

**STOW-MUNROE FALLS PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
Monday October 18, 2021**

**CALL TO ORDER**

The meeting was called to order at 6:37pm by President Tom Shubert.

**PRESENT**

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

**ABSENT**

**OTHERS PRESENT**

Gale Koritansky, Director, Linda Sutherland, Fiscal Officer

**PUBLIC**

No public comment.

**MINUTES**

**MOTION NO. 211018-1 APPROVE SEPTEMBER 20, 2021 MINUTES**

Renninger moved, Bedell seconded:

RESOLVED: That the Board Minutes of September 20, 2021 regular meeting be accepted and approved.

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

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

NAYS:

Motion carried.

**FINANCE**

**MOTION NO. 211018-2 APPROVE SEPTEMBER TREASURER’S REPORT**

Kline moved, Bedell seconded:

RESOLVED: That the Board of Trustees approves the Treasurer’s Report for September 2021.

**MTD Bank Report for Year 2021 Month 09 - STOW MUNROE FALLS PUB LIB**

Bank	Description	Beg Mo Bal	Deposits	Withdrawals	Trans In	Trans Out	Balance
0001	MAIN CHECKING ACCOUNT	1,035,163.92	319,328.97	253,348.18	0.00	200,000.00	901,144.71
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	1,756,265.66	126.22	0.00	200,000.00	0.00	1,956,391.88
0024	STAR OHIO BLDG - INVESTMENTS	80,343.14	5.18	0.00	0.00	0.00	80,348.32
0029	STAR PLUS OHIO - INVESTMENTS	0.00	0.00	0.00	0.00	0.00	0.00
<b>8 Banks</b>		<b>2,872,072.72</b>	<b>319,460.37</b>	<b>253,348.18</b>	<b>200,000.00</b>	<b>200,000.00</b>	<b>2,938,184.91</b>

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

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

NAYS:

Motion carried.

**MOTION NO. 211018-3 APPROVE ALLOCATED 2022 PLF MONIES**

Mancuso moved, Renninger seconded:

RESOLVED: That the Board of Trustees approves the 6.18084% of estimated PLF (Public Library Funds) monies for Summit County allocated to Stow-Munroe Falls Public Library for 2022 as agreed and voted on by the Library Trustees Council of Summit County on October 14, 2021.

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

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

NAYS:

Motion carried.

**PROGRAM**

DIRECTOR'S REPORT

**MOTION NO. 211018-4 ACCEPT DIRECTOR'S REPORT**

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Renninger moved, Mancuso seconded:

RESOLVED: That the Board of Trustees accepts the written Director's report for the month of September 2021.

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

AYES: Mancuso, Renninger, Bedell, Daniel, Jagger, Kline, 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 this evening and the Fiscal Officer presented her reports. Mr. Bedell said the library is within budget.

HUMAN RESOURCES

Mr. Mancuso stated the evaluations for the Director and Fiscal Officer will be emailed to the Library Board Members and Department Heads.

LEGISLATION/RULES

Mrs. Kline stated the Legislation/Rules Committee recommends the following:

**MOTION NO. 211018-5 AMEND OVER-THE-COUNTER-CASH DISBURSEMENTS POLICY**

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RESOLVED: That the Board of Trustees amend the Over-The-Counter-Cash Disbursements Policy to:

“Lost and Paid” refunds to patrons under \$10.00 will be handled by the counter in cash providing there is evidence of payment by the patron through the ~~KOHA~~ **CLEVNET** system or a cash written receipt accompanies the request for refund. All transactions over the \$10 amount will be handled through the system, with the Fiscal Officer verifying the transaction and creating payment by means of mailed check to the patron. All transactions for “Lost and Paid” over the counter in cash will be noted on the ~~KOHA~~ **CLEVNET** system and a hand written receipt will be given to the Fiscal Officer for balancing purposes.

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

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

NAYS:

Motion carried.

**MOTION NO. 211018-6 AMEND RECORD RETENTION DISPOSAL POLICY**

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RESOLVED: That the Board of Trustees amend the Record Retention and Disposal Policy to:

Effective September 29, 2007, the Library records commission will maintain all records per ORC 149.411.

Records shall fall into two (2) categories: **permanent** and **non-permanent**. Retention of records may be in the form of electronic media, print, or tape.

The Fiscal Officer will prepare a list of records to be disposed of when the retention period has been completed. The Library records commission will approve the list prior to disposal. This list, once approved, will become a part of the minutes of the Board. The Fiscal Officer will complete and submit the required forms to the Ohio Historical Society.

No records shall be destroyed, transferred or disposed of without the knowledge of the Library records commission or in violation of this policy.

**PERMANENT:**

Annual Budget

Annual Financial Report to the State Auditor  
 Annual Financial Report – Other  
 Annual Report to the State Library  
 Annual Reports  
 Audit Reports  
 Board Minutes  
 Board Policy Files  
 Board of Zoning Appeals Filings  
 Bond Records  
 Building Blueprints and Specifications  
 Building Inspection Reports  
 Building Projects (successful)  
 Capital Outlay Files  
 Committee Meeting Minutes  
 Historical Files  
 Legal Opinions  
 OPERS Records  
 Payroll Records (City, State and Federal Withholding forms, Pay increase letters, Sick and Vacation Leave, W-2s)  
 Personnel Policies  
 Personnel Records (Application, Hire Letter, Promotion Letter, Resignation Letter, Performance Evaluations, Notification of pay step increases)

**NON-PERMANENT:**

**Circulation**

Items Charged Out and Assumed Lost	7 years
Fines and Fees on Borrower Record	7 years
Overdue Fines older than 2 years and Under \$10	1 year
Borrower Record (unused card)	5 years
Annual statistics	5 years
<del>Library Card Applications – Youth</del>	<del>Until age 18</del>
List of Borrower’s charged items	Until discharged

**Contracts, Leases**

Bids (successful)	15 years after expiration
Bids (unsuccessful)	3 years after successful contract
Construction	16 years after completion
General	15 years after expiration
Insurance Policies/Bonds	2 years after expiration
Leases-equipment	2 years after expiration
Leases-Real Estate	5 years after expiration provided audited

**Employee Files**

Accident/incident reports	5 years
Employment applications (not hired)	1 year

## Financial

Accounts payable ledger	4 years provided audited
Appropriation ledger	5 years provided audited
Bank deposit receipts	4 years provided audited
Bank statements (general)	4 years provided audited
Bank statements (payroll)	4 years provided audited
Cancelled checks	4 years provided audited
Cash journal	4 years provided audited
Check registers	4 years provided audited
Depository agreements	5 years provided audited
Invoices (Vouchers)	4 years provided audited
Inventories	until superseded
Investment ledger/records	4 years provided audited
Purchase orders/requisitions	4 years provided audited
Receipt journals	4 years provided audited
Tax Budgets (County)	10 years provided audited
Time sheets	4 years provided audited
W-2	6 years provided audited
W-4, IT4	until superseded
Workers Compensation claims	10 years after termination of employment

## Legal

Claims and litigation records 5 years after case is closed and appeals exhausted

## Miscellaneous

Consultant reports	4 years
Correspondence (informative)	2 years
Donation records (non-cash)	4 years
Grant files	5 years provided audited & end of grant
Job descriptions	until superseded
Meeting Room applications	1 year
Survey reports	4 years
Technology plan	until superseded
Transient material (all informal and/or Temporary messages and notes, including e-mail and voice mail messages, and all drafts used in the production of public records )	Discretionary; retain until no longer of administrative value
Unusual Occurrence reports	2 years provided no claims pending

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

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

NAYS:

Motion carried.

**MOTION NO. 211018-7 RESCIND VIDEO/DVD POLICY**

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RESOLVED: That the Board of Trustees rescind the following Video/DVD Policy.

The Stow-Munroe Falls Public Library extends open access of all library materials to all library patrons with the exception of children under the age of 18 whose parent or legal guardian has specified that they may not borrow videocassettes or DVDs.

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

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

NAYS:

Motion carried.

LONG RANGE PLANNING

Mr. Renninger stated the Long Range Planning Committee will not meet until January 2022.

TECHNOLOGY

Mr. Shubert stated nothing to report.

RECORDS COMMISSION

Mr. Shubert stated the Records Commission Committee met prior to the Board meeting.

Mr. Shubert stated the Records Commission Committee recommends:

**MOTION NO. 211018-8 ACKNOWLEDGES RC-3 FORM**

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RESOLVED: That the Board of Trustees acknowledges and reviews 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: Jagger, Kline, Mancuso, Renninger, Bedell, Daniel, Shubert

NAYS:

Motion carried.

**NEW BUSINESS**

Mr. Shubert appointed, Pastor Jagger, Chair, and Angela Daniel as members of the Nominating Committee for Officers on the Stow-Munroe Falls Public Library Board of Trustees for 2022.

**MOTION NO. 211018-9 CHANGE DECEMBER BOARD MEETING DATE**

Mancuso moved, Renninger seconded:

RESOLVED: That the Board of Trustees approves changing the December Board Meeting Date from December 20, 2021 to December 13, 2021.

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

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

NAYS:

Motion carried.

**MOTION NO. 211018-10 MOTION TO ADJOURN TO EXECUTIVE SESSION**

Mancuso moved, Bedell seconded:

RESOLVED: The Board of Trustees moves to adjourn into executive session to discuss Personnel matters.

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

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

NAYS:

Motion carried.

**MOTION NO. 211018-11 MOTION TO RETURN TO OPEN SESSION**

Kline moved, Mancuso seconded:

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

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

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

NAYS:

Motion carried.



**MOTION NO. 211018-12 MOTION TO APPROVE PAY INCREASE**

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Mancuso moved, Renninger seconded:

RESOLUTION: That the Library Board of Trustees approve pay increase for Graphic Design Coordinator & Media Specialist to \$19.25, effective Pay 22, 2021.

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

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

NAYS:

Motion carried.

**MOTION NO. 211018-13 ADJOURNMENT**

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Jagger moved, Renninger seconded to adjourn the meeting at 7:35pm.

All were in favor.

Motion carried.

Secretary

Board President

Linda Sutherland  
Fiscal Officer

Stow-Munroe Falls Public Library      Business Office      Linda Sutherland 330-688-3295 ext 112      Stow-Munroe Falls Public Library  
 Name of Political Subdivision      Unit      Contact Person      Telephone      Location of Records

3512 Darrow Rd      Stow, OH      44224      Summit      sutherland@smfpl.org  
 Address      City      Zip Code      County      Email

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the **approved Records Retention Schedules (RC-2)** listed below. No record will be knowingly disposed of which pertains to any pending case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be sorted according to ANSI Standards and all microfilm master negatives will only be used to create use copies. It is a responsibility of the local government to ensure the preservation and accessibility of any records in electronic format.

Signature of Responsible Official      Fiscal Officer      330-688-3295 ext 112  
 Title      Telephone Number

**PLEASE READ THE INSTRUCTIONS ON THE BACK OF THIS FORM**

Record Series Title	Authorization for Disposal		Media Type	Other Media Type	Inclusive Date of Record		Proposed Date of Disposal	For OHS-LGRP Use
	Schedule Number	Records Commission Approval Date			From	To		
Contracts, Leases - Bids (unsuccessful)	NON-9	12/17/2007	Paper	N/A	1/1/2018	12/31/2018	1/28/2022	
Contracts, Leases - Insurance Policies/Bonds	NON-12	12/17/2007	Paper	N/A	1/1/2018	12/31/2018	1/28/2022	
Contracts, Leases - Leases - equipment	NON-13	12/17/2007	Paper	N/A	1/1/2018	12/31/2018	1/28/2022	
Employee Files-Employment applications (not hired)	NON-16	12/17/2007	Paper	N/A	1/1/2019	12/31/2019	1/28/2022	
Financial - Accounts payable ledger	NON-17	12/17/2007	Paper	N/A	1/1/2016	12/31/2016	1/28/2022	
Financial - Appropriation ledger	NON-18	12/17/2007	Paper	N/A	1/1/2016	12/31/2016	1/28/2022	
Financial - Bank deposit receipts	NON-19	12/17/2007	Paper	N/A	1/1/2016	12/31/2016	1/28/2022	
Financial - Bank statements (general)	NON-20	12/17/2007	Paper	N/A	1/1/2016	12/31/2016	1/28/2022	
Financial - Bank statements (payroll)	NON-21	12/17/2007	Paper	N/A	1/1/2016	12/31/2016	1/28/2022	
Financial - Cancelled checks	NON-22	12/17/2007	Paper	N/A	1/1/2016	12/31/2016	1/28/2022	
Financial - Cash journal	NON-23	12/17/2007	Paper	N/A	1/1/2016	12/31/2016	1/28/2022	
Financial - Check registers	NON-24	12/17/2007	Paper	N/A	1/1/2016	12/31/2016	1/28/2022	
Financial - Inventories	NON-26	12/17/2007	Paper	N/A	1/1/2016	12/31/2016	1/28/2022	
Financial - Invoices (vouchers)	NON-28	12/17/2007	Paper	N/A	1/1/2016	12/31/2016	1/28/2022	
Financial - Purchase orders/requisitions	NON-29	12/17/2007	Paper	N/A	1/1/2016	12/31/2016	1/28/2022	
Financial - Receipt journals	NON-30	12/17/2007	Paper	N/A	1/1/2016	12/31/2016	1/28/2022	
Financial - Tax Budgets (County)	NON-31	12/17/2007	Paper	N/A	1/1/2010	12/31/2010	1/28/2022	
Financial - Time sheets	NON-32	12/17/2007	Paper	N/A	1/1/2016	12/31/2016	1/28/2022	
Miscellaneous - Consultant reports	NON-36	12/17/2007	Paper	N/A	1/1/2016	12/31/2016	1/28/2022	
Miscellaneous - Correspondence (informative)	NON-37	12/17/2007	Paper	N/A	1/1/2019	12/31/2019	1/28/2022	
Miscellaneous - Grant files	NON-39	12/17/2007	Paper	N/A	1/1/2015	12/31/2015	1/28/2022	
Miscellaneous - Meeting Room applications	NON-41	12/17/2007	Paper	N/A	1/1/2018	12/31/2018	1/28/2022	
Miscellaneous - Survey reports	NON-42	12/17/2007	Paper	N/A	1/1/2017	12/31/2017	1/28/2022	
Miscellaneous - Unusual Occurrence reports	NON-45	12/17/2007	Paper	N/A	1/1/2018	12/31/2018	1/28/2022	