

**BOARD OF TRUSTEES  
MENTOR PUBLIC LIBRARY  
REGULAR BOARD MEETING  
MINUTES JANUARY 19, 2022**

**I. CALL TO ORDER/ROLL CALL: 5:18 p.m. by President, Mrs. Christine Henninger**

- *Present:* Christine Henninger, Sue Wilcosky, Sonia Maier, Melanie Majikas, Daniel Hyla, Diane Wantz, Sarah Strang
- *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 December 15, 2021.**

**#22-005 RESOLUTION:**

On a motion by Mr. Hyla, seconded by Mrs. Wilcosky, the Board resolved that the Minutes of the Regular Board Meeting of December 15, 2021 be adopted as presented.

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

**#22-005  
APPROVAL OF  
BOARD  
MEETING  
MINUTES OF  
DECEMBER 15,  
2021**

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

**IV. REPORTS**

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

**B. Library System – Cheryl Kuonen**

**i. Donations**

**#22-006 RESOLUTION:**

On a motion by Mrs. Wantz, seconded by Mr. Hyla, the Board resolved to accept the donation(s) as presented.

**#22-006  
DONATIONS**

Mrs. Kuonen noted that donations are still being received in memory of Douglas Grose, for which the Library is grateful.

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

**ii. Directors Report**

### **Director's Updates:**

- The Community Survey for Strategic Planning will open on February 7. The link will be shared with Mentor Area Chamber, Mentor Schools, etc. and will be open for 1 month. Questions on the survey will be a combination of questions used in our Library's previous survey and questions that NEO/RLS has used in other surveys. Questions regarding community needs and the role of the Library in the community may also reflect how things are being done differently.
- Passports have increased dramatically this month – so far 53 passports have been issued in January.
- A meeting with the Library's attorney regarding updates to the MPL Personnel Policy Manual was canceled and will be rescheduled.
- Proposals from CT Consultants were received today for the Main Library parking lot, and 2<sup>nd</sup> floor staff and Childrens restrooms. A Zoom meeting to review is scheduled with CT on Monday, January 24, and information should be ready to share with the Steering and Finance committees in February.
- The Library's insurance company Hartford is handling our claim; there are no updates.
- The Board retreat with Cathy Hakala-Ausperk has been postponed until Saturday, April 2 at the Best Western Lawnfield.
- We are experiencing a decrease of in-person book club and story time attendance in December and January, which may be COVID-related. Online book club attendance has grown however.
- In the statistics charts, the "other" category includes pop-up library visits and dispersion of COVID test kits not reported elsewhere in the data, and the large number reflects a catch-up in totals for the year. Mrs. Kuonen added that libraries discussed the best way to report the extensive staff time required for handing out the State's free COVID test kits, and felt these numbers were important to include for County and State information. Mrs. Henninger added that the Library's voicemail option to check test status was convenient and easy to use.

#### **a. IT Report – Ed Mikolic**

- Mr. Mikolic stated that the back-up server is in and running and he has turned off the old server.
- The Branches phone lines are very close to changing over from AT&T to a cellular system. The Security Panel operates off of the internet but the Fire Panel will move to cellular for constant communication. The Library should see \$50-\$100 in savings per month after these changes along with increased reliability.
- Lower public computer-use numbers reflects holiday closures, pandemic-related caution, and the community's decreased need for sit-down computers as they purchase their own internet-capable devices.

#### **b. Facilities Report – Craig Mossbruger**

- Shannon Fence is working on repairing the storm-damaged fence along the drive-thru driveway.
- The drive-thru window at Main is expected to be replaced at the end of February.

- Craig reported that the light pole installation at the Lake Branch is expected mid-February.
- Library Design will be talking with the tile company on Friday regarding the media room floor issues and we hope to get some answers.
- The Mentor-on-the-Lake geese program is done for the year and resumes February 1 through August.

**C. Financial – Colleen Snyder, Fiscal Officer**

**i. Financial Reports, December 2021**

**#22-007 RESOLUTION:**

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

**#22-007  
FIANANCIAL  
REPORTS  
NOVEMBER  
2021**

Mrs. Snyder reported that the Finance Office is working on closing out the year and starting up the new year. The County has been providing predictions for this year’s revenue which Colleen is using to work with the department budgets and for preparing the final appropriations for 2022. Financial statements are being prepared to submit to the Auditor of State, due at the end of February. The CARES Act was closed out after the book lockers installation and the final grant report has been submitted.

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

**ii. Ratification of December 2021 Bills**

**#22-008 RESOLUTION:**

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

**#22-008  
RATIFICATION  
OF DECEMBER  
2021 BILLS**

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

**iii. Investments**

**#22-009 RESOLUTION:**

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

**#22-009  
INVSTMENTS  
DECEMBER 2021**

Mrs. Snyder reported that CD interest rates are slightly higher in January. The rates are not what we were getting over 2 years ago, but we are seeing some improvement.

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

**D. Board Committees**

i. **Steering Committee – Daniel Hyla – none**

**V. NEW BUSINESS - none**

**VI. UNFINISHED BUSINESS**

**A. Progress Log –**

- The upcoming Trustees’ team building and governance retreat on April 2, 2022 and Strategic Plan workshop on April 11, 2022 were reviewed.
- Mrs. Kuonen added that the plans from Library Design for interior renovations at the Headlands Branch should be coming to us in March.

**VII. PUBLIC PRESENTATION TO THE BOARD - none**

**VIII. CONTRACT AMENDMENTS**

**#22-010 RESOLUTION:**

On a motion from Mrs. Maier, seconded by Mrs. Wilcosky, the Board of Trustees of the Mentor Public Library resolved to approve the contract amendment for Cheryl Kuonen, Executive Director for 2022 as presented.

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

**#22-010  
CONTRACT  
AMENDMENT  
FOR CHERYL  
KUONEN,  
EXECUTIVE  
DIRECTOR**

**#22-011 RESOLUTION:**

On a motion from Mrs. Majikas, seconded by Mrs. Wantz, the Board of Trustees of the Mentor Public Library resolved to approve the contract amendment for Colleen Snyder, Fiscal Officer for 2022 as presented.

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

**#22-011  
CONTRACT  
AMENDMENT  
FOR COLLEEN  
SNYDER, FISCAL  
OFFICER**

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

The next meeting date is Wednesday, February 16, 2022 at the Main Library.

**X. ADJOURNMENT**

**#22-012 RESOLUTION:**

Mrs. Henninger adjourned the meeting at 5:50 p.m. without objection.

**#22-012  
ADJOURNMENT**

SUBMITTED BY: \_\_\_\_\_ Secretary

APPROVED BY:  \_\_\_\_\_ President