BOARD OF TRUSTEES
MENTOR PUBLIC LIBRARY
REGULAR BOARD MEETING
MINUTES MAY 18, 2022

I. CALL TO ORDER/ROLL CALL: 5:29 p.m. by President, Mrs. Christine Henninger
   • Present: Christine Henninger, Sue Wilcosky, Sonja Maier, Daniel Hyla, Melanie Majikas,
     Sarah Strang, Lisa Wiener
   • Staff Present: Cheryl Kuonen, Colleen Snyder, Jen Grill, Ed Mikolic, Craig Mossbruger, 
     Sue Fram
   • Others Present: Kim Sidorick, Childrens Services Manager; Mary Pelton, staff SEIU representative

II. MANAGER PRESENTATION: KIM SIDORICK, CHILDRENS SERVICES
   Ms. Sidorick presented to the Board, inviting the Trustees to see the Childrens Department’s
   improvements and decorations for Summer Reading, and reviewed past years’ Summer
   Reading sign-ups, daycare visits, and expectations for upcoming program attendance.

III. APPROVAL OF MINUTES
   A. Approval of the Regular Meeting Minutes of April 20, 2022.

#22-037 RESOLUTION:
On a motion by Mrs. Maier, seconded by Mrs. Strang, the Board resolved that the Minutes of the
Regular Board Meeting of April 20, 2022 be adopted as presented.

Roll Call: Ayes (4) Mrs. Maier, Mrs. Strang, Mrs. Wiener, Mrs. Henninger; Abstain (3)
Mrs. Wilcosky, Mr. Hyla, Mrs. Majikas; Nays (0). Motion carried.

IV. PUBLIC COMMENT ON AGENDA ITEMS – none

V. REPORTS
   A. President’s Report – Christine Henninger
   Mrs. Henninger announced the resignation of Mr. Daniel Hyla as a Mentor Public Library
   Trustee due to his upcoming relocation and stated that Mr. Hyla has had good
   contributions to the Board team and will be missed. Mr. Hyla stated that he served on the
   Board for 3 ½ years and that it has been a privilege to give back to the Mentor community;
   he wishes everyone the best of luck.

   Mrs. Kuonen reviewed the Trustee appointment procedure as the Mentor School Board is
   the Library’s taxing authority. A press release announcing the request for Library Board
   applicants will go out on Friday, May 20, 2022. Interviews being held the week of June 20
   will include 2 School Board members, Mrs. Snyder (attending in Mrs. Kuonen’s absence),
   Mrs. Henninger, and Mrs. Wiener.

   Anyone interested in applying for the Trustee position should contact the Mentor School
   Board office.

Board Meeting Minutes – May 18, 2022
B. Library System – Cheryl Kuonen

i. Directors Report

Director’s Updates:

- Mrs. Kuonen stated that the library managers met today and worked on SMART goals for the Strategic Plan. Action items will be discussed at their next meeting in 2 weeks.
- The Childrens Department has been cleverly decorated for Summer Reading in the theme of *Oceans of Possibilities*.
- May clean-up month is going well and a dumpster has been ordered for disposal.
- Channel 5 met today with Mentor community members. Participating representatives include persons from the Mentor Area Chamber of Commerce, City of Mentor, Mentor Public Library, Mentor Police and Mentor Fire departments, AWT, and Mentor High School. This reach-out from Channel 5 is to express their interest pursuing human interest stories from Cleveland’s East side.
- The hold lockers are scheduled to be repaired tomorrow. Having been damaged over the winter by a snowblower, the manufacturer will be sanding, repairing, and repainting areas that were scuffed. We are reaching out to FastSigns for replacement of the wrap in the repair areas.
- The Mark Twain program on Monday evening went well and received favorable comments, and the speaker will be back for 2 more programs this year.
- Dinner and a Dialogue was well-attended on April 19.

a. IT Report – Ed Mikolic, IT Manager

- Mr. Mikolic reported IT is in the process of completing systems replacements.
- Half of the receipt printer order and all of the bar code scanners have been received.
- IT is working on training on the new smartboard for library staff so they will feel comfortable including its use in programs.

b. Facilities Report – Cheryl Kuonen for Craig Mossbruger, Facilities Manager

- Facilities has been working on sprucing up the childrens story time room before the start of June story times by replacing lights, painting, replacing ceiling tiles, and cleaning floors.
- The Paulson Room at the Lake Branch has been getting good use by both staff and outside organizations. No further parking issues have been experienced after the roller rink was contacted. “Library Parking Only” signs have been installed.

c. Donations

Donations have been received in memory of a long-time Headlands Branch patron.

Mrs. Kuonen explained the process of adding books to the Library’s collection which were published by local authors.
#22-038 RESOLUTION:
On a motion by Mrs. Wiener, seconded by Mrs. Wilcosky, the Board resolved to accept the Donations as presented.

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, April 2022

#22-039 RESOLUTION:
On a motion by Mrs. Strang, seconded by Mrs. Maier, the Board resolved that the Financial Reports for the month of April 2022 be accepted and filed – Cash Reconciliation, Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control Report.

Mrs. Snyder explained that the PLF for May was distributed in the approximate amount of $260,000, the highest received in recent years.

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 April 2022 Bills

#22-040 RESOLUTION:
On a motion by Mrs. Wiener, seconded by Mr. Hyla, the Board resolved that the Bills paid in April 2022, evidenced by the April 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

#22-041 RESOLUTION:
On a motion by Mrs. Maier, seconded by Mr. Hyla, the Board resolved that the Investments for April 2022 be approved as presented.

Mrs. Snyder reported that 3 CDs will be maturing in the month of June and will be replaced with 3 CDs that are hoped to have the higher interest rates seen in recent purchases.

Roll Call: Ayes (7) Mrs. Wilcosky, Mrs. Strang, Mrs. Maier, Mr. Hyla, Mrs. Majikas, Mrs. Wiener, Mrs. Henninger; Nays (0). Motion carried.
   iv. 2023 Tax Budget

#22-042 RESOLUTION:
On a motion by Mrs. Majikas, seconded by Mrs. Strang, the Board resolved that, whereas the State/County requires that the Library submit a budget delineating the need for the collection of the voted library milage,
Now, therefore, be it resolved that the attached 2023 Tax Budget be adopted and referred to the School Board for submission to the County.

Mrs. Snyder stated that this is an annual resolution that is sent to the Mentor Schools, the Library’s taxing authority, and then sent on to the County Commissioners for their approval. This resolution reiterates that the Library does need to continue collecting on the levy.

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

D. Board Committees – Cheryl Kuonen

i. Main Parking Lot Contractor

#22-043 RESOLUTION:
On a motion by Mrs. Majikas, seconded by Mrs. Strang, the Mentor Public Library Board of Trustees resolved to authorize the Director of Mentor Public Library to execute a contract with Ohio Paving & Construction Company, Inc. in the amount of $171,580.76 (includes $9,000 contingency) plus an additional $13,795.41 for the alternate bid (add 4 additional parking spaces) for a total of $185,376.17 for the renovation of the Main Library parking lot project upon CT Consultant’s recommendation of Ohio Paving & Construction Company, Inc as the lowest responsible bidder and pending final contract approval from the prosecutor.

Mrs. Kuonen stated that 2 companies submitted bids opened on May 6. CT Consultants reviewed the bids and sent a letter of recommendation for Ohio Paving & Construction Company of Willoughby, Ohio. The Committee recommends including the alternate addition of 4 parking spaces.

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

ii. Headlands Branch Remodel

#22-044 RESOLUTION:
On a motion by Mrs. Maier, seconded by Mrs. Wilcosky, the Board resolved that, whereas Mentor Public Library has determined to replace/purchase select furnishings for the Headlands Branch 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.

Mrs. Kuonen stated that estimates for the remodel at the Headlands Branch are higher than budgeted and as furniture quantities are low, volume discounts do not apply. The Headlands Branch has been building local community relationships and had a record month for attendance in April.

Roll Call: Ayes (7) Mrs. Wilcosky, Mrs. Strang, Mrs. Wiener, Mrs. Majikas, 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:**
A discussion was held regarding Regular Board and Committee meeting dates and times with regards to Trustees' schedule conflicts. The Trustees decided that all June, July, and August meetings will begin at 6:00 p.m.

   Regular Board meetings:
   • The next meeting date is Wednesday, June 15, 2022 at 6:00 p.m. and will be held at the Lake Branch.
   • The Wednesday, July 20, 2022 meeting will be held at The HUB at Mentor High School at 6:00 p.m.
   • The Wednesday, August 17, 2022 meeting will be held at the Main Library at 6:00 p.m.

   Committee meetings will be held on the 2nd Wednesday of the month at 6:00 p.m. at the Main Library.

X. **ADJOURNMENT**

#22-045 RESOLUTION:
Mrs. Henninger adjourned the meeting at 6:10 p.m. without objection.

SUBMITTED BY: \textit{Songi In Massi} Secretary

APPROVED BY: \textit{President}