

STOW-MUNROE FALLS PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
Monday May 21, 2018

CALL TO ORDER

The meeting was called to order at 7:01pm by President Shubert.

PRESENT

Tom Shubert, President; David Renninger, Secretary; Sara Kline, Craig Mancuso, Rich Bedell, Pastor Brad Jagger

ABSENT

Christina Gary, Vice President

OTHERS PRESENT

Doug Dotterer, Director; Linda Sutherland, Fiscal Officer

PUBLIC

Emily Adams, Information Services Associate and Lauren O’Keeffe, Information Service Associate

MINUTES

MOTION NO. 180521-1 APPROVE APRIL 16, 2018 MINUTES

Renninger moved, Mancuso seconded:

RESOLVED: That the Board Minutes of April 16, 2018 regular meeting be accepted and approved.

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

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

NAYS:

Motion carried.

FINANCE

MOTION NO. 180521-2 APPROVE APRIL TREASURER’S REPORT

Kline moved, Mancuso seconded:

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

MTD BANK REPORT FOR MONTH 04-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	295,625.63	612,232.23	262,345.64	0.00	0.00	645,512.22
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	304,617.43	448.75	0	0.00	0.00	305,066.18
24	STAR OHIO BLDG - INVESTMENTS	76,686.80	112.97	0	0.00	0.00	76,799.77
29	STAR PLUS OHIO - INVESTMENTS	512,124.03	782.96	0	0.00	0.00	512,906.99
		1,189,353.89	613,576.91	262,345.64	0.00	0.00	1,540,585.16

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

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

Motion carried.

PROGRAM

DIRECTOR’S REPORT

MOTION NO. 180521-3 ACCEPT THE DIRECTOR’S REPORT

Mancuso moved, Renninger seconded:

RESOLVED: That the Board of Trustees accepts the written Director’s report for the months of April and May 2018.

Mr. Dotterer stated the following:

- Parking lot work to be completed over Memorial Day Weekend will extend its life up to five years

- Library is paying for the power washing and electric for installation of the new signage
- Library Foundation is paying for the new library building signage
- Vending Machine will be placed in the foyer
- New library card design will be presented to the patrons in six to eight months when the old cards are depleted
- Eclectic Collection will be presented the last week of June

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

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

NAYS:

Motion carried.

DISCUSSION ITEMS

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 at 6:30pm to review the financial reports for the month of April presented by the Fiscal Officer.

Mr. Bedell stated the Finance Committee recommends:

MOTION NO. 180521-4 AUTHORIZES APPROPRIATE TRANSACTION

RESOLVED: That the Board of Trustees authorizes the Fiscal Officer to appropriate: \$56,500.00 from general fund to building/grounds 101.0.53310 for the following:

1. Phase I parking lot – section 01050 for alternative schedule
2. Change Order – miscellaneous areas approximately 7,326 square feet
 1. Mill area to a depth of 1.5”
 2. Clean entire area to be resurfaced of dirt and loose debris
 3. Apply item #407 tackcoat to existing surface for adhesive purposes
 4. Construct 1.5” of item #448 surface course rolled for compaction
 5. Repair one (1) additional drain

3. Cardinal Environmental, Cottrill (demolition); additional electric and power washing.

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

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

NAYS:

Motion carried.

HUMAN RESOURCES

Mr. Mancuso stated the Human Resources Committee met at 6:00 pm to discuss annual staff pay increases and the Maintenance Associate position and increase.

Mr. Mancuso stated the Human Resources Committee recommends:

MOTION NO. 180521-5 APPROVE PAY RATE INCREASES

RESOLVED: That the Board of Trustees approves the following:

2 – 4% pay rate increase based on the employee's evaluation score and to be effective Pay 14, 2018

and

Maintenance Associate pay increases to \$17.23 effective Pay 14, 2018.

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

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

NAYS:

Motion carried

LEGISLATION/RULES

Mr. Shubert stated nothing to report.

LONG RANGE PLANNING

Mr. Renninger stated the Long Range Planning Committee met on April 18, 2018 to discuss the following:

- Purchase of the Dental Office Property
- Parking Lot project
- HVAC replacement which is to be budgeted in 2020

Mr. Renninger asked the Director if he contacted the School Board regarding any school levies to be placed on the ballot and the time frame. Mr. Dotterer stated he contacted the School Board but still waiting on an answer.

TECHNOLOGY

Mr. Shubert stated nothing to report.

RECORDS COMMISSION

Mr. Shubert stated nothing to report.

NEW BUSINESS

Mrs. Sutherland requested that the June Finance Committee Meeting be cancelled due to vacations. The Library Board was in agreement.

Mr. Dotterer stated he was asked to submit a resume for an Interim Ward II Council person. Mr. Dotterer requested a legal opinion from the Summit County Prosecuting Attorney regarding the Stow Library Director Compatibility with City Councilman Position. After researching the issue, it is their opinion that there is no conflict. After much discussion, the Director decided to rescind his resume for this position at this time.

Mrs. Kline stated the library should have a policy regarding holding a position in a non-partisan office.

MOTION NO. 180521-6 ACKNOWLEDGE LEAVE OF ABSENCE

Kline moved, Mancuso seconded:

RESOLVED: That the Boards of Trustees acknowledges the following:

Gretchen Quinn, Medical Leave to begin August 18, 2018 through November 12, 2018, not to exceed twelve (12) workweeks

Per Employee Policy #030922-6 Family (Maternity/Paternity)/Medical Leave:

However, an employee may use this leave on an **intermittent basis** or **reduced leave schedule** (i.e., less than a full-time basis), when medically necessary or if the employee is needed to care for a family member with a serious medical condition.

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

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

NAYS:

Motion carried.

MOTION NO. 180521-7 MOTION TO ADJOURN TO EXECUTIVE SESSION

Mancuso moved, Jagger seconded:

RESOLVED: The Board of Trustees moves to adjourn into executive session to consider the purchase of property.

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

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

NAYS:

Motion carried.

MOTION NO. 180521-8 MOTION TO RETURN TO OPEN SESSION

Mancuso moved, Kline seconded:

RESOLVED: That the Board of Trustees moves to return to open session.

All were in favor.

Motion carried.

MOTION NO. 180521-9 APPROVE PROPERTY PURCHASE

Kline moved, Mancuso seconded:

RESOLVED: That the Board of Trustees approves to purchase the property located on Elm Street, Ohio bearing parcel number 56-19520, the legal description of which is attached hereto as Exhibit "A" at a cost of \$100,000.00 subject to the terms and conditions contained in the Real Estate Purchase Agreement.

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

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

NAYS:

Motion carried.

MOTION NO. 180521-10 AUTHORIZES APPROPRIATE TRANSACTION

Mancuso moved, Kline seconded:

RESOLVED: That the Board of Trustees authorizes the Fiscal Officer to appropriate:
\$100,000 from the general fund to 101.0.55110 land purchase

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

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

NAYS:

Motion carried.

MOTION NO. 180521-11 ADJOURNMENT

Renninger moved, Mancuso seconded to adjourn the meeting at 8:03pm

All were in favor.

Motion carried.

Secretary

Board President

Linda Sutherland
Fiscal Officer