

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

- I. **CALL TO ORDER/ROLL CALL:** 6:02 p.m. by President, Mrs. Christine Henninger
- *Present:* Christine Henninger, Sue Wilcosky, Sonja Maier, Melanie Majikas, Sarah Strang, Lisa Wiener, Thomas Davis
  - *Staff Present:* Cheryl Kuonen, Colleen Snyder, Jen Grill, Sue Fram
  - *Others Present:* Mary Pelton, staff SEIU Representative

II. **APPROVAL OF MINUTES**

- A. **Approval of the Regular Meeting Minutes of October 19, 2022.**

**#22-093 RESOLUTION:**

On a motion by Mrs. Wiener, seconded by Mrs. Maier, the Board resolved that the Minutes of the Regular Board Meeting of October 19, 2022 be adopted as corrected.

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

**#22-093  
APPROVAL OF  
THE REGULAR  
BOARD MEETING  
MINUTES OF  
OCTOBER 19, 2022**

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

IV. **REPORTS**

A. **President's Report**

The Officer Nominating Committee was appointed as follows: Sonja Maier and Lisa Wiener.

B. **Library System – Cheryl Kuonen**

i. **Directors Report**

a. **Director updates**

- Mrs. Kuonen reviewed an incident that occurred at the Main Library today.
- Various contractors will be coming to Main by appointment for walk-throughs ahead of submitting bids for the second-floor staff area redesign.
- Staff Development Day is Friday, December 2. A speaker has been scheduled to present a talk on Intellectual Freedom.
- Mrs. Kuonen and Mrs. Grill attended the NEO-RLS Annual Membership Meeting on November 16, 2022 in Warren, OH. They attended a presentation regarding the increase of book challenges.
- Costs for Clevnet for 2023 have been received and are based on statistics from October 1, 2021 to September 30, 2022 in 4 categories: total inventory, active users, square footage, and total circulation. A chart in Mrs. Kuonen's report shows current year statistics as compared with those of pre-pandemic

2019. It is possible that our costs may go up due to our library doing so well, however MPL joined Clevnet in May of 2019 and we do not know how our costs were calculated at that time.

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

**i. Financial Reports, October 2022**

**#22-094 RESOLUTION:**

On a motion by Mrs. Maier, seconded by Mrs. Wiener, the Board resolved that the Financial Reports for the month of October 2022 be accepted and filed – Cash Reconciliation, Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control Report.

**#22-094  
FINANCIAL  
REPORTS  
OCTOBER 2022**

Mrs. Snyder stated that the PLF numbers were received earlier this week and the amount is up again higher than estimates for the month.

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

**ii. Ratification of October 2022 Bills**

**#22-095 RESOLUTION:**

On a motion by Mrs. Majikas, seconded by Mrs. Strang, the Board resolved that the Bills paid in October 2022, evidenced by the October Voucher Summary Reports be approved.

**#22-095  
RATIFICATION  
OF OCTOBER 2022  
BILLS**

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

**iii. Investments**

**#22-096 RESOLUTION:**

On a motion by Mrs. Majikas, seconded by Mrs. Wilcosky, the Board resolved that the Investments for October 2022 be approved as presented.

**#22-096  
INVESTMENTS  
OCTOBER 2022**

Mrs. Snyder noted that the interest rates started out at 4% at the beginning of November and have risen to 4.5% and continue to increase. Mrs. Snyder stated that she will be looking at balances in each of the investment types and evaluating interest rates.

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

**D. Board Committees – Cheryl Kuonen**

**i. Approval of Board Meeting Dates for 2023**

**#22-097 RESOLUTION:**

On a motion by the Committee, seconded by Mrs. Henninger, the Mentor Public Board of Trustees resolved to approve the 2023 Board meeting dates as presented.

**#22-097  
APPROVAL OF  
BOARD MEETING  
DATES FOR 2023**

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

ii. Approval of GPD Feasibility Study

**#22-098 RESOLUTION:**

On a motion by Mrs. Wiener, seconded by Mrs. Strang, the Mentor Public Board of Trustees resolved to approve the proposal as presented from GPD Group to conduct a feasibility study on expansion options for the Mentor Public Library.

**#22-098  
APPROVAL OF  
GPD GROUP  
FEASIBILITY STUDY**

This study will not involve or impact the staff restroom project. It's current location would be difficult and expensive to move due to the building's plumbing location.

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

iii. Approval of One-Time Lump Sum

**#22-099 RESOLUTION:**

On a motion by the Committee, seconded by Mrs. Henninger, the Mentor Public Library Board of Trustees resolved to approve the following:

**#22-099  
APPROVAL OF  
ONE-TIME  
LUMP SUM**

1. The Board of Trustees of Mentor Public Library, to reward and retain employees, is providing a one-time lump sum retention bonus of one thousand (\$1,000.00) dollars subject to the following conditions:
  - a. The one-time lump sum shall be paid to all full-time, 40-hour per week, employees.
  - b. All part-time employees shall be paid a prorated one-time lump sum based on their weekly budgeted hours.
  - c. To be eligible for the full amount, all full-time and part-time employees must have begun working for the Mentor Public Library on or before January 1, 2022.
  - d. All full-time and part-time employees who began working after January 1, 2022 shall be eligible for the one-time lump sum on a prorated basis based on the month they began working.
  - e. Those in probation on January 1, 2023 who have not received their 45-day review are ineligible for the one-time lump sum.
  - f. The one-time lump sum shall be paid on the last pay of 2022.
  - g. The one-time lump sum is not earnable salary, not based on the percentage of any employee's salary and is not pensionable.

The last paycheck of 2022 is on December 30. Following Board approval of this resolution, the same language will require sign-off by SEIU for bargaining unit staff.

Roll Call: Ayes (5) Mrs. Majikas, Mrs. Maier, Mr. Davis, Mrs. Wiener, Mrs. Henninger; Nays (2) Mrs. Strong, Mrs. Wilcosky. Motion carried.

V. NEW BUSINESS – none presented

VI. UNFINISHED BUSINESS -

A. Progress Log – As presented

VII. EXECUTIVE SESSION

**#22-100 RESOLUTION:**

On a motion by Mrs. Maier, seconded by Mr. Davis, the Mentor Public Library Board of Trustees moved to enter into executive session for matters of employment pursuant to Ohio Revised Code 121.22 (G) (1).

**#22-100  
EXECUTIVE  
SESSION**

Roll Call: Ayes (7) Mrs. Strong, Mrs. Wilcosky, Mrs. Majikas, Mrs. Maier, Mrs. Wiener, Mr. Davis, Mrs. Henninger; Nays (0). Motion carried.

The Mentor Public Library Board of Trustees moved into Executive Session at 6:24 p.m.  
Mrs. Kuonen joined the Executive Session at 6:28 p.m.  
Mrs. Kuonen left the Executive Session at 6:29 p.m.  
The Board of Trustees left Executive Session at 6:31 p.m. and resumed regular session.

VIII. PUBLIC PRESENTATION TO THE BOARD – none

IX. NEXT MEETING TIME AND PLACE ANNOUNCED:

The next meeting is at 6:00 p.m. on Wednesday, December 21, 2022 at the Main Library.

X. ADJOURNMENT

**#22-101 RESOLUTION:**

Mrs. Henninger adjourned the meeting at 6:32 p.m. without objection.

**#22-101  
AJOURNMENT**

SUBMITTED BY: *Sonja M. Maier* Secretary

APPROVED BY:  President