BOARD OF TRUSTEES
MENTOR PUBLIC LIBRARY
REGULAR BOARD MEETING
MINUTES FEBRUARY 16, 2022

I. CALL TO ORDER/ROLL CALL: 5:31 p.m. by President, Mrs. Christine Henninger
   • Present: Christine Henninger, Sue Wilcosky, Daniel Hyla, Melanie Majikas, Diane Wantz, Sarah Strang
   • Excused: Sonja Maier
   • Staff Present: Cheryl Kuonen, Colleen Snyder, Jen Grill, Ed Mikolic, Craig Mossbruger, Sue Fram
   • Others Present: Jason Lea, Community Outreach Manager, Mary Pelton, staff SEIU representative

II. MINUTES

   A. Approval of the Organizational Meeting Minutes of January 19, 2022.

   #22-013 RESOLUTION:
   On a motion by Mrs. Majikas, seconded by Mrs. Wantz, the Board resolved that the Minutes of the Organizational Board Meeting of January 19, 2022 be adopted as presented.

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

   B. Approval of the Regular Meeting Minutes of January 19, 2022.

   #22-014 RESOLUTION:
   On a motion by Mr. Hyla, seconded by Mrs. Wilcosky, the Board resolved that the Minutes of the Regular Board Meeting of January 19, 2022 be adopted as presented.

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

III. PUBLIC COMMENT ON AGENDA ITEMS – none

IV. REPORTS

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

   B. Library System – Cheryl Kuonen

      i. Directors Report
         Mrs. Kuonen thanked Mrs. Wantz for her 10 years of service as this would be her last board meeting, stating that her input has made a positive impact at the library. Mrs. Kuonen acknowledged that Mrs. Wantz was part of the team that chose her as Director.
Mrs. Wantz stated that it has been very interesting and a journey of personal growth for her, and although leaving is sad we may see her more as a regular patron.

**Director’s Updates:**
- The Lake County Development Council Legislative Breakfast will be on Friday, March 4 at 7:30 a.m. Mrs. Majikas asked to be registered and if anyone else is interested please email Mrs. Kuonen.
- OLC is resuming in-person Trustee Dinners. The event in our area will be held on Thursday, May 12 from 6:00-8:00 p.m. at the Holiday Inn on Rockside Rd. in Independence. Board members are asked to contact Cheryl if they are interested in attending.
- The State Library of Ohio and the Department of Administrative Services announced that statewide delivery service will be terminated with STAT Courier on April 15 and reinstated with Priority Dispatch on April 18. The quantity of library deliveries in Ohio has proven challenging for STAT and caused delivery inconsistencies and delays.
- Administration and Circulation staff have noticed a marked decrease in complaints from upset patrons since going fine free. Also, patrons are pleased when they bring back a late item and find there is no fine owed.
- Mrs. Kuonen noted that our neighbor Mr. George Vitalone passed away last week. Mrs. Kuonen mentioned that she will watch for any developments regarding the property as it is adjacent to the library. Rezoning may be required. The Board encouraged Mrs. Kuonen to learn more about the process and procedure for the library to purchase property.

**a. IT Report – Ed Mikolic**
- Mr. Mikolic is currently doing research for upcoming projects and cleaning up old items.
- Mr. Mikolic was happy to report that Morgan Makar, Computer Technician, has completed her CompTIA A+ Computer Technician Certification training which increases her knowledge and therefore her value to the library.

**b. Facilities Report – Craig Mossbruger**
- Craig reported that the 2 new/replacement light poles for the Lake Branch will arrive by the end of next week and installation will be scheduled.
- We are still awaiting the arrival of the new drive-thru window.

**c. Jason Lea, Community Outreach Manager**
Mr. Lea presented to the Trustees, giving a description of the responsibilities of his position and ways in which he is keeping our library in the news for our community.

**d. Donations**

**#22-015 RESOLUTION:**
On a motion by Mrs. Wantz, seconded by Mrs. Wilcosky, the Board resolved to accept the donation(s) as presented.
Mrs. Kuonen noted that monetary donations are still being received in memory of Douglas Grose and a new bench for Main’s lobby was donated in his name as well.

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

C. Financial – Colleen Snyder, Fiscal Officer

i. Financial Reports, January 2022

#22-016 RESOLUTION:
On a motion by Mrs. Majikas, seconded by Mrs. Wantz, the Board resolved that the Financial Reports for the month of January 2022 be accepted and filed – Cash Reconciliation, Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control Report.

Mrs. Snyder reported that the PLF continues to surpass the estimates for the year and is up $20,000 from estimates in each month of January and February. Year-to-date we are already up $40,000 more than estimates and $50,000 more than last year.

The advance of levy collections was received in February in the amount of $500,000.

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

ii. Ratification of January 2022 Bills

#22-017 RESOLUTION:
On a motion by Mrs. Majikas, seconded by Mr. Hyla, the Board resolved that the Bills paid in January 2022, evidenced by the January Voucher Summary Reports be approved.

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

iii. Investments

#22-018 RESOLUTION:
On a motion by Mrs. Wantz, seconded by Mrs. Strang, the Board resolved that the Investments for January 2022 be approved as presented.

Mrs. Snyder reported that replacement CDs purchased in February are close to the same rate as those purchased in January, so there has not been much movement on interest rates.

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

D. Board Committees

i. Steering Committee – Daniel Hyla

Board Meeting Minutes – February 16, 2022
a. Motion to Approve Contract with CT for Main Parking Lot

#22-019 RESOLUTION:
On a motion by the Steering Committee, seconded by Mrs. Wantz, the Board resolved to authorize the Executive Director to enter into contract with CT Consultants for professional engineering services and soliciting competitive sealed bids for the Main Parking Lot pavement improvement project.

Mrs. Kuonen described the steps needed for a project that requires sealed bids (over $50,000 permanent improvement) including: preparation of the bid packets, a Board vote to advertise for bids, a letter of recommendation from CT, and a Board vote to approve a contractor. A concrete pad will be added in front of the dumpsters to accommodate heavy trucks. Considering the length of preparations, the parking lot work is estimated to take place end of summer and the Main Library may have to close to accommodate the work.

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

b. Motion to Approve Contract with CT for Main Staff Room

#22-020 RESOLUTION:
On a motion by the Steering Committee, seconded by Mrs. Strang, the Board resolved to authorize the Executive Director to enter into contract with CT Consultants for professional architectural and engineering services along with soliciting competitive sealed bids for the Main Library second floor interior staff improvements.

Mrs. Kuonen stated that architectural drawings will be required, and materials may be delayed, so this project has a goal of November to start work and taking several months to complete. Staff will need to use the Garfield Room as a break room so lead time is important for program planning.

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

V. NEW BUSINESS

A. Motion to Change Start of Board Meetings to 5:30 p.m.

#22-021 RESOLUTION:
On a motion by Mrs. Wantz, seconded by Mrs. Wilcosky, the Board resolved to move the start time of 2022 Board meetings to 5:30 p.m.

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

B. Motion to Allow ACH Payments to Clevnet

#22-022 RESOLUTION:
On a motion by Mr. Hyla, seconded by Mrs. Majikas, the Board resolved to authorize the Fiscal Officer, Colleen Snyder, to make payments to Clevnet using ACH (electronic payment).
Mrs. Snyder explained that Clevnet has required member libraries to pay monthly invoices via electronic payment. These monthly payments are around $10,000. Currently every check greater than $5,000 requires a second signature. This resolution will approve the monthly payment of $10,000 to eliminate the need for a second signature. The monthly resolution to ratify previous monthly bills will show these payments.

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

VI. UNFINISHED BUSINESS

A. Progress Log –
   - Mrs. Kuonen mentioned that Administration met with our attorney at the end of January regarding changes to the Personnel Policy Manual. We are hoping for an update soon.
   - Draft ideas for the Headlands Branch remodel are coming in from Library Design.

Mrs. Henninger brought up the library cards being issued to students, and with Mrs. Kuonen discussed ideas for instructing kids on how to check out library items. Mrs. Kuonen will check into posting a video on YouTube that was made by the Children’s Department for a school visit.

VII. PUBLIC PRESENTATION TO THE BOARD - none

VIII. NEXT MEETING TIME AND PLACE ANNOUNCED:
The next meeting date is Wednesday, March 16, 2022 at the Main Library.

IX. ADJOURNMENT

#22-023 RESOLUTION:
Mrs. Henninger adjourned the meeting at 6:12 p.m. without objection.

SUBMITTED BY: \underline{\text{Secretary}}

APPROVED BY: \underline{\text{President}}