

**BOARD OF TRUSTEES
MENTOR PUBLIC LIBRARY
REGULAR BOARD MEETING
MINUTES APRIL 20, 2022**

- I. **CALL TO ORDER/ROLL CALL:** 5:45 p.m. by President, Mrs. Christine Henninger
- *Present:* Christine Henninger, Sonja Maier, Sarah Strang, Lisa Wiener
 - *Excused:* Sue Wilcosky, Daniel Hyla, Melanie Majikas
 - *Staff Present:* Cheryl Kuonen, Colleen Snyder, Jen Grill, Ed Mikolic, Craig Mossbrugger, Sue Fram
 - *Others Present:* Amy Senning, Adult Reference Services Manager; Mary Pelton, staff SEIU representative

II. **MANAGER PRESENTATION: AMY SENNING, ADULT SERVICES**

Mrs. Senning presented to the Board, giving descriptions of the responsibilities of the department and highlighting customer service duties, outreach, and community program partnerships.

III. **APPROVAL OF MINUTES**

- A. **Approval of the Regular Meeting Minutes of March 16, 2022.**

#22-032 RESOLUTION:

On a motion by Mrs. Maier, seconded by Mrs. Wiener, the Board resolved that the Minutes of the Regular Board Meeting of March 16, 2022 be adopted as presented.

Roll Call: Ayes (4) Mrs. Maier, Mrs. Strang, Mrs. Wiener, Mrs. Henninger; Nays (0). Motion carried.

**#22-032
APPROVAL OF
THE REGULAR
BOARD MEETING
MINUTES OF
MARCH 16, 2022**

IV. **PUBLIC COMMENT ON AGENDA ITEMS** – none

V. **REPORTS**

- A. **President’s Report – Christine Henninger** – no report

- B. **Library System – Cheryl Kuonen**

i. **Directors Report**

Director’s Updates:

- Mrs. Kuonen received an email from Joe Glavan inviting the Library to attend a Mentor Schools Partnership Luncheon on May 2 for Mentor Public Library to accept the new Business Partnership Impact Award.
- Library Design is now making good progress on our projects:
 - A replacement piece for an endcap toy in Children’s was received at no cost to the Library as the original piece was faulty.

- The inspection report for cupping of the Media Room LVT flooring has been completed and this entire area flooring will be replaced at no cost to the Library. The new flooring product was ordered this week.
- Drawings are being received for furniture pieces planned or that will be made for various Library locations' projects. After items have been approved, quotes will be submitted.
- 50 totes and boxes were received today which had been held up from the State Library's STAT Delivery Service, including items which have been out of circulation from the beginning of February. The Circulation staff were able to get all containers emptied by the end of the day and start processing the backlog. Priority Dispatch brought their first delivery on Tuesday of this week, however a driver has not yet been assigned to our route.
- People attending a school party at Joy's Roller Rink filled the Lake Branch parking lot. Mentor Schools will send an email to parents requesting they not use the library lot for parking and "Library Parking Only" signs will be posted.
- All-staff Strategic Planning meetings were held on April 19. Managers will have a 4-hour session on May 4 to review and organize the staffs' ideas.
- Mrs. Kuonen reviewed revenue received from items removed from the Library's collections:
 - From Baker & Taylor's Sustainable Shelves program, which purchases useable items and recycles damaged items, the Library received a \$6,400 credit in 2021 to purchase new books.
 - The Ongoing Book Sale on Main's first floor made over \$5,100 in sales in 2021.
 - Previously the Library had to dispose of damaged and unwanted items at an approximate cost of \$600 – this has now become unnecessary.
- Two items highlighted from the Board's packet – Lake County Libraries 3-year PLF statistics and 2021 Year in Review – show that Mentor Public Library and staff have done very well in service to our community by comparison. The Library joined Clevnet in 2019 which increased circulation numbers that year.

a. IT Report – Ed Mikolic, IT Manager

- Mr. Mikolic reported that all project items have been ordered and some computers/laptops for replacement have been received. Awaiting deliveries for the final pieces.
- A Sievers quote should be coming soon for additional security cameras at Main.
- The phone system conversion from Shoretel to Mitel is a little behind due to their delayed release of software.

b. Facilities Report – Craig Mossbruger, Facilities Manager

- The 2 new Lake Branch parking light poles are on site and in the process of being installed.
- The Children's story time room is being repainted and lights replaced with LED in preparation for use starting in June.

C. Financial – Colleen Snyder, Fiscal Officer

i. Financial Reports, March 2022

#22-033 RESOLUTION:

On a motion by Mrs. Wiener, seconded by Mrs. Maier, the Board resolved that the Financial Reports for the month of March 2022 be accepted and filed – Cash Reconciliation, Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control Report.

**#22-033
FINANCIAL
REPORTS
MARCH 2022**

Roll Call: Ayes (4) Mrs. Wiener, Mrs. Strang, Mrs. Maier, Mrs. Henninger; Nays (0). Motion carried.

ii. Ratification of March 2022 Bills

#22-034 RESOLUTION:

On a motion by Mrs. Wiener, seconded by Mrs. Strang, the Board resolved that the Bills paid in March 2022, evidenced by the March Voucher Summary Reports be approved.

**#22-034
RATIFICATION
OF MARCH 2022
BILLS**

In February the Board approved the Fiscal Offer to pay the monthly Clevnet invoice (around \$10,700/month) via wire transfer. The approval was in lieu of a second signature required for payments greater than \$5,000. March was the first month this occurred, and the transactions are reflected in the report as wire transfer.

Roll Call: Ayes (4) Mrs. Wiener, Mrs. Strang, Mrs. Maier, Mrs. Henninger; Nays (0). Motion carried.

iii. Investments

#22-035 RESOLUTION:

On a motion by Mrs. Maier, seconded by Mrs. Wiener, the Board resolved that the Investments for March 2022 be approved as presented.

**#22-035
INVESTMENTS
MARCH 2022**

Mrs. Snyder reported that \$750,000 has been moved from the savings account to STAR Ohio for investment in April.

Roll Call: Ayes (4) Mrs. Strang, Mrs. Maier, Mrs. Wiener, Mrs. Henninger; Nays (0). Motion carried.

D. Board Committee

Mrs. Kuonen reminded the Trustees that the next Committee Meeting has been moved to Monday, May 9 at 6:00 p.m.

Mrs. Strang and Mrs. Wilcosky are registered to attend the OLC Trustee Dinner on May 12. Other Trustees interested in attending should notify Mrs. Kuonen.

VI. NEW BUSINESS - none

VII. UNFINISHED BUSINESS

A. Progress Log

At the May 18 Board meeting, Trustees will most likely be voting on the CT recommended contractor for the Main Library parking lot.

VIII. PUBLIC PRESENTATION TO THE BOARD – none

IX. NEXT MEETING TIME AND PLACE ANNOUNCED:

The next meeting date is Wednesday, May 18, 2022 at the Main Library.

X. ADJOURNMENT

#22-036 RESOLUTION:

Mrs. Henninger adjourned the meeting at 6:12 p.m. without objection.

**#22-036
ADJOURNMENT**

SUBMITTED BY: _____ Secretary

APPROVED BY: _____ President