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

I. CALL TO ORDER/ROLL CALL: 5:36 p.m. by Vice President, Mrs. Sue Wilcosky
   • Present: Sue Wilcosky, Sonja Maier, Daniel Hyla, Melanie Majikas, Sarah Strang, Lisa Wiener
   • Excused: Christine Henninger (arrived at 5:39 p.m.)
   • Staff Present: Cheryl Kuonen, Colleen Snyder, Jen Grill, Ed Mikolic, Sue Fram
   • Others Present: Pam Rose, staff Notary; Mary Pelton, staff SEIU representative

II. SWEARING IN OF TRUSTEE LISA WIENER
   The swearing-In of Ms. Wiener was conducted by Mrs. Rose. Ms. Wiener’s term will run March 2022 through December 2025.

III. APPROVAL OF MINUTES

   A. Approval of the Regular Meeting Minutes of February 16, 2022.

#22-024 RESOLUTION:
   On a motion by Mrs. Majikas, seconded by Mrs. Strang, the Board resolved that the Minutes of the Regular Board Meeting of February 16, 2022 be adopted as presented.

Christine Henninger arrived at 5:39 p.m.

Roll Call: Ayes (5) Mrs. Wilcosky, Mrs. Strang, Mr. Hyla, Mrs. Majikas, Mrs. Henninger; Abstain (2) Mrs. Maier, Mrs. Wiener; Nays (0). Motion carried.

IV. PUBLIC COMMENT ON AGENDA ITEMS – none

V. REPORTS

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

   B. Library System – Cheryl Kuonen

      i. Directors Report

         Director’s Updates:
         • The replacement window for Main’s drive-thru will be installed on Friday, March 18 and the drive-thru will be temporarily closed during the construction.
         • In April, MPL will be offering the iVOX app for kids which encourages reading. The story is read aloud while the book pictures come to life to act out the story.
         • Strategic Planning – The survey is now closed with 781 participants, which is over 100 more than the last time. Focus groups are being conducted with students at Mentor High School and Memorial Middle School, and on April 19
MPL staff will meet with NEO/RLS. Trustees have scheduled retreats on April 2 and April 11 at the Best Western Lawnfield Skye Restaurant.

- Trustees are asked to advise Mrs. Kuonen if they are interested in attending one of the upcoming OLC Trustee Dinners.
- Administration is awaiting the Personnel Policy draft from the Library’s attorney.
- Statewide delivery service by STAT Courier will be terminated on April 15. Priority Dispatch has been reinstated and will begin service on April 18. Beginning April 4, STAT will be making deliveries only and will not pick up, and libraries may need to deliver between themselves temporarily. Although delivery between the Lake County libraries is good because of our helpful driver Mike, a backlog is causing delivery delays from certain library systems.
- Circulation numbers are slightly down for February due to the delayed delivery issue but also due to a snowstorm when our libraries were closed for a day and travel was hazardous the next few days, causing temporarily low patron visits.
- On March 11 students from Shore Middle School, and on March 31 students from Memorial Middle School are participating in Make-a-Difference Day at Main. Students are making a card and craft for home bound patrons.
- Mrs. Kuonen and Ms. Pelton described the OZBOT coding robots, now available for checkout from our Library of Things.
- Main Childrens Dept. had 5 successful chicks hatch which will be picked up on Sunday, March 20.

a. IT Report – Ed Mikolic
   - POTS (Plain Old Telephone Service) have been swapped out at all locations. Security and fire panels have been switched to either cellular or internet. FAX machines should work better.
   - 2022 projects are being prioritized.
   - Additional computer stations were reopened at Main and Lake libraries.

b. Facilities Report – Cheryl Kuonen for Craig Mossbruger
   - We do not yet have estimated arrival-on-site and installation dates for the 2 new/replacement light poles for the Lake Branch.
   - Progress has been slow for the Headlands Branch project as staff reconfigurations are taking place at Library Design, however the designer is starting to work with us on selections. The project is expected to be completed this year.

c. Donations

#22-025 RESOLUTION:
On a motion by Mrs. Maier, seconded by Mrs. Wilcosky, the Board resolved to accept the donation(s) as presented.

Mrs. Kuonen noted the donation from former Trustee Diane Wantz in memory of Mary Lou Hengst.

Roll Call: Ayes (7) Mrs. Strang, Mrs. Maier, Mrs. Majikas, Mrs. Wilcosky, Mrs. Wiener, Mr. Hyla, Mrs. Henninger; Nays (0). Motion carried.
C. Financial – Colleen Snyder, Fiscal Officer

i. Financial Reports, February 2022

**#22-026 RESOLUTION:**
On a motion by Mrs. Majikas, seconded by Mr. Hyla, the Board resolved that the Financial Reports for the month of February 2022 be accepted and filed – Cash Reconciliation, Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control Report.

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

ii. Ratification of February 2022 Bills

**#22-027 RESOLUTION:**
On a motion by Mrs. Maier, seconded by Mrs. Strang, the Board resolved that the Bills paid in February 2022, evidenced by the February Voucher Summary Reports be approved.

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

iii. Investments

**#22-028 RESOLUTION:**
On a motion by Mrs. Strang, seconded by Mrs. Majikas, the Board resolved that the Investments for February 2022 be approved as presented.

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

iv. 2022 APPROPRIATIONS

**#22-029 RESOLUTION:**
On a motion by Mr. Hyla, seconded by Mrs. Strang, the Board resolved that the 2022 Annual Appropriations be approved as presented.

Mrs. Snyder stated that in the time since the 2022 Appropriations were reviewed last week in committee, the LSTA Grant monies were received in the amount of $1,234 and added into the 2022 Appropriations under the Special Revenue Fund.

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

D. Board Committee

i. Motion to Approve Contract with CT for Main Parking Lot
#22-030 RESOLUTION:
On a motion by Mrs. Wiener, seconded by Mrs. Majikas, the Mentor Public Library Board of Trustees resolved to authorize the following legal notice to bidders for the Main parking lot project:

**ADVERTISEMENT FOR BIDS/PUBLIC NOTICE TO BIDDERS**

Sealed bids will be received at the at the Mentor Public Library, 8215 Mentor Avenue, Mentor, Ohio 44060 until 12:00 p.m. on May 6, 2022 and will be opened and read immediately thereafter for the

**MAIN PARKING LOT PAVEMENT IMPROVEMENTS**

**COMPLETION DATE: JULY 29, 2022**

The bid specifications, drawings, plan holders list, addenda, and other bid information (but not the bid forms) may be viewed and/or downloaded for free via the internet at https://bids.ctconsultants.com. The bidder shall be responsible to check for Addenda and obtain same from the web site.

Bids must be in accordance with drawings and specifications and on forms available from CT Consultants, Inc. at a non-refundable cost of One Hundred Twenty-Five Dollars ($125.00). Documents may be ordered by registering and paying online at https://bids.ctconsultants.com. Please contact planroom@ctconsultants.com or call (440) 530-2395 if you encounter any problems viewing, registering or paying for the documents.

Publish: The News Herald

April 22, 2022

April 29, 2022

The ad for bids will be posted on the weekend after the Easter Holiday. Bids will be opened at 12 noon on Friday, May 6 at the Main Library. CT Consultants will then review the bids and advise the Board of their recommended most qualified and lowest contractor, which will be voted on at the May Board meeting. The ad specifies that the work is to be completed by July 29, 2022 and is expected to be approximately a 2-week project.

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

VI. **NEW BUSINESS** - none

VII. **UNFINISHED BUSINESS**

A. Progress Log – as presented

VIII. **PUBLIC PRESENTATION TO THE BOARD** – none
IX. **NEXT MEETING TIME AND PLACE ANNOUNCED:**
   The next meeting date is Wednesday, April 20, 2022 at the Main Library.

The Trustees changed the monthly Board Committee meeting to the 2nd Thursday of each month at 6:00 p.m. to accommodate members' schedules. The next meeting will be on Thursday, April 14.

X. **ADJOURNMENT**

**#22-031 RESOLUTION:**
Mrs. Henninger adjourned the meeting at 6:02 p.m. without objection.

SUBMITTED BY: ___________________________ Secretary

APPROVED BY: ___________________________ President