

**STOW-MUNROE FALLS PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
Monday June 17, 2024**

CALL TO ORDER

The meeting was called to order at 6:31 pm by President Shubert.

PRESENT

Tom Shubert, President; Craig Mancuso, Vice President; David Renninger, Secretary; Richard Bedell, Emily Hegner, Angela Daniel, Carla Wyckoff

ABSENT

OTHERS PRESENT

Gale Koritansky, Director; Jennifer Hale, Fiscal Officer

PUBLIC

No public comment.

MINUTES

MOTION NO. 240617-1 APPROVE MAY 20, 2024 MINUTES

Mancuso moved, Renninger seconded:

RESOLVED: That the Board Minutes of May 20, 2024, regular meeting be accepted and approved.

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

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

NAYS:

Motion carried.

FINANCE

MOTION NO. 240617-2 APPROVE MAY TREASURER’S REPORT

Renninger moved, Wyckoff seconded:

RESOLVED: That the Board of Trustees approves the Treasurer’s Report for May 2024.

MTD Bank Report for Year 2024 Month 05 - STOW MUNROE FALLS PUB LIB

Bank	Description	Beg Mo Bal	Deposits	Withdrawals	Trans In	Trans Out	Balance
0001	MAIN CHECKING ACCOUNT	461,574.19	883,599.82	645,432.35	13,451.54	0.00	713,193.20
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	2,049,420.99	9,473.00	0.00	0.00	0.00	2,058,893.99
0024	STAR OHIO BLDG - INVESTMENTS	87,692.87	405.34	0.00	0.00	0.00	88,098.21
0029	STAR PLUS OHIO - INVESTMENTS	0.00	0.00	0.00	0.00	0.00	0.00
0030	US BANK - REDTREE INVESTMENTS	704,415.36	803.67	0.00	0.00	0.00	705,219.03
0206	US BANK - FROEBE ENDOWMENT	516,848.38	574.33	0.00	0.00	13,451.54	503,971.17
10 Banks		3,820,251.79	894,856.16	645,432.35	13,451.54	13,451.54	4,069,675.60

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

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

NAYS:

Motion carried.

PROGRAM

DIRECTOR’S REPORT

MOTION NO. 240617-3 ACCEPT THE DIRECTOR’S REPORT

Renninger moved, Mancuso seconded:

RESOLVED: That the Board of Trustees accepts the written Director’s report for the month of May 2024.

Ms. Koritansky shared that the Summer Reading programs are going very well with our signups already surpassing our 2023 numbers. Ms. Koritansky also gave a brief update on the parking lot and Circulation remodel projects as they are both nearing completion.

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

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

NAYS:

Motion carried.

DISCUSSION ITEMS

Mr. Mancuso shared that he feels that the book prizes for the adults participating in the Summer Reading Program are not the best since they are all used books. The director and fiscal officer will make note and see about doing something different next year or find sponsors to purchase newer books.

Ms. Koritansky shared that she was able to get our library on the list for the State Library of Ohio's list for a free version of a strategic planning process. This would work similarly to the one we did previously but the library would handle the marking on our own.

BOARD COMMITTEES

BUILDING & GROUNDS

Ms. Hegner stated nothing to report.

FINANCE

Mr. Bedell stated the Finance Committee met this evening and everything is in order. The finished at 6:20pm.

HUMAN RESOURCES

Mr. Mancuso stated nothing to report.

LEGISLATION/RULES

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

MOTION NO. 240617-4 AMEND EMPLOYEE POLICY: TRAVEL, PROFESSIONAL MEETINGS, WORKSHOPS

RESOLVED: That the Board of Trustees amends the Employee Policy: Travel, Professional Meetings, Workshops as follows:

The Board of Trustees is committed to the professional growth and development of all library staff and trustees. In this regard, the Board supports and encourages membership in professional associations and attendance by all staff and trustees at appropriate workshops and conferences.

A concerted effort should be made to provide opportunities on a rotating basis for all management personnel to attend major professional conferences such as those of the American Library Association and the Public Library Association.

The Board of Trustees also recognizes the importance of active participation in professional associations and organizations for the staff members and the library as a whole. Since such participation may require considerable time or travel, a staff member must have written approval of ~~his or her~~ *their* immediate supervisor and the Director, before such financial commitments are made.

TIME ALLOWANCE

Any request for travel by an employee must be submitted on the appropriate form to the Director. (Please see attached Travel Request and Reimbursement Procedures.)

~~Time may be allowed for a staff member to attend relevant professional meetings or workshops related to their library work upon approval of his/her supervisor. Time allotted for such attendance shall not exceed eight (8) hours per day. No overtime is paid for conference attendance. (Note: with prior approval, circumstance may require attendance hours and travel time be combined into one (1) day in order to alleviate the need for overnight stay.) Time off should be taken within the pay period to balance these hours.~~

Travel time of up to one day (eight hours) each way may be allowed. The amount allotted in each instance will be determined and authorized by the Director and is **in addition** to time allotted for attendance at the workshop or meeting. Travel time shall not be used to extend the 40-hour work week. If travel time falls on the weekend or a holiday, equivalent time shall be taken off within the pay period for travel.

REIMBURSEMENT OF EXPENSES

It is the policy of the Board of Trustees that the employees and trustees will be reimbursed for travel and related expenses, both within and outside Summit County. These must directly pertain to improving Library programs and services and for staff development.

Any staff member or Board member engaging in such professional travel shall be reimbursed for expenses incurred solely by that staff or Board member. Employees and Board members should submit receipts for expenses on the appropriate form to the Fiscal Officer.

The Board member should notify the Board President and Director of ~~his or her~~ *their* intent to attend reimbursable conferences or meetings. A Board member must notify the Fiscal Officer so that funds can be encumbered and the registration made.

The following are reimbursable upon submission of appropriate documentation:

1. Conference or meeting registration or attendance fees
2. Transportation to and from the conference or meeting

Employees traveling by air may not accrue Frequent Flyer Miles for their benefit. If Frequent Flyer Miles are accrued the miles are to be remitted to the library.

3. ~~Transportation expenses incurred at the conference or meeting such as taxi fares or car rentals~~
4. ~~Parking, not to exceed \$20.00 per day~~

Select reasonably priced parking facilities. Tolls will also be reimbursed. Bus, subway, or taxi fare, when required for business purposes will be reimbursed. Receipts must be submitted.

5. Mileage will be reimbursed, for use of personal car, according to IRS guidelines ***SMFPL owns one Library van. All employees must use the library van to travel to meetings or to do errands, if it is available. A calendar for sign-out allows staff to reserve the van in advance. If, for personal reasons, an individual chooses to drive their own vehicle, they will not be reimbursed for mileage. If, for library reasons, an individual needs to drive separately from others, a mileage reimbursement will be made.***

6. Lodging will be reimbursed at actual cost, provided such cost is reasonable and customary.

7. Meals will be reimbursed up to IRS guidelines per diem:

- a.) for the city training is taking place in
- b.) for overnight travel only
- c.) for actual expenses incurred.

No monies will be reimbursed for alcoholic beverages. (The reimbursement includes tips and gratuities, not to exceed 20% of services provided.)

8. ~~Mileage will be reimbursed, for use of personal car, according to IRS guidelines.~~

Attendance at out-of-state conferences and meetings shall require prior Board approval; or if time constraints dictate, prior approval from the President of the Board of Trustees, or another officer in ~~his or her~~ ***their*** absence.

A staff member traveling on official Library business is expected to exercise the same care in incurring expenses that a prudent person would exercise in traveling on personal business.

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

NAYS:

Motion carried.

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

MOTION NO. 240617-5 CANCEL REGULAR JULY BOARD MEETING

Mancuso moved; Renninger seconded:

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

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

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

NAYS:

Motion carried.

MOTION NO. 240617-6 ADJOURNMENT

Renninger moved, Wyckoff seconded to adjourn the meeting at 7:07 pm.

All were in favor.

Motion carried.

Secretary

Board President

Jennifer Hale
Fiscal Officer