

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

- I. **CALL TO ORDER/ROLL CALL:** 6:01 p.m. by President, Mrs. Christine Henninger
- *Present:* Christine Henninger, Sue Wilcosky, Sonja Maier, Sarah Strang, Thomas Davis
 - *Excused:* Melanie Majikas, Lisa Wiener
 - *Staff Present:* Cheryl Kuonen, Colleen Snyder, Jen Grill, Sue Fram
 - *Others Present:* Judy Schulz, Manager Circulation Services; Maryann Dallariva, staff SEIU Representative

- II. **MANAGER PRESENTATION: JUDY SCHULZ, CIRCULATION MANAGER**
- Mrs. Schulz presented to the Board, highlighting the various customer service duties at the front desk, in the Media Room, and at the drive-thru. Services include issuing library cards, customer holds requests, inter- and intra-library transfers, passport and photo services, distributing COVID test kits, and issuing hotspots and the "Library of Things" items.

III. **APPROVAL OF MINUTES**

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

#22-073 RESOLUTION:

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

Roll Call: Ayes (3) Mrs. Wilcosky, Mrs. Strang, Mr. Davis; Abstain (2) Mrs. Maier, Mrs. Henninger; Nays (0). Motion failed due to lack of a quorum.

The Regular Board Meeting Minutes of August 17, 2022 will be presented for vote at the October 19, 2022 meeting.

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

V. **REPORTS**

- A. President's Report – none
- B. Library System – Cheryl Kuonen
- i. Donations

#22-074 RESOLUTION:

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

**#22-073
APPROVAL OF
THE REGULAR
BOARD MEETING
MINUTES OF
AUGUST 17, 2022**

**#22-074
DONATIONS**

Mrs. Kuonen expressed her thanks to University Hospitals for their donation of 225 COVID dual home tests which have all been distributed to the public.

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

ii. Directors Report

a. Director updates

- Mrs. Kuonen stated that the activity tables in the Childrens Department remain with the blank sides up out of safety concerns.
- The Library was awarded 2nd Place in “Best of Theme” at Mentor’s CityFest Parade.
- As the Library has so many trophies in its display case the plaques will be removed from the oldest trophies and displayed on a board so that there will be room to add the newer trophies to the case.
- Mrs. Kuonen stated that she waiting for approval from the SAM system but is working on the Libraries Accelerated Learning Grant and is hopeful that it will be ready to submit next week.
- New property:
 - Mr. Mossbruger is working to install security.
 - The Library vans will be both be stored in the garage which keep them out of the elements and makes it easier to plow the main parking lot.
 - CT Consultants will be submitting a proposal for a feasibility study the 1st week of October.
 - Mrs. Kuonen is in the process of incorporating the new property plot into the Library’s plot, which will then be submitted to the Title Company. A survey was completed this past week.
 - A press release has been sent to the City.
- Headlands Branch renovation update:
 - Beginning Monday, September 26 all Headlands holds not picked up will be transferred to the Main Library for patron pick up.
 - On Monday, September 26 and Tuesday, September 27 materials at the Headlands Branch will be loaded onto carts by Library Design and brought to the Main Library for storage during the renovation. Headlands items will be hidden in the catalog and unavailable for check out.
 - The book return will remain in place.
 - Facilities will replace ceiling tiles, paint, and have electrical work done prior to the new carpeting being installed which is scheduled for October 5th.
 - Library Design reports that all materials for the renovation have been received.
- Jason Lea is creating Maker Monday videos to promote MakerSpace opportunities.

C. Financial – Colleen Snyder, Fiscal Officer

i. Financial Reports, August 2022

#22-075 RESOLUTION:

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

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

ii. Ratification of August 2022 Bills

#22-076 RESOLUTION:

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

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

iii. Investments

#22-077 RESOLUTION:

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

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

iv. Budget Commission

#22-078 RESOLUTION:

On a motion by Mrs. Maier, seconded by Mrs. Strang, the Mentor Public Library Board of Trustees resolved that the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying such to the County Auditor be approved as presented.

Mrs. Snyder explained that this annual resolution approving the rates and amounts as determined by the Lake County Budget Commission authorizes the collection of the Library's 2 mil levy.

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

D. Board Committees – Cheryl Kuonen

i. Authorization to Advertise for Sealed Bids for Staff Room

#22-079 RESOLUTION:

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

**#22-075
FINANCIAL
REPORTS
AUGUST 2022**

**#22-076
RATIFICATION
OF AUGUST 2022
BILLS**

**#22-077
INVESTMENTS
AUGUST 2022**

**#22-078
BUDGET
COMMISSION**

**#22-079
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 4, 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 October 31, 2022 at 10:00 a.m. at the Mentor Public Library, 8215 Mentor Ave., Mentor, OH 44060.

Publish: *The News Herald*
October 21, 2022
October 28, 2022

Mrs. Kuonen stated that \$20,000 is in the Contingency Fund as part of the \$250,000 budgeted. The bids will be advertised in October and opened, and then hopefully a contractor will be accepted at the November Board meeting.

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

VI. NEW BUSINESS

A. Real Estate Purchase – Updates were discussed during the Director's Report.

VII. UNFINISHED BUSINESS – Cheryl Kuonen

A. Progress Log – as presented

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, October 19, 2022 at the Main Library.


X. ADJOURNMENT

#22-080 RESOLUTION:

Mrs. Henninger adjourned the meeting at 6:34 p.m. without objection.

**#22-080
AJOURNMENT**

SUBMITTED BY:  Secretary

APPROVED BY:  President