

**STOW-MUNROE FALLS PUBLIC LIBRARY  
BOARD OF TRUSTEES  
RESCHEDULED BOARD MEETING  
Monday May 11, 2020**

**CALL TO ORDER**

The meeting was called to order at 7:15pm by President Shubert.

**PRESENT**

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

**ABSENT**

Pastor Brad Jagger

**OTHERS PRESENT**

Linda Sutherland, Fiscal Officer; Jennifer Hale, Deputy Fiscal Officer

**PUBLIC**

No public comment.

**MINUTES**

**MOTION NO. 200511-1 APPROVE MARCH 16, 2020 MINUTES**

Renninger moved, Mancuso seconded:

RESOLVED: That the Board Minutes of March 16, 2020 regular meeting be accepted and approved.

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

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

NAYS:

Motion carried.

**FINANCE**

**MOTION NO. 200511-2 APPROVE FEB AND MARCH TREASURER'S REPORTS**

Kline moved, Bedell seconded:

RESOLVED: That the Board of Trustees approves the Treasurer's Reports for February and March 2020.

**MTD Bank Report for Year 2020 Month 03 - STOW MUNROE FALLS PUB LIB**

Bank	Description	Beg Mo Bal	Deposits	Withdrawals	Trans In	Trans Out	Balance
0001	MAIN CHECKING ACCOUNT	246,685.55	248,309.46	227,831.93	0.00	0.00	267,163.08
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	467,890.89	525.49	0.00	0.00	0.00	468,416.38
0024	STAR OHIO BLDG - INVESTMENTS	79,966.27	89.81	0.00	0.00	0.00	80,056.08
0029	STAR PLUS OHIO - INVESTMENTS	533,967.31	419.57	0.00	0.00	0.00	534,386.88
<b>8 Banks</b>		<b>1,328,810.02</b>	<b>249,344.33</b>	<b>227,831.93</b>	<b>0.00</b>	<b>0.00</b>	<b>1,350,322.42</b>

**MTD Bank Report for Year 2020 Month 04 - STOW MUNROE FALLS PUB LIB**

Bank	Description	Beg Mo Bal	Deposits	Withdrawals	Trans In	Trans Out	Balance
0001	MAIN CHECKING ACCOUNT	267,163.08	586,205.22	261,220.50	0.00	0.00	592,147.80
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	468,416.38	349.36	0.00	0.00	0.00	468,765.74
0024	STAR OHIO BLDG - INVESTMENTS	80,056.08	59.71	0.00	0.00	0.00	80,115.79
0029	STAR PLUS OHIO - INVESTMENTS	534,386.88	219.62	0.00	0.00	0.00	534,606.50
<b>8 Banks</b>		<b>1,350,322.42</b>	<b>586,833.91</b>	<b>261,220.50</b>	<b>0.00</b>	<b>0.00</b>	<b>1,675,935.83</b>

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

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

NAYS:

Motion carried.

## **PROGRAM**

### **TEAM MANAGER'S REPORT**

### **MOTION NO. 200511-3 ACCEPT THE TEAM MANAGER'S REPORT**

Mancuso moved, Kline seconded:

**RESOLVED:** That the Board of Trustees accepts the written Team Manager's report for the months of April and May 2020.

Mrs. Sutherland, Fiscal Officer stated the following steps to reopen the Drive-up window:

- Department Heads have written new procedures when we open the Drive-up window
- Tables are set up in the meeting rooms for the quarantine materials
- Children's Department will be closed when the library reopens for the public but not the department - it will be doing their business on the first floor
- Computers that will not be in use have been covered
- All furniture not in use has been removed from the main floor
- Signage for the floors has been ordered
- Signage for bathrooms has been put in place
- There is a file called COVID Pandemic on the Staff's workplace to give firsthand information.
- Prior to any staff working there is a video of how to wear gloves, wash hands and instructions how to wear masks. The staff will be required to watch/read the procedures and sign an acknowledgement form. It will be placed in their personnel file.
- Systems will be adding another self-check out
- Systems is updating our electronic timesheet to include a box that states the employee has taken their temperature and are feeling well prior to their shift.
- Drive-up window will be open Tuesday and Thursday 10-8 and Saturday 1-5
- Once Patrons are allowed in the library the hours will be Monday – Thursday 10-8 and Friday, Saturday and Sunday 1 – 5 until further notice.
- Phones will be answered Monday/Wednesday/Friday/Saturday 9-5 and Tuesday/Thursday 9-8 upon opening
- Opening of the Drive-up window will take place May 19, 2020 and reopening the library to the public will be in June.

The library Board of Trustees will revisit the opening hours of the library at the June Board meeting.

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

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

**NAYS:**

Motion carried.

## DISCUSSION ITEMS

No discussion items.

## BOARD COMMITTEES

### BUILDING & GROUNDS

Mr. Shubert stated nothing to report.

### FINANCE

Mr. Bedell stated the Finance Committee met prior to the Board Meeting at 6:45pm to review the financial reports for the month of April presented, by the Fiscal Officer.

Mr. Bedell stated the Finance Committee recommends:

### **MOTION NO. 200511-4 ADOPT 2021 ALTERNATIVE TAX BUDGET**

RESOLVED: That the Board of Trustees of Stow-Munroe Falls Public Library adopts the proposed General Fund 2021 Alternative Tax Budget.

REVENUE	ACT 2018	ACT 2019	ASK 2020	2020 BUDGET	ASK 2021
PROPERTY TAXES	\$1,854,394	\$1,857,793	\$1,860,360	\$1,856,635	\$1,871,068
PLF (PUBLIC LIBRARY FUNDS)	\$1,173,433	\$1,227,624	\$1,285,450	\$1,230,771	\$1,285,450
PATRON FINES/FEES	\$55,610	\$50,625	\$75,000	\$50,000	\$70,000
EARNINGS ON INVESTMENTS	\$17,551	\$21,236	\$20,000	\$13,000	\$15,000
GIFTS/DONATIONS	\$3,105	\$8,959	\$5,000	\$1,000	\$5,000
MISCELLANEOUS	\$7,472	\$11,101	\$10,000	\$4,000	\$8,000
PASSPORTS	\$71,524	\$73,180	\$90,000	\$60,000	\$75,000
TRANSFER-INS					
<b>TOTAL REVENUE</b>	<b>\$3,183,089</b>	<b>\$3,250,518</b>	<b>\$3,345,810</b>	<b>\$3,215,406</b>	<b>\$3,329,518</b>
DISBURSEMENTS	ACT 2018	ACT 2019	ASK 2020	2020 BUDGET	ASK 2021
<i>SALARIES/BENEFITS</i>					
Total salaries/benefits	\$2,051,471	\$2,099,956	\$2,274,810	\$2,261,488	\$2,275,518
<i>SUPPLIES</i>					

Total supplies	\$54,977	\$57,963	\$75,000	\$59,600	\$80,000
<i>PURCHASED/CONTRACTED SER</i>					
Total purchased/contracted ser	\$477,883	\$416,771	\$445,000	\$452,368	\$500,000
<i>MATERIALS</i>					
Total materials	\$396,018	\$395,262	\$410,000	\$400,000	\$410,000
<i>CAPITAL OUTLAY</i>					
Total capital outlay	\$107,331	\$88,812	\$35,000	\$26,000	\$20,000
<i>DEBT SERVICE</i>					
Total debt service					
<i>OTHER OBJECTS</i>					
Total other objects	\$10,346	\$12,505	\$16,000	\$15,950	\$14,000
<i>CONTINGENCY</i>		\$0	\$90,000	\$0	\$30,000
<i>TRANSFER OUT</i>					
<i>TRANSFER TO BUILDING FUND</i>					
<b>Total General Fund</b>	<b>\$3,098,026</b>	<b>\$3,071,269</b>	<b>\$3,345,810</b>	<b>\$3,215,406</b>	<b>\$3,329,518</b>

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

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

NAYS:

Motion carried.

#### HUMAN RESOURCES

Mr. Mancuso stated nothing to report.

#### LEGISLATION/RULES

Mr. Shubert stated nothing to report.

#### 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. 200511-5 MOTION TO ADJOURN TO EXECUTIVE SESSION**

Renninger moved, Mancuso seconded:

RESOLVED: The Board of Trustees moves to adjourn into executive session to discuss hiring a new Director.

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

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

NAYS:

Motion carried.

**MOTION NO. 200511-6 MOTION TO RETURN TO OPEN SESSION**

Mancuso moved, Renninger seconded:

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

All were in favor.

Motion carried.

**MOTION NO. 200511-7 ADJOURNMENT**

Kline moved, Mancuso seconded to adjourn the meeting at 8:10pm

All were in favor.

Motion carried.

Secretary

Board President

Linda Sutherland  
Fiscal Officer