BOARD OF TRUSTEES
MENTOR PUBLIC LIBRARY
REGULAR BOARD MEETING
MINUTES SEPTEMBER 15, 2021

I. CALL TO ORDER/ROLL CALL: 4:58 p.m. by President, Mrs. Melanie Majikas
   • Present: Melanie Majikas, Sonia Maier, Diane Wantz, Sue Wilcosky
   • Excused: Daniel Hyla, Terri Mervo, Christine Henninger
   • Staff Present: 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 August 18, 2021.

#21-078 RESOLUTION:
On a motion by Mrs. Maier, seconded by Mrs. Wilcosky, the Board resolved that the Minutes of the Work Session/Special Meeting of August 18, 2021 be adopted as presented.

Roll Call: Ayes (4) Mrs. Wantz, Mrs. Maier, Mrs. Wilcosky, Mrs. Majikas; Nays (0). Motion carried.

B. Regular Board Meeting August 18, 2021

#21-079 RESOLUTION:
On a motion by Mrs. Wantz, seconded by Mrs. Maier, the Board resolved that the Minutes of the Regular Board Meeting of August 18, 2021 be adopted as presented.

Roll Call: Ayes (4) Mrs. Maier, Mrs. Wilcosky, Mrs. Wantz, Mrs. Majikas; Nays (0). Motion carried.

III. PUBLIC COMMENT ON AGENDA ITEMS – none

IV. REPORTS

   A. President’s Report – Melanie Majikas
      Mrs. Majikas congratulated the staff on the first place award for their float in the CityFest parade.

      Mrs. Snyder responded to a question regarding the pick-up lockers, stating that the site visit went well and the lockers are supposed to be in place by the end of September.

   B. Library System – Jen Grill, Deputy Director for Cheryl Kuonen
      i. Directors Report
Director’s Updates – Jen Grill, Deputy Director for Cheryl Kuonen
Mrs. Grill stated that 1200 COVID test kits were received today, and another order is in for more. The limit is 4 per car. Schools should contact the Governor’s Office directly for supply.

a. Donations

#21-080 RESOLUTION:
On a motion by Mrs. Wantz, seconded by Mrs. Wilcosky, the Board resolved to accept the donation as presented.

Mrs. Fram added that the donation comes from a long-time library patron who holds her book group meetings at the library.

Roll Call: Ayes (4) Mrs. Maier, Mrs. Wilcosky, Mrs. Wantz, Mrs. Majikas; Nays (0). Motion carried.

b. IT Report – Ed Mikolic
   - 2 door counters are now in place at the Lake Branch – one at the front entrance and the other at the Paulson Room exterior entrance.
   - Mr. Mikolic responded to a question regarding computer availability at Main, stating that 15 computers are available to the public – the other 10 are in place but turned off to provide spacing due to COVID. In the Childrens area 2 computers are available. 12 laptops are also available when computers are all occupied during busy times.
   - There is no explanation why computer usage is down; Mr. Mikolic stated the usage fluctuates month to month.

c. Facilities Report – Craig Mossbruger
   - Ohio Geese Control is doing an effective job at the Lake Branch, and come several times a day. The last 2 reports stated there were zero geese. The parking lot is much cleaner.
   - Repair and painting at the Main Library is expected to be completed in the next few weeks and new shutters will be installed soon.
   - Several interior doors at Main have been repaired recently.
   - The issue to repair the RV roof damage at the Headlands Branch is in process between the 2 insurance companies. Mr. Mossbruger is hoping the repair will be completed before winter to avoid further damage from ice.

C. Financial – Colleen Snyder, Fiscal Officer

i. Financial Reports, August 2021

#21-081 RESOLUTION:
On a motion by Mrs. Maier, seconded by Mrs. Wilcosky, the Board resolved that the Financial Reports for the month of August 2021 be accepted and filed – Cash Reconciliation,
Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control Report.

Mrs. Snyder added that the September PLF distribution has been received and was higher than budgeted, and the total State revenue is higher than anticipated. However the sales tax portion of the General Fund revenues are down and will be watched closely by the State, as sales tax revenue is an indicator of consumer confidence. The second half levy distribution came in slightly higher than budgeted, so overall at the end of the year we will be $100,000+ over what was anticipated for distributions.

Roll Call: Ayes (4) Mrs. Wantz, Mrs. Wilcosky, Mrs. Maier, Mrs. Majikas; Nays (0). Motion carried.

   ii. Ratification of August 2021 Bills

#21-082 RESOLUTION:
On a motion by Mrs. Maier, seconded by Mrs. Wantz, the Board resolved that the Bills paid in August 2021, evidenced by the August Voucher Summary Reports be approved.

The final payment has been made for the Mentor-on-the-Lake Branch which was releasing the retainage, so the addition is fully paid.

Roll Call: Ayes (4) Mrs. Wantz, Mrs. Maier, Mrs. Wilcosky, Mrs. Majikas; Nays (0). Motion carried.

   iii. Investments

#21-083 RESOLUTION:
On a motion by Mrs. Wantz, seconded by Mrs. Wilcosky, the Board resolved that the Investments for August 2021 be approved as presented.

Mrs. Snyder stated that interest rates and inventories remain very low but a significant amount of money has been moved into STAR Ohio, so there is a balance between STAR Ohio Investments and CD Investments and it will remain that way until interest rates increase.

Roll Call: Ayes (4) Mrs. Wilcosky, Mrs. Maier, Mrs. Wantz, Mrs. Majikas; Nays (0). Motion carried.

   iv. Budget Commission Resolution

#21-084 RESOLUTION:
On a motion by Mrs. Maier, seconded by Mrs. Wantz, the Mentor Public Library Board of Trustees resolved to approve the amounts and rates as determined by the Budget Commission and authorize the necessary tax levies and certify such to the County Auditor as presented.

Mrs. Snyder explained that the Lake County Budget Commission approved the Library's 2022 Tax Budget. This resolution authorizes the County Auditor to collect the 2 mil levy.
Roll Call: Ayes (4) Mrs. Wilcosky, Mrs. Wantz, Mrs. Maier, Mrs. Majikas; Nays (0). Motion carried.

D. Board Committees

   i. Steering Committee – Steering did not meet in September, no updates

V. NEW BUSINESS - none

VI. OLD BUSINESS

   A. Strategic Planning facilitators – Mrs. Grill stated that one quote has been received and we are awaiting several other quotes.

   A. COVID – no updates

   B. Progress Log – Mrs. Majikas requested that the Replacement Reserve Study be moved to the Ongoing tasks.

VII. PUBLIC PRESENTATION TO THE BOARD – none

VIII. NEXT MEETING TIME AND PLACE ANNOUNCED: The next meeting date is Wednesday, October 20, 2021 at the Main Library.

IX. ADJOURNMENT

#21-085 RESOLUTION: Mrs. Majikas adjourned the meeting at 5:15 p.m. without objection.

SUBMITTED BY: ___________________________ Secretary

APPROVED BY: ___________________________ President