

**BOARD OF TRUSTEES
MENTOR PUBLIC LIBRARY
REGULAR BOARD MEETING
MINUTES AUGUST 18, 2021**

I. CALL TO ORDER/ROLL CALL: 5:22 p.m. by President, Mrs. Melanie Majikas

- *Present:* Melanie Majikas, Daniel Hyla, Sonia Maier, Terri Mervo, Diane Wantz, Sue Wilcosky
- *Absent:* Christine Henninger
- *Staff Present:* Cheryl Kuonen, Colleen Snyder, Jen Grill, Ed Mikolic, Craig Mossbrugger, Sue Fram
- *Others Present:* Mary Pelton, staff SEIU representative

II. MINUTES

A. Approval of the Regular Meeting Minutes of July 21, 2021.

#21-071 RESOLUTION:

On a motion by Mrs. Maier, seconded by Mrs. Wantz, the Board resolved that the Minutes of the Regular Board Meeting of July 21, 2021 be adopted as presented.

**#21-071
APPROVAL OF
BOARD MEETING
MINUTES OF
JULY 21, 2021**

Roll Call: Ayes (5) Mrs. Maier, Mrs. Wilcosky, Mrs. Mervo, Mrs. Wantz, Mr. Hyla; Abstain (1) Mrs. Majikas; Nays (0). Motion carried.

III. PUBLIC COMMENT ON AGENDA ITEMS – none

IV. REPORTS

A. President’s Report – Melanie Majikas

Mrs. Majikas thanked Mr. Hyla for filling in for her and thanked everyone for their expressions of condolence.

B. Library System – Cheryl Kuonen, Executive Director

i. Directors Report

Director’s Updates:

- Mrs. Kuonen stated that the 2019 DVD theft ring case has been prosecuted and the report states that 40 items stolen were valued at \$1,300. Other libraries in Northeast Ohio were more seriously impacted.
- Delivery from STAT is thankfully improved. MPL deliveries to the other Lake County libraries will now end.
- Assistant Circulation Manager Grace Connolly was elected to the Customer Service and Support Division of OLC.
- Jason Lea will be presenting a talk on social media at OLC’s convention in October – MPL’s YouTube channel is one of the most viewed for public libraries in Ohio.

- A public sale of old equipment will be held at the Main Library on Sunday, August 22.
- The retainage has been paid out for the Mentor-on-the-Lake Branch construction which is completed. HBM will be submitting the building renovation to *Library Journal*.
- Last weekend an RV hit the corner of the Headlands Branch, damaging the corner of the roof. A claim has been submitted.
- The Coast Guard used the new Paulson Room at the Lake Branch when their facility flooded.
- The library's COVID tests have been in high demand; 82 were requested in 7 days.
- Programs at the Concord Community Center are resuming in September.
- Mrs. Kuonen reviewed a chart included in her report that details services provided by Mentor Public Library and Cuyahoga County Public Library during the 2020 COVID year. Although CCPL is a much bigger system, our library shows very impressive numbers by comparison. The library staff was thanked for their hard work and service to the community.

a. IT Report – Ed Mikolic

- Virtualization migration – All the virtual servers have been moved to the new hosts.
- People-counting sensors have been installed at the Paulson Room entrance/exit door to count patrons using those doors instead of the main entrance doors.
- AWE educational stations are now available at all branches and are very heavily used at Main.

b. Facilities Report – Craig Mossbrugger

- Painting, repair, and replacement of wood trim continues on the original section of the Main Library. New shutters are being ordered and landscape lighting will be improved.
- Ohio Geese Control has started working at the Lake Branch and seem to be very effective.

C. Financial – Colleen Snyder, Fiscal Officer

i. Financial Reports, July 2021

#21-072 RESOLUTION:

On a motion by Mrs. Wantz, seconded by Mrs. Mervo, the Board resolved that the Financial Reports for the month of July 2021 be accepted and filed – Cash Reconciliation, Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control Report.

**#21-072
FIANANCIAL
REPORTS
JULY 2021**

Mrs. Snyder attended the Budget Hearing on Monday. The PLF estimates for 2022 were passed out and indicate estimates are \$144,000 higher for next year than the estimates were for this year.

The MPL portion of the Lake County PLF Fund increased slightly. Discussions to re-evaluate the Lake County Libraries formula may come up next year.

The Auditor of State has emailed notification of our audit release with attached signed certification documents.

Roll Call: Ayes (6) Mrs. Wantz Mr. Hyla, Mrs. Wilcosky, Mrs. Mervo, Mrs. Maier, Mrs. Majikas; Nays (0). Motion carried.

ii. Ratification of July 2021 Bills

#21-073 RESOLUTION:

On a motion by Mrs. Maier, seconded by Mrs. Wilcosky, the Board resolved that the Bills paid in July 2021, evidenced by the July Voucher Summary Reports be approved.

Roll Call: Ayes (6) Mr. Hyla, Mrs. Wantz, Mrs. Mervo, Mrs. Maier, Mrs. Wilcosky, Mrs. Majikas; Nays (0). Motion carried.

**#21-073
RATIFICATION
OF JULY 2021
BILLS**

iii. Investments

#21-074 RESOLUTION:

On a motion by Mr. Hyla, seconded by Mrs. Wantz, the Board resolved that the Investments for July 2021 be approved as presented.

Mrs. Snyder stated that interest rates and CD inventories remain very low, but STAR Ohio has provided a secondary option for us.

Roll Call: Ayes (6) Mrs. Wilcosky, Mrs. Mervo, Mrs. Maier, Mr. Hyla, Mrs. Wantz, Mrs. Majikas; Nays (0). Motion carried.

**#21-074
INVSTMENTS
JULY 2021**

iv. Bank Depository Agreement

#21-075 RESOLUTION:

On a motion by Mrs. Mervo, seconded by Mrs. Wantz, the Mentor Public Library Board of Trustees approved the Memorandum of Agreement for Deposit of Public Funds with JP Morgan Chase Bank, N.A. to be the depository of Active and Interim Funds of the Mentor Public Library for a period of five years, commencing on August 20, 2021 ending August 19, 2026.

As required, the library requests approval every 5 years for the bank depository. Five Mentor banking locations were contacted and our current provider Chase Bank has been retained – they have been very helpful and have provided excellent service.

Roll Call: Ayes (6) Mrs. Wilcosky, Mrs. Wantz, Mr. Hyla, Mrs. Maier, Mrs. Mervo, Mrs. Majikas; Nays (0). Motion carried.

**#21-075
BANK
DEPOSITORY
AGREEMENT**

D. Board Committees

i. Steering Committee – Daniel Hyla

a. HUB and Lake Branch Hours

#21-076 RESOLUTION:

On a motion by the Steering Committee, seconded by Mrs. Mervo, the Mentor Public Library Board of Trustees resolved to have the library hours for The HUB increase to 3pm to 8pm Monday, Tuesday, Wednesday, and Thursday (adding Thursday back)

**#21-076
HUB AND LAKE
BRANCH HOURS**

AND

Increase hours at Lake Branch to Monday to Thursday 9am to 9pm, Friday and Saturday 9am to 5pm, closed on Sunday.

Main and Headlands hours will remain unchanged.

Hours at each location will be:

Lake:

Monday to Thursday
9am to 9pm

Friday and Saturday
9am to 5pm

HUB:

Monday, Tuesday, Wednesday, and Thursday
3pm to 8pm

Effective Monday, November 1, 2021

Roll Call: Ayes (6) Mrs. Mervo, Mrs. Wilcosky, Mrs. Maier, Mrs. Wantz, Mr. Hyla, Mrs. Majikas; Nays (0). Motion carried.

Mrs. Kuonen added that the delay to November provides the library time to hire and train 2 part-time positions to cover the extra hours at the HUB and Lake Branch; neither of these impact the budget.

V. NEW BUSINESS

A. Strategic Plan for 2022 – Mrs. Kuonen

Mrs. Kuonen has started reaching out to facilitators for quotes. Betsy Lantz, who the library used last time may be available by early summer. Several other suggested facilitators are being contacted as well.

VI. OLD BUSINESS

A. Delivery Service Update – covered in the Director’s Report

B. COVID – The library will move forward with in-person programming and story times in September, requiring registration and limiting attendance. Masks will be encouraged. Family groups will be asked to social distance from other family groups.

C. Progress Log – Mrs. Kuonen stated that the General Policy Handbook is still under review by the County Prosecutor and may not be ready for the next Steering Committee meeting.

VII. PUBLIC PRESENTATION TO THE BOARD – none

VIII. NEXT MEETING TIME AND PLACE ANNOUNCED:

The next meeting date is Wednesday, September 15, 2021 at the Main Library.

IX. ADJOURNMENT

**#21-077
ADJOURNMENT**

#21-077 RESOLUTION:

Mrs. Majikas adjourned the meeting at 5:59 p.m. without objection.

SUBMITTED BY: _____ Secretary

APPROVED BY: _____ President