BOARD OF TRUSTEES
MENTOR PUBLIC LIBRARY
REGULAR BOARD MEETING
MINUTES OCTOBER 20, 2021

I. CALL TO ORDER/ROLL CALL: 5:00 p.m. by President, Mrs. Melanie Majikas
   • Present: Melanie Majikas, Daniel Hyla, Sue Wilcosky, Sonia Maier, Terri Mervo,
     Diane Wantz
   • Absent: Christine Henninger
   • Staff Present: Cheryl Kuonen, Colleen Snyder, Jen Grill, Ed Mikolic, Craig Mossbrugger,
     Sue Fram
   • Others Present: Cailey Williams, staff SEIU representative

II. MINUTES

A. Approval of the Regular Meeting Minutes of September 15, 2021.

#21-086 RESOLUTION:
On a motion by Mrs. Maier, seconded by Mrs. Wilcosky, the Board resolved that the Minutes
of the Regular Board Meeting of September 15, 2021 be adopted as presented.

Roll Call: Ayes (4) Mrs. Maier, Mrs. Wilcosky, Mrs. Wantz, Mrs. Majikas; Abstain (2):
Terri Mervo, Daniel Hyla; Nays (0). Motion carried.

III. PUBLIC COMMENT ON AGENDA ITEMS – none

IV. REPORTS

A. President’s Report – Melanie Majikas
   • Trustee Search – Mrs. Majikas and Mrs. Wilcosky will participate in the
     search for a new Trustee in partnership with the Mentor School Board.
   • Director and Fiscal Officer evaluations – The previously-used form will be
     distributed to the Trustees. Any input or changes would be appreciated so
     that a refreshed form can be done in early November.
   • Nominating Committee – The Officer Nominating Committee will be
     appointed next month for new officer nominations in January.

B. Library System – Cheryl Kuonen

   i. Directors Report

   Director’s Updates:
   • A photo of a staff member’s cat is in the Baker and Taylor 2022 calendar.
   • The Lake Branch’s Paulson meeting room is now getting public requests,
     and we look forward to more requests when hours are extended in
     November.
• The holds/pick up lockers are scheduled for installation at Mentor High School on Monday, October 25. They will be connected to the library’s ILS system, have an identifiable wrap applied, and be ready by Thanksgiving after staff are trained. Patrons will have the additional option of pick up at “Mentor lockers” when reserving items.
• Three items will be added to Progress Log next month as ongoing: the General Policy Handbook, Personnel Policy, and contract negotiations.
• Mrs. Kuonen reminded the Trustees about the Candidates and Issues Forum at the Mentor Performing Arts Center at 10:00 am on Saturday, October 23. It will not be recorded.
• Mrs. Kuonen expanded on a comment regarding the positive nature of the Library’s collaboration with the Mentor Schools by explaining that staff are working through 6000+ student library card applications which they hope to be through by January.
• OPLIN has purchased a new database – Northstar Digital Literacy Resources – which can assess a person’s computer skills and provide training and certificates. This would be available for the schools, patrons, and staff.

a. Donations

#21-087 RESOLUTION:
On a motion by Mr. Hyla, seconded by Mrs. Wantz, the Board resolved to accept the donation as presented.

Mrs. Kuonen noted that the donations, by request of the family, are in memory of former Trustee Nancy Grendze’s father. Additional donations have come in during October, for which we are grateful.

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

b. IT Report – Ed Mikolic
• The new website is up and running with a refreshed look and updated features and menus. The data migration went well and IT is working through any lingering issues.
• IT is awaiting the receipt of the Data Backup Server which has reached end of life, but they do not anticipate receiving it soon. Mr. Mikolic stated that the server was ordered early when delays were observed, but pandemic-related materials and delivery shortages are the cause.

c. Facilities Report – Craig Mossbruger
• At the Main Library, repair and painting of exterior woodwork has been completed and new shutters have been installed.
• Snow-removal contracts have been signed with Johnson’s Inc. with no big price increase, and salt has been ordered for the walkways.
• Progressive Insurance has issued a check for repair of the damage at the Headlands Branch and the library has hired a contractor who will start when the check is received.

C. Financial – Colleen Snyder, Fiscal Officer

i. Financial Reports, September 2021

#21-088 RESOLUTION:
On a motion by Mrs. Maier, seconded by Mrs. Mervo, the Board resolved that the Financial Reports for the month of September 2021 be accepted and filed – Cash Reconciliation, Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control Report.

Mrs. Snyder stated that we have received all the Levy funds for the year, exceeding estimates by $115,000. Compared to last year, Levy revenue is up by about $45,000. OLC estimated the PLF distribution through the end of the year to be more than $2,000,000, and this seems to be true. If so, the collection will be up $263,000 from last year.

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

ii. Ratification of September 2021 Bills

#21-089 RESOLUTION:
On a motion by Mrs. Wantz, seconded by Mrs. Wilcosky, the Board resolved that the Bills paid in September 2021, evidenced by the September Voucher Summary Reports be approved.

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

iii. Investments

#21-090 RESOLUTION:
On a motion by Mrs. Maier, seconded by Mr. Hyla, the Board resolved that the Investments for September 2021 be approved as presented.

Mrs. Snyder stated that interest rates are low and are anticipated to remain low for the near future. Replacements have been found for the 4 CDs coming due in October that have similar rates as previous. Investments have been spread between Star Ohio and CDs, and Mrs. Snyder noted the inclusion of the savings account balance.

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

D. Board Committees

i. Steering Committee
a. Revised General Policy Handbook – Daniel Hyla

#21-091 RESOLUTION:
On a motion from the Steering Committee, seconded by Mrs. Maier, the Board resolved to approve the revised General Policy Handbook as presented.

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

V. NEW BUSINESS - none

VI. OLD BUSINESS

A. Strategic Planning facilitators – The facilitator search has been narrowed down to Betsy Lantz of NEO/RLS, which is the result of comparing services and costs offered by the 4 facilitators being considered. Mrs. Kuonen stated that she has been in contact with Betsy who has suggested a timeline to start working on the Strategic Plan; beginning with a survey and focus groups in March followed by a Board retreat in April, staff and manager sessions, and a completed document by the end of June for Board vote.

Mrs. Mervo suggested that as the Board as a whole has not had a general retreat in several years, a January retreat would be beneficial for teambuilding and review prior to starting on the Strategic Plan. The Trustees agreed and Mrs. Kuonen will work on arrangements.

B. Progress Log – as presented

VII. PUBLIC PRESENTATION TO THE BOARD – none

VIII. NEXT MEETING TIME AND PLACE ANNOUNCED:
The next meeting date is Wednesday, November 17, 2021 at the Main Library.

IX. ADJOURNMENT

#21-092 RESOLUTION:
Mrs. Majikas adjourned the meeting at 5:28 p.m. without objection.

SUBMITTED BY: [Signature] Secretary

APPROVED BY: [Signature] President

Board Meeting Minutes – October 20, 2021