

**BOARD OF TRUSTEES
MENTOR PUBLIC LIBRARY
REGULAR BOARD MEETING
MINUTES DECEMBER 21, 2022**

- I. CALL TO ORDER/ROLL CALL:** 6:02 p.m. by President, Mrs. Christine Henninger
- *Present:* Christine Henninger, Sue Wilcosky, Sonja Maier, Melanie Majikas, Sarah Strang, Lisa Wiener, Thomas Davis
 - *Staff Present:* Cheryl Kuonen, Jen Grill, Sue Fram
 - *Others Present:* Pam Rose, Manager Technical Services and Materials; Mary Pelton, staff SEIU Representative

- II. MANAGER PRESENTATION: PAM ROSE, MANAGER TECHNICAL SERVICES AND MATERIALS**
Mrs. Rose gave the Trustees a tour of the Technical Services workspace, and explained their duties, processes, and responsibilities for library materials.

III. APPROVAL OF MINUTES

- A. Approval of the Minutes of the Library Records Commission Meeting November 16, 2022.**

#22-102 RESOLUTION:

On a motion by Mrs. Maier, seconded by Mrs. Strang, the Board resolved that the Minutes of the Library Records Commission Meeting of November 16, 2022 be adopted.

Roll Call: Ayes (7) Mrs. Wilcosky, Mrs. Wiener, Mr. Davis, Mrs. Henninger, Mrs. Maier, Mrs. Majikas, Mrs. Strang; Nays (0). Motion carried.

- B. Approval of the Regular Meeting Minutes of November 16, 2022.**

#22-103 RESOLUTION:

On a motion by Mrs. Wiener, seconded by Mrs. Majikas, the Board resolved that the Minutes of the Regular Board Meeting of November 16, 2022 be adopted.

Roll Call: Ayes (7) Mrs. Maier, Mrs. Wilcosky, Mrs. Strang, Mrs. Wiener, Mr. Davis, Mrs. Majikas, Mrs. Henninger; Nays (0). Motion carried.

IV. PUBLIC COMMENT ON AGENDA ITEMS – none

V. REPORTS

A. President's Report

i. Nominating Committee

Mrs. Maier announced the Nominating Committee's selection of Officers for 2023 as follows: President – Christine Henninger, Vice President – Sue Wilcosky, Secretary – Sarah Strang. (The official election and swearing in will take place at the Board's Organizational Meeting in January.)

**#22-102
APPROVAL OF
THE LIBRARY
RECORDS
COMMISSION
MEETING MINUTES
OF
NOVEMBER 16,
2022**

**#22-103
APPROVAL OF
THE REGULAR
MEETING MINUTES
OF
NOVEMBER 16,
2022**

Mrs. Henninger and Mrs. Kuonen thanked Sonja Maier for her dedication in serving 10+ years on the Mentor Public Library Board of Trustees. Mr. Maier's time and service has been very appreciated.

Mrs. Maier stated that she has enjoyed meeting all the staff and working with the Director and Trustees. She noted how the Library and programming have evolved during her terms and feels the Library has become a hub for the community. Access to technology and public computers is very helpful to those that need it. Having served through leaner times, Mrs. Maier is glad the Library is solvent and financially stable.

B. Library System – Cheryl Kuonen

i. Donations

#22-104 RESOLUTION:

On a motion by Mrs. Maier, seconded by Mrs. Strang, the Board resolved that the donations be accepted as presented.

**#22-104
DONATIONS**

Mrs. Kuonen noted that donor Diane Wantz is a former Mentor Public Library Trustee.

Roll Call: Ayes (7) Mrs. Strang, Mrs. Maier, Mrs. Majikas, Mrs. Wilcosky, Mrs. Wiener, Mr. Davis, Mrs. Henninger; Nays (0). Motion carried.

ii. Directors Report

a. Director updates

- Looking into offering esports, Mrs. Kuonen contacted the Mentor Schools to see if collaboration is possible. Reaction was enthusiastic about this project and a meeting is scheduled in January.
- Planning is ongoing regarding the Libraries Accelerated Learning Grant awarded to our Library this month. 32 libraries were chosen out of 63 that submitted applications. A zoom meeting on January 4 will provide more details. A Special Meeting may be needed on January 11 to approve the grant and allow for fiscal planning.
- The Branches (Lake, Headlands and HUB) presented at Staff Day and some of their statistical charts were included in the Director's report and discussed.
- A teen club will be started at the Main Library.
- The Escape Room in the Children's Department has been well-received with a full schedule of sign-ups. Another may be planned for late summer 2023.

C. Financial – Cheryl Kuonen for Colleen Snyder, Fiscal Officer

i. Financial Reports, November 2022

#22-105 RESOLUTION:

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

**#22-105
FINANCIAL
REPORTS
NOVEMBER 2022**

Roll Call: Ayes (7) Mrs. Wiener, Mr. Davis, Mrs. Majikas, Mrs. Wilcosky, Mrs. Strang, Mrs. Maier, Mrs. Henninger; Nays (0). Motion carried.

ii. Ratification of November 2022 Bills

#22-106 RESOLUTION:

On a motion by Mr. Davis, seconded by Mrs. Wilcosky, the Board resolved that the Bills paid in November 2022, evidenced by the November Voucher Summary Reports be approved.

**#22-106
RATIFICATION
OF NOVEMBER
2022 BILLS**

Roll Call: Ayes (7) Mr. Davis, Mrs. Majikas, Mrs. Wiener, Mrs. Strang, Mrs. Maier, Mrs. Wilcosky, Mrs. Henninger; Nays (0). Motion carried.

iii. Investments

#22-107 RESOLUTION:

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

**#22-107
INVESTMENTS
NOVEMBER 2022**

Mrs. Kuonen stated that Mrs. Snyder has been filling in the investment ladder with replacement CDs that have had good interest rates in November and December.

Roll Call: Ayes (7) Mrs. Wilcosky, Mrs. Strang, Mrs. Maier, Mr. Davis, Mrs. Majikas, Mrs. Wiener, Mrs. Henninger; Nays (0). Motion carried.

iv. 2022 Annual Appropriations Adjustment

#22-108 RESOLUTION:

On a motion by the Joint Committee, seconded by Mr. Davis, the Mentor Public Board of Trustees resolved to adopt the 2022 Amended Annual Appropriations Measure as presented.

**#22-108
2022 AMENDED
ANNUAL
APPROPRIATIONS**

Mrs. Kuonen stated that \$80,000 is budgeted annually as contingency, and as the 2022 contingency was not used it will be transferred.

Roll Call: Ayes (7) Mrs. Strang, Mrs. Wilcosky, Mr. Davis, Mrs. Maier, Mrs. Wiener, Mrs. Majikas, Mrs. Henninger; Nays (0). Motion carried.

v. Fund Transfer

#22-109 RESOLUTION:

On a motion by the Joint Committee, seconded by Mrs. Henninger, the Mentor Public Board of Trustees resolved to approve the Fund Transfer as follows:

**#22-109
FUND TRANSFER**

FUND TRANSFER	FROM	TO
General Fund	\$630,000	
Building Fund		\$530,000
Technology Fund		\$100,000

Roll Call: Ayes (7) Mrs. Wilcosky, Mr. Davis, Mrs. Maier, Mrs. Wiener, Mrs. Majikas, Mrs. Strang, Mrs. Henninger; Nays (0). Motion carried.

vi. Year End Transaction Resolution

#22-110 RESOLUTION:

On a motion by the Joint Committee, seconded by Mrs. Wilcosky, the Mentor Public Board of Trustees resolved to delegate the Fiscal Officer the authority to make any and all financial transactions necessary, in order to satisfactorily comply with the Ohio Revised Code compliance standards for the fiscal year-end deadline of December 31, 2022. Further, the Fiscal Officer will present all financial statements and any other related financial reporting at the regularly scheduled meeting in January, 2023 for formal Board adoption and approval.

**#22-110
YEAR END
TRANSACTION
RESOLUTION**

Roll Call: Ayes (7) Mrs. Wiener, Mr. Davis, Mrs. Maier, Mrs. Majikas, Mrs. Strang, Mrs. Wilcosky, Mrs. Henninger; Nays (0). Motion carried.

vii. 2023 Temporary Appropriations

#22-111 RESOLUTION:

On a motion by the Joint Committee, seconded by Mrs. Maier, the Mentor Public Board of Trustees resolved to adopt the 2023 Temporary Appropriations as presented per ORC 5705.38. Said temporary appropriations shall remain in effect until superseded by the permanent appropriations, which must be adopted no later than April 1, 2023.

**#22-111
2023 TEMPORARY
APPROPRIATIONS**

The temporary appropriations represent one quarter of the budget and finances the Library at the beginning of the year, with the permanent appropriations to be adopted by April 1st.

Roll Call: Ayes (7) Mrs. Majikas, Mrs. Strang, Mrs. Wilcosky, Mr. Davis, Mrs. Maier, Mrs. Wiener, Mrs. Henninger; Nays (0). Motion carried.

viii. Request for Advance of Taxes Collected

#22-112 RESOLUTION:

On a motion by the Joint Committee, seconded by Mrs. Strang, the Mentor Public Board of Trustees resolved to approve the presented written request to receive advances of current collection of taxes in 2023 from the County Auditor.

**#22-112
REQUEST FOR
ADVANCE OF TAXES
COLLECTED**

This resolution confirms that the Library requests the County Treasurer to issue a \$500,000 advance payment of tax collections a month before full tax collections are disbursed.

Roll Call: Ayes (7) Mr. Davis, Mrs. Maier, Mrs. Wiener, Mrs. Majikas, Mrs. Strang, Mrs. Wilcosky, Mrs. Henninger; Nays (0). Motion carried.

D. Board Committees – Cheryl Kuonen

i. Revised Library Board By-Laws

#22-113 RESOLUTION:

On a motion by the Joint Committee, seconded by Mrs. Wiener, the Mentor Public Board of Trustees resolved to approve the Mentor Public Library Board of Trustees By-Laws as presented.

**#22-113
APPROVAL OF THE
LIBRARY BOARD
BY-LAWS**

Roll Call: Ayes (7) Mrs. Majikas, Mr. Davis, Mrs. Wilcosky, Mrs. Wiener, Mrs. Maier. Mrs. Strang, Mrs. Henninger; Nays (0). Motion carried.

ii. **Approval of Staff Breakroom Contractor**

#22-114 RESOLUTION:

On a motion by the Joint Committee, seconded by Mrs. Wilcosky, the Mentor Public Board of Trustees resolved to authorize the Director of Mentor Public Library to execute a contract with Northstar Contracting, Inc. in the amount of \$236,120.00 (includes \$10,000 contingency) for the renovation of the Main Library staff breakroom and children’s restrooms project upon CT Consultant’s recommendation of Northstar Contracting, Inc. as the lowest responsible bidder and pending final contract approval from the prosecutor.

**#22-114
APPROVAL OF
STAFF
BREAKROOM
CONTRACTOR**

Mrs. Kuonen stated that CT Consultants reviewed 4 bids that were submitted for the staff breakroom/restrooms remodel.

Roll Call: Ayes (7) Mrs. Wilcosky, Mrs. Majikas, Mrs. Strang, Mrs. Wiener, Mr. Davis, Mrs. Maier, Mrs. Henninger; Nays (0). Motion carried.

VI. **NEW BUSINESS** – none presented

VII. **OLD BUSINESS** -

A. **Progress Log** – as presented

VIII. **PUBLIC PRESENTATION TO THE BOARD**

Mary Pelton, on behalf of the staff of Mentor Public Library, formally expressed thanks and appreciation to the Trustees for approving the one-time lump sum retention bonus. After a rough couple of years of expenses, the extra money will impact many of the staff in a really great way and they are very appreciative for the Trustees’ thoughtfulness.

IX. **EXECUTIVE SESSION**

#22-115 RESOLUTION:

On a motion by Mrs. Wiener, seconded by Mrs. Maier, the Mentor Public Library Board of Trustees moved to enter into executive session for matters of employee compensation pursuant to Ohio Revised Code 121.22 (G) (1).

**#22-115
EXECUTIVE
SESSION**

Roll Call: Ayes (7) Mrs. Strong, Mrs. Wilcosky, Mrs. Majikas, Mrs. Maier, Mrs. Wiener, Mr. Davis, Mrs. Henninger; Nays (0). Motion carried.

The Mentor Public Library Board of Trustees moved into Executive Session at 6:42 p.m.
Mrs. Kuonen joined the Executive Session at 7:02 p.m.
The Board of Trustees left Executive Session at 7:12 p.m. and resumed regular session.

X. **NEXT MEETING TIME AND PLACE ANNOUNCED:**

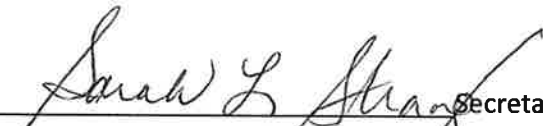
The next meeting is at 6:00 p.m. on Wednesday, January 18, 2023 at the Main Library.

XI. **ADJOURNMENT**

#22-116 RESOLUTION:

Mrs. Henninger adjourned the meeting at 7:13 p.m. without objection.

**#22-116
AJOURNMENT**

SUBMITTED BY:  Secretary

APPROVED BY:  President