CALL TO ORDER/ROLL CALL: 5:01 p.m. by President, Mrs. Melanie Majikas
- Present: Melanie Majikas, Daniel Hyla, Sonia Maier, Sue Wilcosky, Diane Wantz, Christine Henninger
- Excused: Terri Mervo
- Staff Present: Cheryl Kuonen, Colleen Snyder, Jen Grill, Ed Mikolic, Craig Mossbruger, Sue Fram
- Others Present: Mary Pelton, staff SEIU representative

II. MINUTES

A. Approval of the Regular Meeting Minutes of October 20, 2021.

#21-095 RESOLUTION:
On a motion by Mr. Hyla, seconded by Mrs. Wantz, the Board resolved that the Minutes of the Regular Board Meeting of October 20, 2021 be adopted as presented.

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

III. PUBLIC COMMENT ON AGENDA ITEMS – none

IV. REPORTS

A. President’s Report – Melanie Majikas
- Nominating Committee – The Officer Nominating Committee was appointed as follows: Diane Wantz, Christine Henninger, Terri Mervo.

B. Library System – Cheryl Kuonen

i. Directors Report

Director’s Updates:
- Starting with the December issue, the Library’s Cover-to-Cover newsletter will have a more professional appearance with a new layout.
- Even though COVID cases have increased, the Library will maintain current protocol for the time being.
- Representative Dan Troy had a Town Hall Meeting at the Main Library on Monday, November 15 where he discussed current issues and took questions from attendees. Rep. Troy will also have a Town Hall meeting at the Lake Branch on Saturday, November 20.
- The holds/pick up lockers will be promoted after Thanksgiving. We are currently awaiting better weather for the wrap to be applied. The wrap
will have instructions printed in the front. When placing a hold, patrons will choose “pick up at High School Lockers” and access their holds at the lockers using their library card; the appropriate door will open and item(s) will then be automatically checked out to them.

- The Main Library’s Storybook Walk was featured today for Story Walk Week on the Association of Bookmobile and Outreach Services’ FaceBook page.
- Jason posted the availability of light therapy lamps for seasonal affective disorder on one of the local community FaceBook pages and received a lot of positive comments.
- Over 3000 student library cards were dropped off this week at Mentor High.
- The Friends’ fundraiser at BJ’s Brewhouse brought in $350.

- Donations

#21-096 RESOLUTION:
On a motion by Mrs. Maier, seconded by Mrs. Wilcosky, the Board resolved to accept the donation as presented.

Mrs. Kuonen noted that many donations were received in memory of Nancy Grendze’s father and an in-kind donation was received in memory of an acquaintance of Mrs. Kuonen.

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

- IT Report – Ed Mikolic
  - Mr. Mikolic stated that he is still awaiting items on order delayed by pandemic-related materials and delivery shortages.
  - All HotSpots have been replaced by newer models. Mr. Mikolic stated that he was contacted by our representative to upgrade all the Library’s HotSpots at no cost.

- Facilities Report – Craig Mossbruger
  - The snowplow contracts are signed and salt has been purchased – all branches are ready for winter.
  - LED lighting and fixture upgrades have been completed in chosen areas of the Main Library.
  - Library Design has filed a claim with Shaw Flooring on our behalf regarding a glue issue or defect of the LVT tile leading to the Media Room at Main which has started to cup. The investigation will determine repair or replacement.
  - The Ohio Geese Control contract extends to January 2, 2022. Service will resume in February.

C. Financial – Colleen Snyder, Fiscal Officer

i. Financial Reports, October 2021
#21-097 RESOLUTION:
On a motion by Mrs. Henninger, seconded by Mrs. Wantz, the Board resolved that the Financial Reports for the month of October 2021 be accepted and filed – Cash Reconciliation, Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control Report.

Mrs. Snyder stated that revenues are coming in much higher than anticipated and expenses are lower than anticipated, creating an increase in the General Fund. The Finance Committee has reviewed the General Fund compared to the other funds and will propose transferring monies to the Building Fund in anticipation of Read property improvements and other building needs as laid out in the 2021 Reserve Replacement Study. The resolution will be brought to the Finance Committee meeting in December and then be on the agenda for the December Board meeting.

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

ii. Ratification of October 2021 Bills

#21-098 RESOLUTION:
On a motion by Mrs. Maier, seconded by Mrs. Henninger, the Board resolved that the Bills paid in October 2021, evidenced by the October Voucher Summary Reports be approved.

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

iii. Investments

#21-099 RESOLUTION:
On a motion by Mrs. Henninger, seconded by Mrs. Wantz, the Board resolved that the Investments for October 2021 be approved as presented.

Mrs. Snyder received a call from the Library’s investment broker who stated that there are some CDs coming up with higher interest rates.

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

D. Board Committees

i. Steering Committee – Daniel Hyla

• 2022 Board Meeting Dates

#21-100 RESOLUTION:
On a motion from the Steering Committee, seconded by Mrs. Wilcosky, the Board resolved to approve the 2022 Board meeting dates as presented.
Mrs. Majikas suggested that the meeting time could be changed to better accommodate Trustees’ schedules.

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

- Revised General Policy Handbook

**#21-101 RESOLUTION:**
On a motion from the Steering Committee, seconded by Mrs. Henninger, the Board resolved to approve the revised General Policy Handbook as presented.

Mrs. Kuonen reviewed the most recent changes to the policy.

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

V. NEW BUSINESS

A. Board Retreat on Saturday, January 22, 2022

Mrs. Kuonen mentioned that Paradigm is not available for the retreat date of January 22, 2022 and is looking for other suggestions for meeting space.

Monday, April 11, 2022 from 4:30-8:30 p.m. at the Main Library was suggested for the Board retreat on the Strategic Plan. The retreat hours could be adjusted if an off-site location is chosen.

VI. OLD BUSINESS

A. Progress Log – as presented

VII. EXECUTIVE SESSION

**#21-102 RESOLUTION:**
On a motion from Mrs. Wilcosky, seconded by Mrs. Henninger, 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).

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

The Board returned to the regular session at 5:49 p.m.

VIII. PUBLIC PRESENTATION TO THE BOARD – none
IX. NEXT MEETING TIME AND PLACE ANNOUNCED:
The next meeting date is Wednesday, December 15, 2021 at the Main Library.

X. ADJOURNMENT

#21-103 RESOLUTION:  
Mrs. Majikas adjourned the meeting at 5:50 p.m. without objection.

SUBMITTED BY: [Signature] Secretary

APPROVED BY: [Signature] President

#21-103 ADJOURNMENT