

**STOW-MUNROE FALLS PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
Monday June 20, 2022**

CALL TO ORDER

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

PRESENT

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

ABSENT

OTHERS PRESENT

Gale Koritansky, Director; Linda Sutherland, Fiscal Officer; Jenn Hale, Deputy Fiscal Officer

PUBLIC

Fred Pierre, Assistant Head of Library Systems Administrative

MINUTES

MOTION NO. 220620-1 APPROVE MAY 16, 2022 MINUTES

Renninger moved, Mancuso seconded:

RESOLVED: That the Board Minutes of May 16, 2022 regular meeting be accepted and approved.

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

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

NAYS:

Motion carried.

FINANCE

MOTION NO. 220620-2 APPROVE MAY TREASURER'S REPORT

Renninger moved, Hegner seconded:

RESOLVED: That the Board of Trustees approves the Treasurer's Report for May 2022.

MTD Bank Report for Year 2022 Month 05 - STOW MUNROE FALLS PUB LIB

Bank	Description	Beg Mo Bal	Deposits	Withdrawals	Trans In	Trans Out	Balance
0001	MAIN CHECKING ACCOUNT	465,068.39	276,228.57	207,810.14	0.00	0.00	533,486.82
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	2,458,353.68	1,633.13	0.00	0.00	0.00	2,459,986.81
0024	STAR OHIO BLDG - INVESTMENTS	80,427.58	53.43	0.00	0.00	0.00	80,481.01
0029	STAR PLUS OHIO - INVESTMENTS	0.00	0.00	0.00	0.00	0.00	0.00
8 Banks		3,004,149.65	277,915.13	207,810.14	0.00	0.00	3,074,254.64

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

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

NAYS:

Motion carried.

MOTION NO. 220620-3 DECLARING AN URGENT NECESSITY

Hegner moved, Wyckoff seconded:

RESOLVED: DECLARING AN URGENT NECESSITY EXISTS AND AUTHORIZING THE EXECUTION OF A CONTRACT WITH THE GEOPFERT COMPANY, OUTSIDE OF STATUTORY COMPETITIVE BIDDING PROCEDURES, FOR THE HVAC ROOF TOP UNIT REPLACEMENT AT THE STOW-MUNROE FALLS PUBLIC LIBRARY.

WHEREAS, Section 3375.41 of the Revised Code requires the Board of Library Trustees to advertise for competitive bids when it determines to make certain improvements, the cost of which will exceed \$50,000, and to award contracts to the lowest responsible bidder, except in cases of urgent necessity; and

WHEREAS, the Board of Library Trustees recently replaced a malfunctioning VFD for the current Trane 40-ton RTU 1997 Unit; and

WHEREAS, the VFD replacement is only a temporary repair as the roof top unit is at the end of its useful life, is in immediate risk of failure and is in immediate need of replacement; and

WHEREAS, the Board has been advised that the process for replacing the roof top unit must be commenced as soon as possible due to the immediate risk of failure and due to the long lead time for procuring a replacement unit; and

WHEREAS, this Board finds that such circumstances warrant the declaration of a case of urgent necessity and the execution of a contract for the procurement and installation of the replacement roof top unit outside of the two-week bid advertisement and other procedures otherwise required under Section 3375.41 of the Revised Code.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Stow-Munroe Falls Public Library, a free public library of Stow-Munroe Falls City School District, Ohio; that

Section 1. Finding of Urgent Necessity. For the aforesaid reasons, this Board hereby finds, determines and declares that an urgent necessity exists with respect to the roof top unit replacement, that compliance with the relatively lengthy procedures prescribed by Section 3375.41 of the Revised Code could compromise the mission of the Board, and that said Section 3375.41 does not apply to the contract approved under Section 2 herein.

Section 2. Approval of Contract. The Fiscal Officer of this Board is hereby authorized and directed to enter into a contract for the procurement and installation of the replacement roof top unit with The Geopfert Company in accordance with the contractor's proposal currently on file for a contract sum not exceeding \$81,502 which amount is hereby appropriated for the purpose and authorized to be advanced.

Section 3. Modifications. This Board hereby authorizes the Fiscal Officer to act on behalf of the Board with respect to resolution of contractor claims and to consider and approve modifications, including a change order, construction change directive or a minor change in the work, and increases in any contract sum payable to the contractor up to an aggregate cap of five percent (5%) of the contract amount set forth in Section 2. No modification shall be approved, signed or delivered that would require the Board to spend an additional amount for costs unless the Fiscal Officer of this Board shall certify that there is available, or in the process of collection, to the credit of an appropriate fund and not encumbered for any other purpose the amount needed to meet the Board's additional obligations incurred by virtue of the modification. The Board further authorizes the Fiscal Officer to act on behalf of the Board with respect to decisions required by the Board for the work, which includes the authority to approve schedules and amendments to the schedules.

Section 4. Approval of Related Actions. The Fiscal Officer of this Board is authorized to take such other actions as are desirable, advisable, necessary or appropriate, to consummate the transactions contemplated by this Resolution.

Section 5. Prior Acts Ratified and Confirmed. Any actions previously taken by Board officials or agents of this Board in furtherance of the matters set forth in and related to this Resolution are hereby approved, ratified and confirmed.

Section 6. Compliance with Open Meeting Requirements. It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were taken, and that all deliberations of this Board that resulted in such formal actions were held in meetings in compliance with the law.

Section 7. Captions and Headings. The captions and headings in this Resolution are solely for convenience of reference and in no way define, limit or describe the scope or intent of any Sections, subsections, paragraphs, subparagraphs or clauses hereof. Reference to a Section means a section of this Resolution unless otherwise indicated.

Section 8. Effective Date. This Resolution shall be in full force and effect from and immediately upon its adoption.

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

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

NAYS:

Motion carried.

PROGRAM

DIRECTOR'S REPORT

MOTION NO. 220620-4 ACCEPT THE DIRECTOR'S REPORT

Mancuso moved, Bedell seconded:

RESOLVED: That the Board of Trustees accepts the written Director's report for the month of May 2022.

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

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

NAYS:

Motion carried.

DISCUSSION ITEMS

There were no discussion items.

BOARD COMMITTEES

BUILDING & GROUNDS

Ms. Hegner stated nothing to report.

FINANCE

Mr. Bedell stated the Finance Committee met prior to this meeting to review the May financial statements and projections prepared by the Finance Officer and accepted the reports as presented.

HUMAN RESOURCES

Mr. Mancuso stated the Human Resources Committee met on June 6, 2022 to discuss annual staff positions and increases.

Mr. Mancuso stated the Human Resources Committee recommends:

MOTION NO. 220620-5 AMEND EMPLOYEE POLICY – JOB CLASSIFICATIONS

RESOLVED: That the Board of Trustees of Stow-Munroe Falls Public Library amends the Employee Policy – Job Classifications (Wage Increase, Pay Grades, and Staff Position Titles) as follows:

An employee must be employed by the library, in a new position, or at a new rate of pay for at least six (6) months before they are eligible for a yearly salary/hourly wage increase. The employee must have received a satisfactory rating in their performance evaluation to qualify for the increase.

PAY GRADE	MIN START	FULL TIME ANNUAL SALARY
1	\$10.00	
2	\$11.15	
3	\$13.98	\$29,078.40
4	\$15.18	\$31,574.40
4.5	\$16.03	\$33,342.40
5	\$16.40	\$34,112.00
6	\$17.22	\$35,817.60
7	\$19.45	\$40,456.00

Pay Grades and Staff Position Titles:

Assistant Head Library Systems Administrator	99*
Assistant Head of Children Services	7 6
Assistant Head of Information Services	7 6
Children Services Associate	3 4
Children Services Librarian	6 5
Deputy Fiscal Officer / Finance Assistant Human Resources Specialist	5 4
Graphic Design Coordinator & Media Specialist	4
Head Library Systems Administrator	99*
Head of Children Services	8 7
Head of Circulation Services	8 7
Head of Information Services	8 7
Head of Technical Services	8 7
Local History Librarian	6 5
Maintenance Associate	2
Marketing and Public Relations Coordinator	5 4
Marketing and Public Relations Manager	8-7
Outreach Librarian – Children Services	6 5
Outreach Librarian – Information Services	6 5
Public Services Assistant	2
Information Services Associate	3 4
Information Services Librarian	6 5
Senior Floor Coordinator	3
Shelving Page	1
Technical Services Clerk	1
Technical Services Processor	2
Technical Services Senior Processor	5 3
Teen Librarian	6-5

*Per Market

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

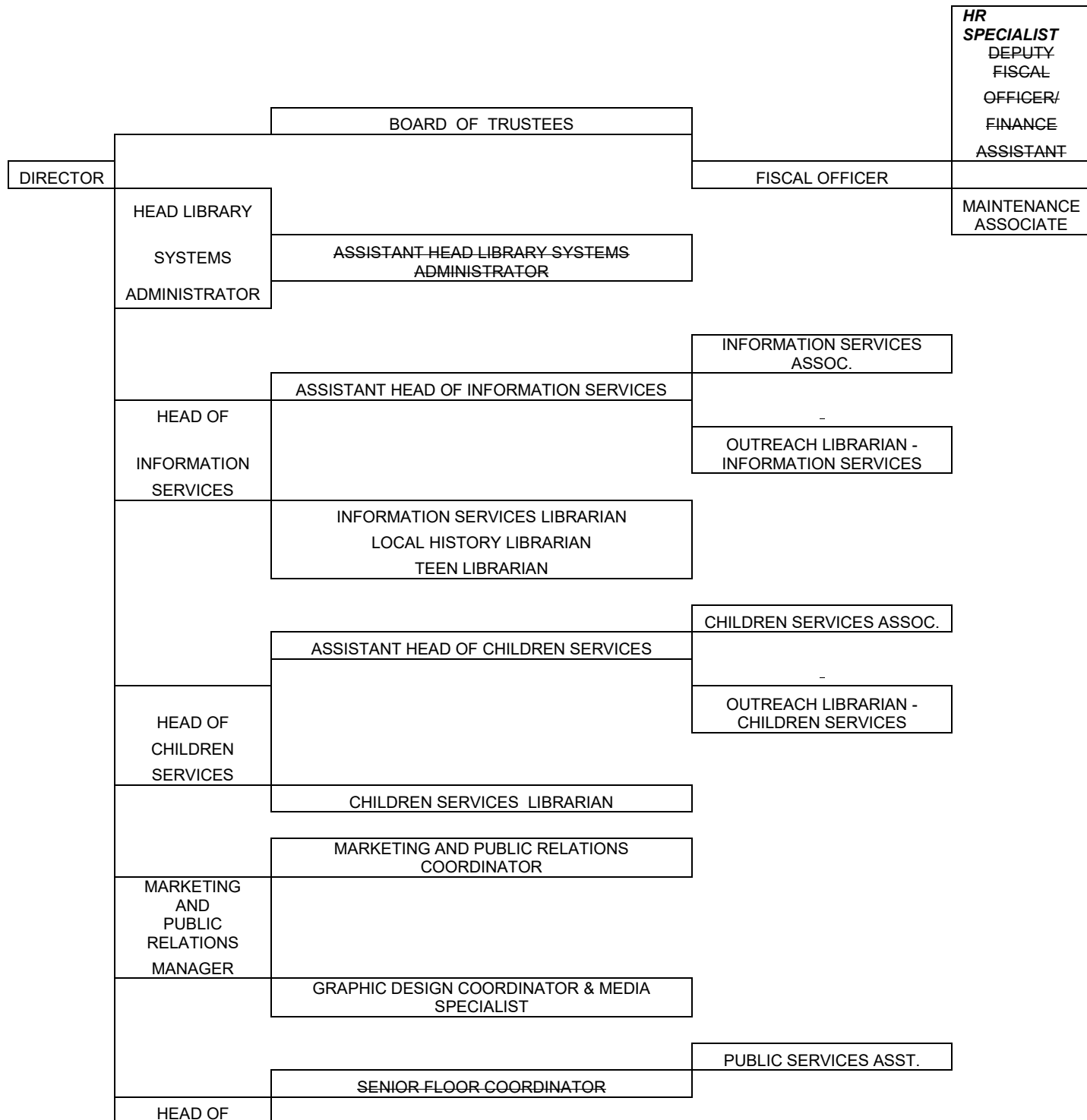
AYES: Wyckoff, Bedell, Daniel, Hegner, Mancuso, Renninger, Shubert

NAYS:

Motion carried

MOTION NO. 220620-6 AMEND EMPLOYEE POLICY – ORGANIZATION CHART

RESOLVED: That the Board of Trustees of Stow-Munroe Falls Public Library amends the Employee Policy – Organization Chart to read as follows:



CIRCULATION SERVICES	-
	SHELVING PAGE
	TECHNICAL SERVICES SENIOR PROCESSOR
HEAD OF TECHNICAL SERVICES	TECHNICAL SERVICES PROCESSOR TECHNICAL SERVICES CLERK

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. 220620-7 APPROVE PAY RATE INCREASES

RESOLVED: That the Board of Trustees approves the following:

3-5% pay rate increase based on the employee's evaluation score and to be effective Pay 14, 2022.

EMPLOYEES

20-28	5%
10-19	4%
1 - 9	3%

MANAGERS

28 - 40	5%
14-27	4%
1 - 13	3%

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

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

NAYS:

Motion carried

MOTION NO. 220620-8 APPROVE ONE TIME INCREASE

RESOLVED: That the Board of Trustees approve a onetime only increase effective Pay 14, 2022:

\$0.50 increase for staff employed less than six (6) months
and
\$1.00 increase for staff employed for 6 months or more

excluding the Director and Fiscal Officer.

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

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

NAYS: Bedell

Motion carried

LONG RANGE PLANNING

Mr. Renninger stated the Strategic Planning is progressing with the Community Survey.

TECHNOLOGY

Mr. Shubert stated nothing to report.

RECORDS COMMISSION

Mr. Shubert stated nothing to report.

NEW BUSINESS

APPROVE LIBRARY CLOSING

MOTION NO. 220622-9 MOTION TO APPROVE LIBRARY CLOSING

Mancuso moved, Renninger seconded:

RESOLVED: That the Board of Trustees of Stow-Munroe Falls Public Library approves closing the Stow-Munroe Falls Public Library on:

November 11, 2022 for a Staff Inservice.

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

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

Motion carried

MOTION NO. 220622-10 MOTION TO ADJOURN

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

All were in favor.

Motion carried.

Secretary

Board President

Jennifer Hale
Deputy Fiscal Officer