

**STOW-MUNROE FALLS PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
Monday October 21, 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; Carla Wyckoff, Rich Bedell, Angela Daniel

ABSENT

Emily Hegner

OTHERS PRESENT

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

PUBLIC

Amanda Rome, Head of Community Outreach and Partnerships – Mrs. Rome gave a brief presentation on the outreach services that are being provided with the new bookmobile as well as other outreach services that are being provided through the new department that was created.

MINUTES

MOTION NO. 241021-1 APPROVE SEPTEMBER 16, 2024 MINUTES

Bedell moved, Renninger seconded:

RESOLVED: That the Board Minutes of September 16, 2024 regular meeting be accepted and approved.

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

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

NAYS:

Motion carried.

FINANCE

MOTION NO. 241021-2 APPROVE SEPTEMBER TREASURER’S REPORT

Renninger moved, Daniel seconded:

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

MTD Bank Report for Year 2024 Month 09 - STOW MUNROE FALLS PUB LIB

Bank	Description	Beg Mo Bal	Deposits	Withdrawals	Trans In	Trans Out	Balance
0001	MAIN CHECKING ACCOUNT	86,831.54	764,694.15	274,971.44	250,000.00	0.00	826,554.25
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	1,835,300.36	7,224.37	0.00	0.00	250,000.00	1,592,524.73
0024	STAR OHIO BLDG - INVESTMENTS	89,309.56	388.21	0.00	0.00	0.00	89,697.77
0029	STAR PLUS OHIO - INVESTMENTS	0.00	0.00	0.00	0.00	0.00	0.00
0030	US BANK - REDTREE INVESTMENTS	717,244.51	3,051.31	0.00	0.00	0.00	720,295.82
0206	US BANK - FROEBE ENDOWMENT	512,564.94	2,180.56	0.00	0.00	0.00	514,745.50
10 Banks		3,241,550.91	777,538.60	274,971.44	250,000.00	250,000.00	3,744,118.07

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

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

NAYS:

Motion carried.

MOTION NO. 241021-3 APPROVE ALLOCATED 2025 PLF MONIES

Renninger moved, Mancuso seconded:

RESOVLED: That the Board of Trustees approves the 6.24673% of estimated PLF (Public Library Funds) monies for Summit County allocated to Stow-Munroe Falls Public Library for 2025 as agreed and voted on by the Library Trustees Council of Summit County on October 10, 2024.

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

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

NAYS:

Motion carried.

PROGRAM

DIRECTOR'S REPORT

MOTION NO. 241021-4 ACCEPT THE DIRECTOR'S REPORT

Mancuso moved, Daniel seconded:

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

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

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

NAYS:

Motion carried.

DISCUSSION ITEMS

Ms. Koritansky and Ms. Hale gave the Board an update on the status of the EV charging stations. We are still waiting on a part that came broken and we are currently looking into what other charging stations in the area are charging. We will need to approve a cost for using the station at the November meeting.

BOARD COMMITTEES

BUILDING & GROUNDS

Mr. Shubert stated nothing to report.

FINANCE

Mr. Bedell stated the committee met at 6pm and reviewed the reports. Everything was in order and they adjourned at 6:15pm.

HUMAN RESOURCES

Mr. Mancuso stated that annual reviews are coming up and he will be sending out the forms in a few weeks.

LEGISLATION/RULES

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

MOTION NO. 241021-5 ADOPT BOARD POLICY: VOLUNTEER POLICY

RESOLVED: That the Board of Trustees adopt the Board Policy: Volunteer Policy as follows:

The Stow-Munroe Falls Public Library values community involvement in fulfilling our mission. Individual volunteers, community groups, and organizations are encouraged to participate in our role of service to the community. A criminal background check will be conducted on all adult volunteers, with the exception of court-ordered volunteers. For a volunteer group, the leader will be background checked. Volunteers referred to through a court system must be verified through the appropriate municipal court or by an administrator of the referring court. The library may choose not to use the court-referred volunteer or may decide not to provide all the requested volunteer hours.

Behavior and Conduct Policy

All volunteers are expected to follow the Stow-Munroe Falls Public Library Behavior and Conduct Policy and the Volunteer Code of Conduct.

Volunteer Registration Form

All volunteers must complete a Volunteer Registration Form before providing any volunteer services. In addition, volunteers aged 14-17 must submit a letter of recommendation from a teacher and a Parental Consent Form.

Background Check

Volunteer candidates aged 18 years and over must complete any required background checks prior to providing any volunteer services.

Waiver Form

Every volunteer must have a Waiver Form on file with the Stow-Munroe Falls Public Library before any volunteer service can be provided.

Homebound, Transportation, License, and Insurance

All volunteers are responsible for providing their own transportation to and from volunteer venues. Driving may be required as part of some volunteer activities and tasks. Volunteer candidates whose tasks involve driving will be asked to provide a valid Ohio driver's license, present a clean driving record, and provide proof of current insurance.

Volunteer Sign-In/Sign-Out

Volunteers must report to the Development Office before beginning any volunteer duties. Volunteers must sign in and pick up a Volunteer Badge, which must be worn during all duties performed as a volunteer for the Stow-Munroe Falls Public Library. Volunteers must sign out and return the Volunteer Badge when assigned duties are completed each day. If a volunteer opportunity takes place off-site, volunteers will be required to sign in and out on a form provided at the off-site location by the library. A Volunteer Badge will be available for pick up and return at the off-site location.

Orientation or Training

Training and directions will be provided for each task that a volunteer may carry out. A Volunteer Handbook will be available for volunteers to reference. Failure to follow instructions may result in dismissal from volunteer tasks.

Dress Code

Volunteers are expected to observe the following standard of dress while providing volunteer service at the Stow-Munroe Falls Public Library:

- Clothing must be clean, neat, in good repair, and appropriate for the assigned duties.
- Clothing should be worn and fit in such a manner that it does not expose the abdomen, chest, buttocks, or underwear.
- Hair, including facial hair, must be kept clean, neat, and well-groomed.
- Fragrances should be used in moderation, as complaints from those with chemical sensitivities may restrict their use in certain environments.
- Shoes should be appropriate for the task environment.
- Volunteers are required to wear a library-issued Volunteer Badge during service hours.

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

AYES: Bedell, Mancuso, Renninger, Wyckoff, Daniel, 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 the Records Commission Committee met prior to the Board meeting.

Mr. Shubert stated the Records Commission Committee recommends:

MOTION NO. 241021-6 ACKNOWLEDGES RC-3 FORM

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

NAYS:

Motion carried.

NEW BUSINESS

Mr. Shubert appointed, Rich Bedell and Angela Daniel, as the Nominating Committee for Officers on the Stow-Munroe Falls Public Library Board of Trustees for 2025.

MOTION NO. 241021-7 APPROVE LIBRARY OPENING LATE

Wyckoff moved, Renninger seconded:

RESOLVED: That the Board of Library Trustees of the Stow-Munroe Falls Public Library approves the library opening late at 10am on December 19, 2024 for a staff meeting.

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

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

NAYS:

Motion carried.

MOTION NO. 241021-8 MOTION TO ADJOURN

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

All were in favor.

Motion carried.

Secretary

Board President

Jennifer Hale
Fiscal Officer

Stow-Munroe Falls Public Library	Business Office	Jemifer Hale	330-688-3295 ext 1010	Stow-Munroe Falls Public Library
Name of Political Subdivision	Unit	Contact Person	Telephone	Location of Records
3512 Darrow Rd	Stow, OH	44224	Summit	jhale@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 1010	Telephone Number
		Title		

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	1/1/2021	12/31/2021	1/31/2025	
Contracts, Leases - Insurance Policies/Bonds	NON-12	12/17/2007	Paper	N/A	1/1/2021	12/31/2021	1/31/2025	
Contracts, Leases - Leases - equipment	NON-13	12/17/2007	Paper	N/A	1/1/2021	12/31/2021	1/31/2025	
Employee Files-Employment applications (not hired)	NON-16	12/17/2007	Paper	N/A	1/1/2022	12/31/2022	1/31/2025	
Financial - Accounts payable ledger	NON-17	12/17/2007	Paper	N/A	1/1/2019	12/31/2019	1/31/2025	
Financial - Appropriation ledger	NON-18	12/17/2007	Paper	N/A	1/1/2019	12/31/2019	1/31/2025	
Financial - Bank deposit receipts	NON-19	12/17/2007	Paper	N/A	1/1/2019	12/31/2019	1/31/2025	
Financial - Bank statements (general)	NON-20	12/17/2007	Paper	N/A	1/1/2019	12/31/2019	1/31/2025	
Financial - Bank statements (payroll)	NON-21	12/17/2007	Paper	N/A	1/1/2019	12/31/2019	1/31/2025	
Financial - Cancelled checks	NON-22	12/17/2007	Paper	N/A	1/1/2019	12/31/2019	1/31/2025	
Financial - Cash journal	NON-23	12/17/2007	Paper	N/A	1/1/2019	12/31/2019	1/31/2025	
Financial - Check registers	NON-24	12/17/2007	Paper	N/A	1/1/2019	12/31/2019	1/31/2025	
Financial - Inventories	NON-26	12/17/2007	Paper	N/A	1/1/2019	12/31/2019	1/31/2025	
Financial - Invoices (vouchers)	NON-28	12/17/2007	Paper	N/A	1/1/2019	12/31/2019	1/31/2025	
Financial - Purchase orders/requisitions	NON-29	12/17/2007	Paper	N/A	1/1/2019	12/31/2019	1/31/2025	
Financial - Receipt journals	NON-30	12/17/2007	Paper	N/A	1/1/2019	12/31/2019	1/31/2025	
Financial - Tax Budgets (County)	NON-31	12/17/2007	Paper	N/A	1/1/2013	12/31/2013	1/31/2025	
Financial - Time sheets	NON-32	12/17/2007	Paper	N/A	1/1/2019	12/31/2019	1/31/2025	
Miscellaneous - Consultant reports	NON-36	12/17/2007	Paper	N/A	1/1/2019	12/31/2019	1/31/2025	
Miscellaneous - Correspondence (informative)	NON-37	12/17/2007	Paper	N/A	1/1/2022	12/31/2022	1/31/2025	
Miscellaneous - Grant files	NON-39	12/17/2007	Paper	N/A	1/1/2018	12/31/2018	1/31/2025	
Miscellaneous - Meeting Room applications	NON-41	12/17/2007	Paper	N/A	1/1/2021	12/31/2021	1/31/2025	
Miscellaneous - Survey reports	NON-42	12/17/2007	Paper	N/A	1/1/2020	12/31/2020	1/31/2025	
Miscellaneous - Unusual Occurrence reports	NON-45	12/17/2007	Paper	N/A	1/1/2021	12/31/2021	1/31/2025	