

**STOW-MUNROE FALLS PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
Monday November 16, 2020**

CALL TO ORDER

The meeting was called to order at 6:34 pm by President Shubert.

PRESENT

Craig Mancuso, Vice President; Tom Shubert, President; David Renninger, Secretary; Rich Bedell, , Angela Daniel

ABSENT

Sara Kline, Pastor Brad Jagger

OTHERS PRESENT

Gale Koritansky, Director; Linda Sutherland, Fiscal Officer

PUBLIC

There was no public present.

MOTION NO. 201116-1 APPROVE OCTOBER 19, 2020 MINUTES

Renninger moved, Bedell seconded:

RESOLVED: That the Board Minutes of October 19, 2020 regular board meeting be accepted and approved as amended per discussion.

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

AYES: Daniel, Mancuso, Renninger, Bedell, Shubert

NAYS:

Motion carried.

FINANCE

MOTION NO. 201116-2 APPROVE OCTOBER TREASURER’S REPORT

Mancuso moved, Renninger seconded:

RESOLVED: That the Board of Trustees approves the Treasurer’s Report for October 2020.

MTD Bank Report for Year 2020 Month 10 - STOW MUNROE FALLS PUB LIB

Bank	Description	Beg Mo Bal	Deposits	Withdrawals	Trans In	Trans Out	Balance
0001	MAIN CHECKING ACCOUNT	911,502.70	208,906.40	190,731.03	0.00	0.00	929,678.07
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	669,689.21	86.45	0.00	0.00	0.00	669,775.66
0024	STAR OHIO BLDG - INVESTMENTS	80,270.81	10.36	0.00	0.00	0.00	80,281.17
0029	STAR PLUS OHIO - INVESTMENTS	535,324.60	90.94	0.00	0.00	0.00	535,415.54
8 Banks		2,197,087.32	209,094.15	190,731.03	0.00	0.00	2,215,450.44

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

AYES: Mancuso, Renninger, Bedell, Daniel, Shubert

NAYS:

Motion carried.

PROGRAM

DIRECTOR’S REPORT

MOTION NO. 201116-3 ACCEPT DIRECTOR’S REPORT

Renninger moved, Mancuso seconded:

RESOLVED: That the Board of Trustees accepts the written Director’s report for the month of October 2020.

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

AYES: Mancuso, Renninger, Bedell, Daniel, 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 this evening. The Fiscal Officer provided the financial reports and presented the 2021 budget. The Finance Committee reviewed the 2021 Budget and it will be submitted at the December Board Meeting.

HUMAN RESOURCES

Mr. Mancuso stated the evaluations for the Fiscal Officer will be discussed at the December Board meeting.

LEGISLATION/RULES

Mr. Shubert stated nothing to report

LONG RANGE PLANNING

Mr. Renninger stated the committee will not be meeting until next year.

TECHNOLOGY

Mr. Shubert asked the Director to explain the details for upgrading the library website. Mrs. Koritansky stated the KOHA upgrade will have to take place first. The upgrades will be taking place over the weekend. After the upgrades are completed, Systems is looking into purchasing Aspen. Aspen is a full-featured Discovery System that integrates with eContent and other third-party providers, giving the patrons comprehensive access to all of our materials in one place. Then we can proceed with the Progressive Web Apps that are web applications that have been designed so they can be installed on any device.

RECORDS COMMISSION

Mr. Shubert stated nothing to report.

NEW BUSINESS

ELECTION OF OFFICERS

MOTION NO. 201116-4 ELECTION OF 2021 OFFICERS

Bedell moved, Renninger seconded:

RESOLVED: The Library Board of Trustees elect the following officers for 2021:

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

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

AYES: Renninger, Bedell, Daniel, Mancuso, Shubert

NAYS:

Motion carried.

2021 BOARD MEETING SCHEDULE DATES

MOTION NO. 201116-5 APPROVE 2021 BOARD MEETING SCHEDULE DATES

Renninger moved, Bedell seconded:

RESOLVED: That the Board of Trustees approves the 2021 scheduled Board Meeting dates as the 3rd Monday of the month. The Organizational Meeting is on January 18, 2021.

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

AYES: Bedell, Daniel, Mancuso, Renninger, Shubert

NAYS:

Motion carried.

2021 HOLIDAY/SPECIAL CLOSING SCHEDULE

MOTION NO. 201116-6 ADOPT 2021 HOLIDAY/SPECIAL CLOSING SCHEDULE

Mancuso moved, Renninger seconded:

RESOLVED: That the Board of Trustees adopts the following 2021 Holiday and Special Library closings:

January	1	New Year's Day	(Friday)	Closed *(OH)
April	4	Easter Sunday	(Sunday)	Closed
May	31	Memorial Day	(Monday)	Closed *(OH)
July	4	Independence Day	(Sunday)	Closed *(OH)
September	6	Labor Day	(Monday)	Closed *(OH)
November	25	Thanksgiving	(Thursday)	Closed *(OH)
December	24	Christmas Eve	(Friday)	Closed *(OH)
December	25	Christmas	(Saturday)	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	18	Martin Luther King Day
February	15	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	24	Day before Thanksgiving (Wednesday)	Close 5pm
December	31	New Year's Eve (Friday)	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: Daniel, Mancuso, Renninger, Bedell, Shubert

NAYS:

Motion carried.

MOTION NO. 201116-7 AMEND CARRYOVER BALANCE FOR FISCAL OFFICER

Mancuso moved, Daniel seconded:

RESOLVED: That the Board of Trustees approves to amend the carryover balance of vacation for 2020 for the Fiscal Officer to three (3) weeks to be used in 2021 and return to two (2) weeks carryover per employee policy.

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

AYES: Mancuso, Renninger, Bedell, Daniel, Shubert

NAYS:

Motion carried.

MOTION NO. 201116-8 ADJOURNMENT

Renninger moved, Daniel seconded to adjourn the meeting at 7:00pm.

All were in favor.

Motion carried.

Secretary

Board President

Linda Sutherland
Fiscal Officer