

**BOARD OF TRUSTEES
MENTOR PUBLIC LIBRARY
REGULAR BOARD MEETING
MINUTES DECEMBER 15, 2021**

I. CALL TO ORDER/ROLL CALL: 5:01 p.m. by President, Mrs. Melanie Majikas

- *Present:* Melanie Majikas, Daniel Hyla, Sonia Maier, Terri Mervo, Sue Wilcosky, Diane Wantz
- *Absent:* Christine Henninger (arrived at 5:06 p.m.)
- *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 Annual Library Records Commission Meeting Minutes of November 17, 2021.

#21-104 RESOLUTION:

On a motion by Mrs. Maier, seconded by Mrs. Wantz, the Board resolved that the Minutes of the Annual Library Records Commission of November 17, 2021 be adopted as presented.

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

B. Approval of the Regular Meeting Minutes of November 17, 2021.

#21-105 RESOLUTION:

On a motion by Mr. Hyla, seconded by Mrs. Wilcosky, the Board resolved that the Minutes of the Regular Board Meeting of November 17, 2021 be adopted as presented.

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

**#21-104
APPROVAL OF
ANNUAL LIBRARY
RECORDS
COMMISSION
MINUTES
NOVEMBER 17,
2021**

**#21-105
APPROVAL OF
BOARD MEETING
MINUTES OF
NOVEMBER 17,
2021**

III. PUBLIC COMMENT ON AGENDA ITEMS – none

IV. REPORTS

A. President's Report – Melanie Majikas

- Nominating Committee – The Nominating Committee confirmed that they are prepared to move forward with officer nominations at the January 19, 2022 Board meeting.
- Mrs. Majikas thanked Terri Mervo on behalf of the entire Board for all her work and contributions while serving on the Mentor Library Board of Trustees for 7 years. Mrs. Mervo responded that the Board has accomplished many projects and initiatives during her time, and the Board will continue to grow and do great things for the community. Mrs. Mervo added that it has

been her pleasure to serve on this Board and will always be an advocate for our great library.

- Mrs. Majikas noted that the incoming new Board member will be a dedicated and enthusiastic library supporter as well and brings with her community experience.
- Mrs. Majikas provided the Trustees alternatives to meeting in person for the January Board retreat. After discussion, the meeting will move forward in person as contracted.

Mrs. Henninger arrived at 5:06 p.m.

B. Library System – Cheryl Kuonen

i. Directors Report

Director's Updates:

- The Red Cross blood drive this week collected 33 units which will help 99 people, for which they are grateful.
- AARP Tax Help will take place next year with restrictions on numbers per hour they will serve for safety and requiring masks for all clients.
- Through November, the library has served over 25,000 at the drive-thru this year.
- Starting in February 2022 the managers will resume giving a departmental overview at the beginning of the Board meeting to familiarize Trustees with their department's responsibilities and duties.
- COVID tests are extremely popular and go very quickly at 2 per car. Additionally, many calls come in during the day which the staff have been handling. To ease the incoming volume of questions, Ed and Morgan reconfigured the library's phone answering message to include an option to hear the status of COVID test kit availability. Using a spare phone, the staff will keep the outgoing message current for patrons calling for that specific information. After installation, Ed noted that 10 calls came into that message phone within 2 minutes.

Mrs. Kuonen stated that the new non-proctored tests have not yet arrived from the State.

- The Library's insurance company has been contacted regarding the tree/storm damage to the fence along the exit driveway. As the repair is expected to be under the deductible it will most likely be paid out-of-pocket. Mrs. Felice's family has been contacted in regard to her storm-damaged tree.
- Mrs. Kuonen mentioned a hand-out provided at today's meeting regarding how library professionals respond to collection item challenges. The Library's Collection Development Policy was recently updated (in the General Policy Handbook Nov. 2021) to cover how Mentor Public Library handles book and material challenges and will be reviewed every 3 years.

ii. Donations

#21-106 RESOLUTION:

On a motion by Mrs. Maier, seconded by Mrs. Henninger, the Board resolved to accept the donation as presented.

**#21-106
DONATIONS**

Donations are still being received in memory of Douglas Grose. Mrs. Kuonen mentioned an upcoming donation of a lobby bench coming from Nancy Grendze's sister.

Roll Call: Ayes (7) Mrs. Wilcosky, Mrs. Wantz, Mr. Hyla, Mrs. Maier, Mrs. Henninger, Mrs. Mervo, Mrs. Majikas; Nays (0). Motion carried.

- **IT Report – Ed Mikolic**
 - Mr. Mikolic stated that the back-up server has been received and configured. Installation has been delayed due to recent power glitches, however it is now scheduled for tomorrow.
 - The GFI had been tripping at the high school pick up lockers, but electricians have resolved the issue.
- **Facilities Report – Craig Mossbrugger**
 - Craig reported that the light pole installation at the Lake Branch has been pushed back to February 2022.
 - CT Consultants was at Main to take measurements and start the ground work on Main lot repaving.

C. Financial – Colleen Snyder, Fiscal Officer

i. Financial Reports, November 2021

#21-107 RESOLUTION:

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

**#21-107
FIANANCIAL
REPORTS
NOVEMBER
2021**

Roll Call: Ayes (7) Mrs. Wantz, Mr. Hyla, Mrs. Henninger, Mrs. Wilcosky, Mrs. Mervo, Mrs. Maier, Mrs. Majikas; Nays (0). Motion carried.

ii. Ratification of November 2021 Bills

#21-108 RESOLUTION:

On a motion by Mrs. Henninger, seconded by Mr. Hyla, the Board resolved that the Bills paid in November 2021, evidenced by the November Voucher Summary Reports be approved.

**#21-108
RATIFICATION
OF NOVEMBER
2021 BILLS**

Roll Call: Ayes (7) Mr. Hyla, Mrs. Henninger, Mrs. Wantz, Mrs. Mervo, Mrs. Maier, Mrs. Wilcosky, Mrs. Majikas; Nays (0). Motion carried.

iii. Investments

#21-109 RESOLUTION:

On a motion by Mrs. Maier, seconded by Mrs. Henninger, the Board resolved that the Investments for November 2021 be approved as presented.

**#21-109
INVTMENTS
NOVEMBER 2021**

Mrs. Snyder purchased some new CDs in December and the interest rates were slightly higher.

Roll Call: Ayes (7) Mrs. Wilcosky, Mrs. Mervo, Mrs. Maier, Mr. Hyla, Mrs. Henninger, Mrs. Wantz, Mrs. Majikas; Nays (0). Motion carried.

iv. Amended Annual Appropriations

#21-110 RESOLUTION:

On a motion by the Finance Committee, seconded by Mrs. Henninger, the Board resolved to adopt the 2021 Amended Annual Appropriations Measure as presented.

**#21-110
2021
AMENDED
ANNUAL
APPROPRIATIONS**

Mrs. Snyder stated that the Finance Committee proposes to transfer money from the General Fund to the Building Fund and this measure increases the 2021 appropriations by the \$250,000 to be transferred. The transfer is being made in anticipation of improvements to the Read property and other future projects outlined in the 2021 Replacement Reserve Study.

Roll Call: Ayes (7) Mrs. Mervo, Mrs. Wilcosky, Mr. Hyla, Mrs. Maier, Mrs. Wantz, Mrs. Henninger, Mrs. Majikas; Nays (0). Motion carried.

v. Fund Transfer

#21-111 RESOLUTION:

On a motion by the Finance Committee, seconded by Mrs. Henninger, the Board resolved to approve the following Fund Transfer:

**#21-111
FUND TRANSFER**

| FUND TRANSFER | FROM | TO |
|-----------------|-------------|-------------|
| General Fund | \$2,500,000 | |
| Building Fund | | \$2,500,000 |
| Technology Fund | | \$0 |

Roll Call: Ayes (7) Mrs. Wilcosky, Mr. Hyla, Mrs. Maier, Mrs. Wantz, Mrs. Henninger, Mrs. Mervo, Mrs. Majikas; Nays (0). Motion carried.

vi. Year End Transaction Resolution

#21-112 RESOLUTION:

On a motion by the Finance Committee, seconded by Mrs. Henninger, the Board 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, 2021. Further, the Fiscal Officer will present all financial statements and any other related financial reporting at the regularly scheduled meeting in January 2022 for formal Board adoption and approval.

**#21-112
YEAR END
TRANSACTION
RESOLUTION**

Roll Call: Ayes (7) Mrs. Wantz, Mr. Hyla, Mrs. Maier, Mrs. Henninger, Mrs. Mervo, Mrs. Wilcosky, Mrs. Majikas; Nays (0). Motion carried.

vii. 2022 Temporary Appropriations

#21-113 RESOLUTION:

On a motion by the Finance Committee, seconded by Mrs. Henninger, the Board resolved to adopt the 2022 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, 2022.

**#21-113
TEMPORARY
APPROPRIATIONS**

Mrs. Snyder stated that this resolution covers the first quarter of 2022 and is based on one quarter of the previous year's appropriations. The amount appropriated for the Building Fund is to cover 2022 projects that will hopefully start in the first quarter.

Roll Call: Ayes (7) Mrs. Henninger, Mrs. Mervo, Mrs. Wilcosky, Mr. Hyla, Mrs. Maier, Mrs. Wantz, Mrs. Majikas; Nays (0). Motion carried

viii. Request for Advance of Taxes Collected

#21-114 RESOLUTION:

On a motion by the Finance Committee, seconded by Mrs. Henninger, the Board resolved to approve the written request to receive advances of current collection of taxes in 2022 from the County Auditor as presented.

**#21-114
REQUEST FOR
ADVANCE OF
TAXES COLLECTED**

Mrs. Snyder stated that this is an annual request to Lake County to let them know we would like to receive advances on the collected taxes.

Roll Call: Ayes (7) Mr. Hyla, Mrs. Maier, Mrs. Wantz, Mrs. Henninger, Mrs. Mervo, Mrs. Wilcosky, Mrs. Majikas; Nays (0). Motion carried

D. Board Committees

i. Steering Committee – Daniel Hyla – none

Mrs. Kuonen noted the amended Door Traffic Heat Map for the Lake Branch now reflects the increased hours.

V. NEW BUSINESS - none

VI. OLD BUSINESS

A. Progress Log – Mrs. Kuonen noted that the Progress Log now shows the Replacement Reserve Study, General Policy Handbook, and Personnel Policy Handbook in the ONGOING/RECURRING section of the log and requiring a review every 3 years.

VII. PUBLIC PRESENTATION TO THE BOARD - none

VIII. EXECUTIVE SESSION

#21-115 RESOLUTION:

On a motion from Mrs. Wilcosky, seconded by Mrs. Wantz, the Board of Trustees of the Mentor Public Library resolved to adjourn to Executive Session for matters of preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment as related to Ohio Revised Code 121.22 (G)(4).

**#21-115
EXECUTIVE
SESSION**

Roll Call: Ayes (7) Mrs. Mervo, Mrs. Henninger, Mrs. Wilcosky, Mrs. Maier, Mr. Hyla, Mrs. Wantz, Mrs. Majikas; Nays (0). Motion carried.

The Board moved to Executive Session at 5:30 p.m.

The Board returned to the regular session at 5:43 p.m.

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

IX. WAGE REOPENER CONTRACT

#21-116 RESOLUTION:

On a motion from Mrs. Maier, seconded by Mrs. Wantz, the Board of Trustees of the Mentor Public Library resolved to approve the wage reopener contract between the Mentor Public Library and the SEIU/District 1199 WV/KY/OH, the Health Care and Social Service Union, effective January 1, 2022 through December 31, 2023 as presented.

**#21-116
WAGE REOPENER
CONTRACT**

Roll Call: Ayes (6) Mrs. Wilcosky, Mrs. Mervo, Mr. Hyla, Mrs. Wantz, Mrs. Meier, Mrs. Majikas; Nays (1) Mrs. Henninger. Motion carried.

X. EXECUTIVE SESSION

#21-117 RESOLUTION:

On a motion from Mrs. Henninger, seconded by Mrs. Wantz, the Board of Trustees of the Mentor Public Library moved to enter into Executive Session for matters of employment pursuant to Ohio Revised Code 121.22 (G) (1).

**#21-117
EXECUTIVE
SESSION**

Roll Call: Ayes (7) Mrs. Henninger, Mrs. Mervo, Mrs. Wilcosky, Mr. Hyla, Mrs. Maier, Mrs. Wantz, Mrs. Majikas; Nays (0). Motion carried.

The Board moved to Executive Session at 5:45 p.m.

Mrs. Kuonen joined the Executive Session at 6:05 p.m.

Mrs. Kuonen left the Executive Session at 6:12 p.m.

Mrs. Snyder joined the Executive Session at 6:12 p.m.

Mrs. Snyder left the Executive Session at 6:20 p.m.

The Board returned to Regular Session at 6:22 p.m.

- *Present:* Melanie Majikas, Daniel Hyla, Sonia Maier, Terri Mervo, Sue Wilcosky, Diane Wantz, Christine Henninger
- *Staff Present:* Cheryl Kuonen, Colleen Snyder, Jen Grill

XI. NEXT MEETING TIME AND PLACE ANNOUNCED:

The next meeting date is Wednesday, January 19, 2022 at the Main Library.

XII. ADJOURNMENT

#21-118 RESOLUTION:

Mrs. Majikas adjourned the meeting at 6:23 p.m. without objection.

**#21-118
ADJOURNMENT**

SUBMITTED BY: _____ Secretary

APPROVED BY: _____ President