

**STOW-MUNROE FALLS PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
Monday November 26, 2018**

**CALL TO ORDER**

The meeting was called to order at 7:07 pm by President Shubert.

**PRESENT**

Christina Gary, Vice President; Tom Shubert, President; David Renninger, Secretary; Rich Bedell, Craig Mancuso

**ABSENT**

Sara Kline, Pastor Brad Jagger

**OTHERS PRESENT**

Doug Dotterer, Director; Linda Sutherland, Fiscal Officer

**PUBLIC**

There was no public present.

**MOTION NO. 181126-1 APPROVE OCTOBER 15, 2018 MINUTES**

Renninger moved, Mancuso seconded:

RESOLVED: That the Board Minutes of October 15, 2018 regular board meeting be accepted and approved as amended per discussion.

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

AYES: Gary, Mancuso, Renninger, Bedell, Shubert

NAYS:

Motion carried.

**FINANCE**

**MOTION NO. 181126-2 APPROVE OCTOBER TREASURER’S REPORT**

Gary moved, Mancuso seconded:

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

MTD BANK REPORT FOR MONTH 10-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	813,345.50	210,929.24	316,831.14	0.00	0.00	707,443.60
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	307,661.59	589.53	0	0.00	0.00	308,251.12
24	STAR OHIO BLDG - INVESTMENTS	77,453.16	148.41	0	0.00	0.00	77,601.57
29	STAR PLUS OHIO - INVESTMENTS	517,289.63	980.73	0	0.00	0.00	518,270.36
		<b>1,716,049.88</b>	<b>212,647.91</b>	<b>316,831.14</b>	<b>0.00</b>	<b>0.00</b>	<b>1,611,866.65</b>

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

AYES: Mancuso, Renninger, Bedell, Gary, Shubert

NAYS:

Motion carried.

**MOTION NO. 181126-3 SET BOND FOR FISCAL OFFICER AND DEPUTY FISCAL OFFICER**

Renninger moved, Mancuso seconded:

RESOLVED: That the Board of Trustees set bond for the Fiscal Officer and Deputy Fiscal Officer at 5% of the budget for 2018.

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

AYES: Renninger, Bedell, Gary, Mancuso, Shubert

NAYS:

Motion carried.

**PROGRAM**

DIRECTOR’S REPORT

**MOTION NO. 181126-4 ACCEPT DIRECTOR’S REPORT**

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Mancuso moved, Bedell seconded:

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

Mr. Dotterer stated the In-Service Committee put on an amazing In-Service Day.

Mr. Shubert asked if the security cameras had been updated. Mr. Dotterer stated he looked into this matter and feels the cameras are sufficient for now.

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

AYES: Bedell, Gary, Mancuso, Renninger, Shubert

NAYS:

Motion carried.

**DISCUSSION ITEMS**

There were no discussion items.

**BOARD COMMITTEES**

**BUILDING & GROUNDS**

Mr. Shubert stated nothing to report.

**FINANCE**

Mr. Bedell stated the Finance Committee met prior to the Board Meeting to review the financial reports and everything is within budget. Mr. Bedell stated the Finance Committee reviewed the 2019 Budget and it will be submitted at the December Board Meeting.

**HUMAN RESOURCES**

Mr. Mancuso stated he would like to thank Mr. Renninger for being the first to respond to the evaluations for the Director and Fiscal Officer. Mr. Mancuso stated he is waiting on one more and will have the results from the evaluations completed for the next meeting.

LEGISLATION/RULES

Mrs. Gary stated nothing to report.

LONG RANGE PLANNING

Mr. Renninger stated nothing to report.

TECHNOLOGY

Mr. Shubert stated nothing to report.

RECORDS COMMISSION

Mr. Shubert stated nothing to report.

NEW BUSINESS

2019 HOLIDAY/SPECIAL CLOSING SCHEDULE

MOTION NO. 181126-5 ADOPT 2019 HOLIDAY/SPECIAL CLOSING SCHEDULE

Gary moved, Mancuso seconded:

RESOLVED: That the Board of Trustees adopts the following 2019 Holiday and Special Library closings:

January	1	New Year's Day	(Tuesday)	Closed *(OH)
April	21	Easter Sunday	(Sunday)	Closed
May	27	Memorial Day	(Monday)	Closed *(OH)
July	4	Independence Day	(Thursday)	Closed *(OH)
September	2	Labor Day	(Monday)	Closed *(OH)
November	28	Thanksgiving	(Thursday)	Closed *(OH)
December	24	Christmas Eve	(Tuesday)	Closed *(OH)
December	25	Christmas	(Wednesday)	Closed *(OH)

\* All regular full-time employees are entitled to eight (8) hours of paid leave for each of the official holidays (OH) on which the library is closed.

**\*STAFF FLOATING HOLIDAYS**

January 21 Martin Luther King Day  
February 18 Presidents' Day  
November 11 Veterans' Day

\* All regular full-time employees are entitled to paid leave for the three Floating Holidays on which the library is **open**: Martin Luther King Day; Presidents' Day; Veterans' Day. Floating Holidays must be taken by the last pay period of the year.

**\*EARLY CLOSINGS**

November 27 Day before Thanksgiving (Wednesday) Close 5pm  
December 31 New Year's Eve (Tuesday) Close 5pm

\*see pg. 21, Holidays (Official and Floating)/Library Closings *Employee Policy Manual*

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

AYES: Gary, Mancuso, Renninger, Bedell, Shubert

NAYS:

Motion carried.

**ELECTION OF OFFICERS**

Mrs. Gary stated the Nominating Committee recommends:

**MOTION NO. 181126-6 ELECTION OF 2019 OFFICERS**

RESOLVED: The Library Board of Trustees elect the following officers for 2019:

PRESIDENT – Tom Shubert  
VICE PRESIDENT – Craig Mancuso  
SECRETARY – David Renninger

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

AYES: Mancuso, Renninger, Bedell, Gary, Shubert

NAYS:

Motion carried.

**2019 BOARD MEETING SCHEDULES DATES**

**MOTION NO. 181126-7 APPROVE 2019 BOARD MEETING SCHEDULE DATES**

Gary moved, Mancuso seconded:

RESOLVED: That the Board of Trustees approves the list of 2019 scheduled Board Meeting dates as the 3rd Monday of the month. The Organizational Meeting is on January 21, 2019.

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

AYES: Renninger, Bedell, Gary, Mancuso, Shubert

NAYS:

Motion carried.

Mrs. Gary informed the Board that she was asked by the School Board to sit in on the interviews for the next Library Board Trustee position. Mrs. Gary stated she would not have a vote and she was there to answer any questions the candidates might have. The interview process will take place on December 3, 2018.

**MOTION NO. 181126-8 AJOURNMENT**

Bedell moved, Renninger seconded to adjourn the meeting at 7:30pm.

All were in favor.

Motion carried.

Secretary

Board President

Linda Sutherland  
Fiscal Officer