submitted to the Fiscal Officer promptly following the purchase.
12. Use of a credit card for personal expenditures, for expenditures in excess of the applicable credit limit, or otherwise in violation of this policy constitutes a misuse of the credit card. Any Library personnel engaging in misuse of a credit card will be responsible to reimburse the Library for any unauthorized expenditures and may be subject to disciplinary action up to and including termination of employment.
13. If a credit card is lost or stolen, or any Library personnel become aware of unauthorized or fraudulent use of any of the Library's credit card accounts, the same must be reported immediately to the Fiscal Officer.
14. All monthly credit card statements and other correspondence associated with the credit card accounts will be sent to the Stow-Munroe Falls Public Library. Payment of the monthly statements must be made in a timely fashion so that finance charges and late payment fees are not incurred.
15. On an annual basis, the Fiscal Officer will submit a report to the Library Board of Trustees regarding all credit card rewards received by the Library.

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

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

NAYS:

Motion carried.

LONG RANGE PLANNING

Mr. Renninger stated the Long Range Planning Committee is synced with the Strategic Planning.

TECHNOLOGY

Mr. Shubert stated nothing to report.

RECORDS COMMISSION

Mr. Shubert stated nothing to report.

NEW BUSINESS

MOTION NO. 220516-13 CLOSE LIBRARY FOR CARPET CLEANING

Hegner moved, Renninger seconded:

RESOLVED: That the Board of Trustees of Stow-Munroe Falls Public approve to close the library on Sunday July 3, 2022 for carpet cleaning.

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

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

NAYS:

Motion carried.

MOTION NO. 220516-14 CANCEL JULY REGULAR BOARD MEETING

Renninger moved, Mancuso seconded:

RESOLVED: That the Board of Trustees of Stow-Munroe Falls Public Library cancels the Regular July Library Board Meeting.

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

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

NAYS:

Motion carried.

MOTION NO. 220516-15 ADJOURNMENT

Wyckoff moved, Bedell seconded to adjourn the meeting at 7:35pm

All were in favor.

Motion carried.

Secretary

Board President

Linda Sutherland
Fiscal Officer