

STOW-MUNROE FALLS PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
Monday October 15, 2018

CALL TO ORDER

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

PRESENT

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

ABSENT

OTHERS PRESENT

Doug Dotterer, Director, Linda Sutherland, Fiscal Officer

PUBLIC

No public comment.

MINUTES

MOTION NO. 181015-1 APPROVE SEPTEMBER 17, 2018 MINUTES

Renninger moved, Mancuso seconded:

RESOLVED: That the Board Minutes of September 17, 2018 regular meeting be accepted and approved.

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

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

NAYS:

Motion carried.

FINANCE

MOTION NO. 181015-2 APPROVE SEPTEMBER TREASURER’S REPORT

Gary moved, Kline seconded:

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

MTD BANK REPORT FOR MONTH 09-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	561,492.38	557,149.86	305,296.74	0.00	0.00	813,345.50
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	307,122.43	539.16	0	0.00	0.00	307,661.59
24	STAR OHIO BLDG - INVESTMENTS	77,317.43	135.73	0	0.00	0.00	77,453.16
29	STAR PLUS OHIO - INVESTMENTS	516,388.14	901.49	0	0.00	0.00	517,289.63
		1,462,620.38	558,726.24	305,296.74	0.00	0.00	1,716,049.88

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

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

NAYS:

Motion carried.

MOTION NO. 181015-3 APPROVE ALLOCATED 2019 PLF MONIES

Kline moved, Gary seconded:

RESOLVED: That the Board of Trustees approves the 6.40506% of estimated PLF (Public Library Funds) monies for Summit County allocated to Stow-Munroe Falls Public Library for 2019 as agreed and voted on by the Library Trustees Council of Summit County on October 11, 2018.

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

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

NAYS:

Motion carried.

Mrs. Sutherland, Fiscal Officer stated there was excess money in the Hospitalization line due to the savings from the Holiday Premiums. Therefore she suggested to the Board to move the money from Hospitalization to Building/Grounds and to CMI (Creative Microsystems Inc.).

MOTION NO. 181015-4 APPROVE INTERFUND TRANSACTIONS

Gary moved, Bedell seconded:

RESOLVED: That the Board of Trustees authorizes the Fiscal Officer to move:
17,444.00 from 101.0.51610 Hospitalization to 101.0.53310
Building/Grounds

This transaction is for the demolition of the property on 3557 Elm Road, Stow.

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

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

NAYS:

Motion carried.

PROGRAM

DIRECTOR'S REPORT

MOTION NO. 181015-5 ACCEPT DIRECTOR'S REPORT

Gary moved, Mancuso seconded:

RESOLVED: That the Board of Trustees accepts the written Director's report for the months of September/October 2018.

Mr. Dotterer distributed copies of the Stow-Munroe Falls Public Library Fast Facts pamphlets.

Mr. Dotterer stated the following:

1. Masonry Restoration and Maintenance, Inc. will be repairing the front entrance of the library.
2. Mrs. Monbeck wanted to apologize to the Library Board regarding the deal on the property. She wanted to inform the Board that in her will it will be stated that the library will have first refusal on the property.
3. A donor stopped by to inform the Director that payment would be made on the following: new staff breakroom chairs; painting of the back hallway; and replacing the meeting room chairs. A luncheon and flowers would be given to honor the donor.

4. He would be presenting a project to the Stow-Munroe Falls Library Foundation to replace the Children's room tables and chairs.

Mr. Dotterer stated he would be missing the December Board meeting because he will be on vacation.

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

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

NAYS:

Motion carried.

DISCUSSION ITEMS

There are no discussion items.

BOARD COMMITTEES

BUILDING & GROUNDS

Mrs. Kline stated nothing to report.

FINANCE

Mr. Bedell stated the Finance Committee met prior to the Library Board meeting. Mrs. Sutherland, Fiscal Officer gave her report and the revenue is up by \$50,446 and the library had some unexpected expenses.

Mr. Bedell stated the Finance Committee recommends:

MOTION NO. 181015-6 APPROVE INTERFUND TRANSACTIONS

RESOLVED: That the Board of Trustees authorizes the Fiscal Officer to move:
43,776.00 from 101.0.51610 Hospitalization to 101.0.53820 CMI (Creative Microsystems, Inc.)

This transaction is for the upgrade to the Finance and Payroll software.

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

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

NAYS:

Motion carried.

HUMAN RESOURCES

Mr. Mancuso stated the evaluations for the Director and Fiscal Officer will be emailed to the Library Board Members. Mr. Mancuso requested the Team Manager's emails be sent to him so he may contact them about the evaluations for the Director and Fiscal Officer.

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

Mrs. Gary stated the Records Commission Committee met prior to the Board meeting.

Mrs. Gary stated the Records Commission Committee recommends:

MOTION NO. 181015-7 APPROVE RC-3 FORM

RESOLVED: That the Board of Trustees approves the RC-3 Form - Schedule of Records Retention and Disposition. Please see attached copy attached.

The Fiscal Officer will submit the RC-3 form to the Ohio Historical Society.

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

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

NAYS:

Motion carried.

NEW BUSINESS

Mr. Shubert appointed, Christina Gary, Chair, Sara Kline and Rich Bedell as members of the Nominating Committee for Officers on the Stow-Munroe Falls Public Library Board of Trustees for 2019.

MOTION NO. 181015-8 ACKNOWLEDGE LEAVE OF ABSENCE

Gary moved, Kline seconded:

RESOLUTION: That the Boards of Trustees acknowledges the following:

Chris Caccamo, Medical Leave to begin on October 30, 2018 through December 1, 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: Gary, Jagger, Kline, Mancuso, Renninger, Bedell, Shubert

NAYS:

Motion carried.

Mrs. Gary informed the Library Board that she had been working at the library lately. She stated sometimes you are not aware how much work the staff does and how patient, courteous and kind the library staff is with the public. Mrs. Gary also asked the Trustees if everyone received the email from Ann Malthaner regarding “Get to Know Your Board”.

MOTION NO. 181015-9 ADJOURNMENT

Renninger moved, Bedell seconded to adjourn the meeting at 7:45pm.

All were in favor.

Motion carried.

Secretary

Board President

Linda Sutherland
Fiscal Officer