

**STOW-MUNROE FALLS PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
Monday May 15, 2023**

CALL TO ORDER

The meeting was called to order at 6:30pm by President Shubert.

PRESENT

Tom Shubert, President; David Renninger, Secretary; Craig Mancuso, Vice President (6:45pm); Rich Bedell, Angela Daniel, Emily Hegner, Carla Wyckoff

ABSENT

OTHERS PRESENT

Gale Koritansky, Director; Jennifer Hale, Fiscal Officer; Katie Allen, HR Specialist

PUBLIC

Allie Joyner, Local History Librarian

MINUTES

MOTION NO. 230515-1 APPROVE APRIL 17, 2023 MINUTES

Wyckoff moved, Renninger seconded:

RESOLVED: That the Board Minutes of April 17, 2023 regular meeting be accepted and approved.

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

AYES: Bedell, Daniel, Hegner, Renninger, Wyckoff, Shubert

NAYS:

Motion carried.

FINANCE

MOTION NO. 230515-2 APPROVE APRIL TREASURER’S REPORTS

Renninger moved, Bedell seconded:

RESOLVED: That the Board of Trustees of Stow-Munroe Falls Public Library approves the Treasurer’s Reports for April 2023.

MTD Bank Report for Year 2023 Month 04 - STOW MUNROE FALLS PUB LIB

Bank	Description	Beg Mo Bal	Deposits	Withdrawals	Trans In	Trans Out	Balance
0001	MAIN CHECKING ACCOUNT	646,253.99	806,872.31	206,099.18	0.00	663,862.21	583,164.91
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	1,851,453.47	7,954.20	0.00	500,000.00	0.00	2,359,407.67
0024	STAR OHIO BLDG - INVESTMENTS	82,696.83	342.86	0.00	0.00	0.00	83,039.69
0029	STAR PLUS OHIO - INVESTMENTS	0.00	0.00	0.00	0.00	0.00	0.00
0030	US BANK - REDTREE INVESTMENTS	672,189.04	613.59	0.00	0.00	0.00	672,802.63
0206	US BANK - FROEBE ENDOWMENT	328,643.55	449.57	0.00	163,862.21	0.00	492,955.33
10 Banks		3,581,536.88	816,232.53	206,099.18	663,862.21	663,862.21	4,191,670.23

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

AYES: Daniel, Hegner, Wyckoff, Bedell, Renninger, Shubert

NAYS:

Motion carried.

PROGRAM

DIRECTOR’S REPORT

MOTION NO. 230515-3 ACCEPT THE DIRECTOR’S REPORT

Renninger moved, Bedell seconded:

RESOLVED: That the Board of Trustees of Stow-Munroe Falls Public Library accepts the written Director’s report for the month of April 2023.

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

AYES: Daniel, Hegner, Mancuso, Wyckoff, Bedell, Renninger, Shubert

NAYS:

Motion carried.

DISCUSSION ITEMS

Ms. Koritansky shared with the Board of Trustees information about purchasing a brick at the new Skip Playground in Stow. The Board was in agreement and will bring the money next month.

BOARD COMMITTEES

BUILDING & GROUNDS

Ms. Hegner stated nothing to report.

FINANCE

Mr. Bedell stated the Finance Committee met prior to the Board Meeting at 6:00pm they reviewed the reports presented by Ms. Hale and everything was in order. We currently have good money in investments. The meeting adjourned at 6:15pm.

HUMAN RESOURCES

Mr. Mancuso stated there will be a Human Resources Committee meeting in June. It was decided the meeting would take place Monday, June 12 at 6:00pm.

LEGISLATION/RULES

Mrs. Daniel stated the Legislation/Rules Committee recommends:

MOTION NO. 230515-4 AMEND EMPLOYEE POLICY: GRIEVANCES (FAIR TREATMENT POLICY)

RESOLVED: That the Board of Trustees of Stow-Munroe Falls Public Library amends the Employee Policy: Grievances (Fair Treatment Policy) to:

Every employee has the right to express a grievance relating to the employee's employment at the Library. A formal grievance exists when an informal resolution to a dispute cannot be achieved with ~~his/her~~ **their** immediate supervisor (see step#1).

The employee making the grievance shall follow the procedure in steps #1 thru #4:

1. When a grievance first arises, the employee shall try to resolve the problem with the supervisor concerned.
2. If the employee does not receive a satisfactory resolution of the problem with the supervisor, the employee may file an appeal with the Director within fifteen (15)

days after the meeting with the supervisor. The grievance must be in writing and set forth the specific nature of the grievance.

3. If the employee is not satisfied with the decision of the Director, the employee may appeal said decision to the Human Resources Committee of the Board of Trustees. This appeal, in writing, shall be filed within fifteen (15) days of the decision of the Director.
4. If the employee is dissatisfied with the determination of the grievance by the Human Resources Committee, the employee may request a hearing before the Board of Trustees. Such request shall be in writing no later than fifteen (15) days following the adverse decision of the Human Resources Committee. The request for the Board of Trustees hearing shall state the nature of the grievance and shall include a copy of the decision of the Human Resources Committee and the Director. A copy of the employee's request to the Board of Trustees shall be provided to the Director.

The grievance hearing before the Board of Trustees shall be scheduled at the next regularly scheduled meeting of said Board of Trustees, or as soon thereafter as may be determined by the Board of Trustees President, but in no event shall said hearing be held later than thirty (30) days from the date the grievance was filed with the Board of Trustees.

Decisions by supervisors, Director or Board of Trustees should be made within two (2) weeks of the meeting or hearing.

The last and final step in this grievance policy is if the grievance remains unresolved through the Board of Trustees, an outside arbitrator may be called in to resolve the issue. This is a binding decision. The cost of arbitration will be split between the library and the other party.

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

AYES: Bedell, Daniel, Hegner, Mancuso, Renninger, Wyckoff, Shubert

NAYS:

Motion carried.

**MOTION NO. 230515-5 AMEND EMPLOYEE POLICY: LEAVE
CLASSIFICATIONS: MILITARY AND FAMILY
MILITARY LEAVE (PAID/UNPAID/DISABILITY)**

RESOLVED: That the Board of Trustees of Stow-Munroe Falls Public Library amends the Employee Policy: Leave Classifications: Military and Family Military Leave (paid/unpaid/disability) to:

Military Reserves (paid)

Ohio National Guard, Defense Corps, Naval Militia, and all U.S. Armed

Forces reserve component members are authorized up to thirty-one (31) days or a maximum of one hundred seventy-six (176) hours paid leave per calendar year for training purposes. The employee must submit a copy of the Active Duty for Training Orders with the request for leave and complete the required leave papers.

Uniformed Service Leave (unpaid)

An employee, who voluntarily or involuntarily enters any of the Armed Services of the United States, will be granted an unpaid military leave of absence as defined by Section 5903.01 of the Ohio Revised Code. No single leave or combination of leaves may exceed five (5) years unless the service time is for a single, initial period of service.

Disability in Military

Any employee who sustains a disability while serving in the military may; if that disability affects ~~his/her~~ **their** ability to perform the essential functions of the job, be placed in another position consistent with the qualifications and circumstances of the employee.

Family Military Leave

To qualify for “family military leave” under the law, an employee must be:

- *Eligible to take FMLA leave*
- *The spouse, son or daughter or parent of a Servicemember who is on active duty or who is called to active duty in the Armed Forces (including the National Guard or Reserves) in support of a “contingency operation”; and*
- *Requesting the leave because of a “qualifying exigency.”*

Caregiver Military Leave

To qualify for “caregiver military leave,” an employee must be:

- *Eligible to take FMLA leave*
- *The spouse, son, daughter, parent or next of kin of a “covered Servicemember” of the Armed Forces (including National Guard and Reserves); “next of kin” is defined as the nearest blood relative of that individual; and*
- *Requesting the leave to care for a “covered Servicemember.”*

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

AYES: Bedell, Daniel, Hegner, Mancuso, Renninger, Wyckoff, Shubert

NAYS:

Motion carried.

**MOTION NO. 230515-6 AMEND EMPLOYEE POLICY: LEAVE
CLASSIFICATIONS: SUPPLEMENTAL LEAVE BANK**

RESOLVED: That the Board of Trustees of Stow-Munroe Falls Public Library amends the Employee Policy: Leave Classifications: Supplemental Leave Bank to:

The purpose of the supplemental leave bank is to provide added financial assistance to staff members who personally or within the definition of immediate family in the Family Medical Leave Act policy, have experienced a long-term illness (excluding parental leave), which has caused them to exhaust all leave. This process will afford coverage for additional leave.

Procedure:

Who is eligible: Any staff member who has been employed for more than one calendar year, receives both sick leave and vacation leave under the current policy, and has contributed annually to the supplemental leave bank.

Terms of eligibility to receive supplemental leave:

- A. Staff member must be currently accruing sick leave and vacation under our existing policy and have contributed to the bank annually no less than 4 hours if working part-time and no less than 8 hours if working full-time.
- B. Staff member must have exhausted all sick leave, vacation and compensatory time due to an extended, single illness and its related problems. A series of short, unrelated illnesses over a period of time, which have exhausted the leaves would not be provided for under this policy.
- C. Staff member must provide a medical statement from the attending physician verifying the long-term nature of the illness, need for continued leave from the job, and that the employee is not eligible to file for disability – either full or partial. Statement is provided at the employee’s expense. Documentation is to be given to the Director with a letter requesting supplemental leave.
- D. *Supplemental leave may not be used for disability associated with the normal course of pregnancy and childbirth. Employees may seek supplemental sick leave for complications due to pregnancy and/or childbirth, such as an extended period of bedrest.*
- E. Requests may be made any number of times in a year, but each person may be awarded supplemental leave only once a year. A year is considered a full 365 days from first use of an awarded allotment.

Consideration of Request:

The Director will look at all documentation, consult with members of the Library Board of Trustees, and decide the validity of the request. If deemed valid, the Director will award hours as follows:

<u>Employment Status</u>	<u>Supplemental Leave</u>
35+ hours	up to 160 hours
30 – 35 hours	up to 120 hours
20 – 29 hours	up to 80 hours

All decisions will be issued in writing and copies will be placed in the requesting employee's file and sent to the employee directly. Should multiple requests be filed by, staff members, they will be considered in order of date received.

Use of Hours Awarded:

- A. The Director will instruct the Fiscal Officer of the Library to use the appropriate number of hours from the bank on behalf of the employee. The total hours will not be transferred immediately to the recipient (to prevent a cash payment for unused hours should the employee end employment prior to the exhaustion of the hours). Transfer will be done each pay period by assigning sick hours equal to the employee's normally scheduled hours. This will be repeated for each pay period until awarded hours are exhausted, the employee returns to work, or the employee ends employment with the library.
- B. No sick leave or vacation benefits accrue against supplemental hours awarded.
- C. Once the bank is exhausted of hours, no awards can be made until hours become available. At no time can the bank operate at a deficit.
- D. At no time can an employee return to work and collect leave under this policy.
- E. At no time can supplemental leave hours be a part of retirement, death or resignation final pay.

Cash Value of the Hours:

All hours of supplemental leave have the cash value of the recipient's current pay rate, not that of the donor.

Donating Hours to the Bank:

Employees may give hours to the bank as follows:

- A. **Full-Time** Employees may donate if their accumulated personal sick leave is 80 hours or more. **Part-time employees may donate if their accumulated personal sick leave is 40 hours or more.** Employees may donate up to sixteen hours in a calendar year **if full-time and eight hours in a calendar year if part-time.** Employees who have reached their maximum sick leave may have the excess accrual given to the pool. In such a case, donations may exceed the annual limit.
- B. Staff members will authorize the Fiscal Officer to deduct the number of hours, not to exceed sixteen in any year, by completing the designated form. Donations can be made as often as the employee wishes, but cannot exceed the annual limit. Donations can be made from sick leave or compensatory time, but not from vacation. Donations must be made in increments of at least four hours.

- C. All hours donated will be placed in a pool, which can be tapped by any eligible employee via the application process.
- D. Employees who are resigning or retiring may not donate the excess of their eligible benefit hours to the fund.
- E. All donations are made with the knowledge that:
 - 1. Hours cannot be given back to the donor. All donations are permanent.
 - 2. Hours might not be available to the donor if the need arises. Giving hours to the bank does not guarantee receiving hours at a later time.
 - 3. There is no monetary value attached to the donor hours. All value is established at the recipient's rate of pay.
 - 4. Donations cannot be given to a specific person by a donor. All hours go to the bank to be awarded by the application process.

Decisions of Award:

All decisions are final and are not subject to grievance procedures.

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

AYES: Bedell, Daniel, Hegner, Mancuso, Renninger, Wyckoff, Shubert

NAYS:

Motion carried.

LONG RANGE PLANNING

Mr. Renninger stated the Long Range Planning Committee did not meet but he would like to meet with Ms. Hegner to discuss the difference between Long Range Planning and Building and Grounds.

TECHNOLOGY

Mr. Shubert stated nothing to report.

RECORDS COMMISSION

Mr. Shubert stated nothing to report.

NEW BUSINESS

MOTION NO. 230515-7 CANCEL JULY REGULAR BOARD MEETING

Renninger moved, Mancuso seconded:

RESOLVED: That the Board of Trustees of Stow-Munroe Falls Public Library cancels the Regular July Library Board Meeting.

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

AYES: Bedell, Daniel, Hegner, Wyckoff, Mancuso, Renninger, Shubert

NAYS:

Motion carried.

MOTION NO. 230515-8 ADJOURNMENT

Renninger moved, Wyckoff seconded to adjourn the meeting at 7:01pm

All were in favor.

Motion carried.

Secretary

Board President

Jennifer Hale
Fiscal Officer