BOARD OF TRUSTEES
MENTOR PUBLIC LIBRARY
REGULAR BOARD MEETING HELD AT THE MENTOR-ON-THE-LAKE BRANCH
MINUTES JUNE 15, 2022

I. CALL TO ORDER/ROLL CALL: 6:04 p.m. by President, Mrs. Christine Henninger
   • Present: Christine Henninger (on Zoom), Sue Wilcosky, Sonja Maier, Melanie Majikas, Sarah Strang, Lisa Wiener
   • Staff Present: Cheryl Kuonen, Colleen Snyder, Jen Grill, Sue Fram
   • Others Present: Cailey Williams, Mentor-on-the-Lake Branch Manager; Mary Pelton, staff
     SEIU representative

Mrs. Kuonen noted that the current Open Meetings Law in effect enables Trustees attending on
Zoom to vote. This pandemic clause will expire on July 1, 2022.

II. MANAGER PRESENTATION: CAILEY WILLIAMS, MENTOR-ON-THE-LAKE BRANCH MANAGER
Ms. Williams welcomed the Trustees to the Lake Branch. Updates included increased use of the
Paulson Room, summer events scheduled at the Lake Branch, outreach, and new partnerships.
Ms. Williams stated that staff are working on increasing adult and teen programs now that the
Branch can hold larger gatherings. There is a lot of patron participation in this summer’s
activities.

III. APPROVAL OF MINUTES

   A. Approval of the Regular Meeting Minutes of May 18, 2022.

   #22-046 RESOLUTION:
   On a motion by Ms. Wiener, seconded by Mrs. Majikas, the Board resolved that the Minutes of the
   Regular Board Meeting of May 18, 2022 be adopted as presented.

   Roll Call: Ayes (6) Mrs. Maier, Mrs. Wilcosky, Mrs. Strang, Ms. Wiener, Mrs. Majikas,
   Mrs. Henninger; Nays (0). Motion carried.

IV. PUBLIC COMMENT ON AGENDA ITEMS – none

V. REPORTS

   A. President’s Report – Christine Henninger – none

   B. Library System – Cheryl Kuonen

      i. Directors Report

         a. IT Report – Mrs. Kuonen explained the recent changes by Microsoft and Google to
            improve cyber security and the resulting system modifications that will be made by
            Clevnet. In the very near future the Outlook email system will divide the Clevnet
            libraries into separate tenants and require 2-factor authorization.
Google has also implemented 2-factor authorization which impacted patron’s ability to scan and send to email. IT found a way to fix this for patrons.

b. Facilities Report – Mrs. Kuonen stated that the HVAC upgrade to replace obsolete parts is happening now and progressing throughout the Main Library.

c. Director updates –
- Mentor High School is currently involved in a 3-week parking lot project which affects the entry point into the building for The HUB. Ariel is working with the school to keep access to The HUB and sidewalk access to the holds lockers.
- Increased foot traffic because of summer reading is being reported by managers.
- Mrs. Henninger, Ms. Wiener, and Mrs. Snyder will attend new Trustee interviews next week with members of the Mentor School Board. 9 applications have been received.
- COVID test kits continue to be received and available.
- Mentor Public Library will be participating in Mentor’s July 4 parade.
- A list of changes to the Personnel Policy Manual was distributed for discussion in July.
- Mrs. Kuonen presented the proposed concept drawing for the Main staff room remodel.

d. Donations

#22-047 RESOLUTION:
On a motion by Mrs. Maier, seconded by Mrs. Wilcosky, the Board resolved to accept the Donation(s) as presented.

Roll Call: Ayes (6) Mrs. Strang, Mrs. Maier, Mrs. Majikas, Mrs. Wilcosky, Mrs. Wiener, Mrs. Henninger; Nays (0). Motion carried.

C. Financial – Colleen Snyder, Fiscal Officer

i. Financial Reports, May 2022

#22-048 RESOLUTION:
On a motion by Mrs. Maier, seconded by Mrs. Strang, the Board resolved that the Financial Reports for the month of May 2022 be accepted and filed – Cash Reconciliation, Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control Report.

Mrs. Snyder reported that the June PLF was received at $202,000, which is more than estimated for the year but down from last year’s amount of $231,000.

Roll Call: Ayes (6) Ms. Wiener, Mrs. Majikas, Mrs. Wilcosky, Mrs. Strang, Mrs. Maier, Mrs. Henninger; Nays (0). Motion carried.

ii. Ratification of May 2022 Bills

Board Meeting Minutes – June 15, 2022
#22-049 RESOLUTION:
On a motion by Mrs. Wiener, seconded by Mrs. Wilcosky, the Board resolved that the Bills paid in May 2022, evidenced by the May Voucher Summary Reports be approved.

Roll Call: Ayes (6) Mrs. Majikas, Mrs. Wiener, Mrs. Strang, Mrs. Maier, Mrs. Wilcosky, Mrs. Henninger; Nays (0). Motion carried.

i. Investments

#22-050 RESOLUTION:
On a motion by Mrs. Maier, seconded by Mrs. Strang, the Board resolved that the Investments for May 2022 be approved as presented.

Mrs. Snyder reported she received word today that interest rates will be increasing this month and again just as much in July which is good for our investments.

Roll Call: Ayes (6) Mrs. Wilcosky, Mrs. Strang, Mrs. Maier, Mrs. Majikas, Ms. Wiener, Mrs. Henninger; Nays (0). Motion carried.

D. Board Committees – Cheryl Kuonen

i. Computer Desks at the Main Library

#22-051 RESOLUTION:
On a motion by the Board Committee, seconded by Ms. Wiener,

Whereas Mentor Public Library has determined to replace/purchase select furnishings for the public computer area of the Main Library,

Now, therefore, be it resolved that the Board of Trustees of the Mentor Public Library approves the purchase of replacement/additional furnishings through Library Design Associates, Inc. as presented and detailed in the attached documentation for $53,007.00.

Mrs. Kuonen stated that, as ready-made computer desk units could not be found that would work in our space, the pieces will be designed and made by Library Design. The lead time is about 12 weeks, but can be installed in one day after the carpeting is cleaned by Facilities.

Mrs. Snyder stated that the desks were originally budgeted at $30,000, however the new cost is significantly higher at $53,000 for sturdy custom furniture. Some projects have been pushed to 2023, while other current projects are coming in under budget, so along with the contingency the increase in cost can be covered. We will continue to monitor the fund; currently the fund is under budget in total. Amounts are being re-allocated among the projects.

Roll Call: Ayes (6) Mrs. Wilcosky, Mrs. Strang, Ms. Wiener, Mrs. Majikas, Mrs. Maier, Mrs. Henninger; Nays (0). Motion carried.

VI. NEW BUSINESS
A. Main Library Close for Parking Lot Repairs

#22-052 RESOLUTION:
On a motion by Mrs. Maier, seconded by Mrs. Wilcosky, the Board of Trustees of the Mentor Public Library resolves to close to the public the Main Library (8215 Mentor Avenue) for parking lot repairs estimated to start Monday, August 15, 2022 for four (4) or more days depending on weather conditions. The Main Library will reopen as soon as safe and possible to do so. Staff will report to work during the closure.

Mrs. Kuonen explained the process of the construction and the limitations it would put on library parking as the Main Library lot is small. The decision to be made was between a 2-week construction period with limited parking or complete library closure for 4 days (dependent on weather) to complete the entire project at once. After much discussion regarding parking on gravel, dust and stone work around cars, lack of large program parking, and patron access, the Trustees decided on the 4-day close.

During the time the Main Library will be closed, Facilities staff will use the opportunity to refresh the lobby public rest rooms and IT may be able to perform the Clevnet email migration for cyber security. Other details such as ILL delivery will be worked out by possibly using the former Read property driveway and/or staff lot.

Prior to the parking lot work, and to accommodate the addition of 4 new parking spaces, a tree will be removed.

Roll Call: Ayes (6) Mrs. Strang, Ms. Wiener, Mrs. Wilcosky, Mrs. Majikas, Mrs. Maier, Mrs. Henninger; Nays (0). Motion carried.

VII. UNFINISHED BUSINESS

A. Parking Lot update – no additional update

B. Headlands Branch remodel update – Mrs. Kuonen stated that all parts needed for the remodel have been ordered and reviewed the construction timeline. The tentative start date for this project and closure of the Headlands Branch is Monday, September 26 and reopening on Monday, October 17. The project includes new carpeting, interior painting, electrical rewiring, new lighting and ceiling tiles, new shelving, and new furniture in a fresh configuration.

C. Progress Log – as presented

VIII. PUBLIC PRESENTATION TO THE BOARD – none

IX. NEXT MEETING TIME AND PLACE ANNOUNCED:
The next meeting date is Wednesday, July 20, 2022 at 6:00 p.m. and will be held at The HUB, Mentor High School

X. ADJOURNMENT
#22-052 RESOLUTION:
Mrs. Henninger adjourned the meeting at 6:41 p.m. without objection.

SUBMITTED BY: [Signature] Secretary

APPROVED BY: [Signature] President