

**BOARD OF TRUSTEES
MENTOR PUBLIC LIBRARY
REGULAR BOARD MEETING HELD AT THE LAKE BRANCH
MINUTES ~~SEPTEMBER 21~~ OCTOBER 19, 2022**

- I. **CALL TO ORDER/ROLL CALL:** 6:00 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:* Josh Sebrasky, Manager Headlands Branch; Mary Pelton, staff SEIU Representative

- II. **MANAGER PRESENTATION: JOSH SEBRASKY, HEADLANDS BRANCH MANAGER**
Mr. Sebrasky highlighted the recent reopening of the Headlands Branch after renovations took place earlier this month, and increased programming and attendance at the Branch.

III. **APPROVAL OF MINUTES**

- A. Approval of the Regular Meeting Minutes of August 17, 2022.

#22-081 RESOLUTION:

On a motion by Mrs. Strang, seconded by Mrs. Majikas, the Board resolved that the Minutes of the Regular Board Meeting of August 17, 2022 be adopted as presented.

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

**#22-081
APPROVAL OF
THE REGULAR
BOARD MEETING
MINUTES OF
AUGUST 17, 2022**

- B. Approval of the Regular Meeting Minutes of September 21, 2022.

#22-082 RESOLUTION:

On a motion by Mrs. Maier, seconded by Mrs. Wilcosky, the Board resolved that the Minutes of the Regular Board Meeting of September 21, 2022 be adopted as presented.

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

**#22-082
APPROVAL OF
THE REGULAR
BOARD MEETING
MINUTES OF
SEPTEMBER 21,
2022**

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

V. **REPORTS**

- A. **President's Report** – no report
- B. **Library System** – Cheryl Kuonen
- i. **Donations**

#22-083 RESOLUTION:

On a motion by Mrs. Maier, seconded by Mrs. Wilcosky, the Board resolved to accept the Donation(s) as presented.

**#22-083
DONATIONS**

Mrs. Kuonen expressed her thanks to Paul Abbey for his donation of 4 ‘Albert F. Holden’ lilac shrubs to replace a portion of the lilac hedge at the Main Library. (The lilacs were removed when neighbors took down a large oak tree.)

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

ii. Directors Report

a. Director updates

- Eclipse glasses are being ordered to supplement free glasses being provided to libraries across the country for the April 8, 2024 Total Solar Eclipse.
- The excessive geese situation appears to be under control at the Lake Branch following an ordinance passed by Mentor-on-the-Lake City Council which added the Canada Goose to the list of nuisance animals and prohibits feeding them.
- Changes to staff health insurance rates and coverage, which is provided by Mentor Schools, are coming in January 2023 and staff are invited to join a zoom meeting on November 1 for more information.
- The seed library continues to be popular at the Main Library. Seeds are donated by patrons and supplemented by library-purchased seed.

C. Financial – Colleen Snyder, Fiscal Officer

i. Financial Reports, September 2022

#22-084 RESOLUTION:

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

**#22-084
FINANCIAL
REPORTS
SEPTEMBER 2022**

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 September 2022 Bills

#22-085 RESOLUTION:

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

**#22-085
RATIFICATION
OF SEPTEMBER
2022 BILLS**

Mrs. Snyder noted that the last payment has been made on the Main Library parking lot resurfacing and the project came in almost \$40,000 under budget.

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

iii. Investments

#22-086 RESOLUTION:

On a motion by Mrs. Maier, seconded by Mr. Davis, the Board resolved that the Investments for September 2022 be approved as presented.

**#22-086
INVESTMENTS
SEPTEMBER 2022**

Mrs. Snyder drew attention to the increase in CD interest rates which are now at 4% and the Star Ohio investment rates are now around 3%.

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 Grade/Pay Rate for New Position

#22-087 RESOLUTION:

On a motion by Mrs. Wiener, seconded by Mrs. Wilcosky, the Mentor Public Board of Trustees resolved to approve the grade of the non-bargaining unit positions Marketing Manager (formerly the Community Outreach Manager) and the new position of Partnership & Development Manager to Grade 13 (\$21.65 to \$34.89).

**#22-087
APPROVAL OF
GRADE/PAY RATE
FOR NEW POSITION**

This resolution denotes a change in title for a current position and the creation of a new position to accommodate goals outlined in the Board's new Strategic Plan with regards to outreach and development in our community.

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

ii. Authorization to Advertise for Sealed Bids for Staff Room - revised

#22-088 RESOLUTION:

On a motion by Mr. Davis, seconded by Mrs. Strang, the Mentor Public Library Board of Trustees resolved to authorize the (revised) legal notice to bidders for the Main staff room renovation project:

**#22-088
AUTHORIZATION
TO ADVERTISE FOR
SEALED BIDS**

ADVERTISEMENT FOR BIDS/PUBLIC NOTICE TO BIDDERS

Sealed bids will be received at the Mentor Public Library, 8215 Mentor Avenue, Mentor, Ohio 44060 until 12:00 p.m. on November 30, 2022 and will be opened and read immediately thereafter for the

2nd FLOOR STAFF IMPROVEMENTS

OPINION OF PROBABLE CONSTRUCTION COST: \$250,000.00

COMPLETION DATE: MAY 26, 2023

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 Dollars (\$100.00). 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.

There will be a Pre-bid Conference on November 21, 2022 at 10:00 a.m. at the Mentor Public Library, 8215 Mentor Ave., Mentor, OH 44060.

Publish: *The News Herald*
November 14, 2022
November 21, 2022

Mrs. Kuonen explained that CT Consultants put the wrong dates on their calendar and had to change the posting schedule of this bid advertisement. The completion date remains the same, barring any materials shortages.

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

iii. Approval of CT Consultants Feasibility Study

#22-089 RESOLUTION:

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

**#22-089
APPROVAL OF
CT CONSULTANTS
FEASIBILITY STUDY**

The Board felt it needed to review and discuss more proposals for this feasibility study.

On a motion by Mrs. Majikas, seconded by Mr. Davis, the motion was tabled.

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

VI. NEW BUSINESS – none presented

VII. UNFINISHED BUSINESS – Cheryl Kuonen

A. Progress Log – A new category will be added to track tasks at the LaurenJ/Read House properties.

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, November 16, 2022 at the Main Library.

X. ADJOURNMENT

#22-090 RESOLUTION:

Mrs. Henninger adjourned the meeting at 6:36 p.m. without objection.

**#22-090
AJOURNMENT**

SUBMITTED BY: _____ Secretary

APPROVED BY: _____ President