BOARD OF TRUSTEES
MENTOR PUBLIC LIBRARY
REGULAR BOARD MEETING
MINUTES JANUARY 15, 2020

I. CALL TO ORDER: 5:28 p.m. by President, Mrs. Melanie Majikas

- Present: Melanie Majikas, Terri Mervo, Sue Wilcosky, Diane Wantz, Christine Henninger
- Excused: Sonja Maier, Daniel Hylas
- Staff Present: Cheryl Kuonen, Colleen Snyder, Jen Grill, Ed Mikolic, Craig Mossbruger, Sue Fram
- Others present: Mary Pelton, SEIU representative

II. MINUTES

A. Approval of the Regular Board Meeting Minutes of December 18, 2019.

#20-006 RESOLUTION:
On a motion by Mrs. Mervo, seconded by Mrs. Wantz, the Board resolved that the Minutes of the Regular Board Meeting of December 18, 2019 be adopted as presented.

Roll Call: Ayes (4) Mrs. Wilcosky, Mrs. Mervo, Mrs. Wantz, Mrs. Majikas; Abstain (1) Mrs. Henninger; Nays (0). Motion carried.

III. PUBLIC COMMENT ON AGENDA ITEMS – None

IV. REPORTS

A. President’s Report – Melanie Majikas, President

Mrs. Majikas congratulated Mrs. Kuonen for receiving Lakeland Community College’s 2020 Woman of Achievement Award. Mrs. Majikas also congratulated Mrs. Kuonen for her new position as the Chair on the Ohio Library Council.

Mrs. Kuonen congratulated Mrs. Majikas for receiving Lakeland Community College’s 2020 Woman of Achievement Award also.

B. Library System – Cheryl Kuonen, Executive Director

i. Donations

Mrs. Kuonen stated that the in-kind donation of a Garfield Family shadowbox was given by Debbie Weinkamer in recognition of the Mentor Public Library’s 200th Anniversary.

#20-007 RESOLUTION:
On a motion by Mrs. Henninger, seconded by Mrs. Wilcosky, the Board resolved that Donations be adopted as presented.
Roll Call: Ayes (5) Mrs. Mervo, Mrs. Henninger, Mrs. Wilcosky, Mrs. Wantz, Mrs. Majikas; Nays (0). Motion carried.

ii. **Director’s Report – Cheryl Kuonen**
   - Mrs. Kuonen reviewed a chart showing meeting room use for the last six months of 2019, showing a 40% increase in meeting room use. Mrs. Kuonen shared a hand-out from the city’s retail study showing that the median age in the City of Mentor (only) is 42 years old, skewing the library’s statistics older.
   - Mrs. Kuonen reviewed a Lake Branch trifold, requested by Paulson attorney Mr. Higgins, which was created to advertise the upcoming expansion and donation from Mr. Paulson that made it possible, and to inspire other donations. Aqua Ohio was also mentioned.
   - A library card drive will take place at Mentor High School in February for all students, where they can apply for Opportunity Cards.
   - The Main Library will sponsor Mentor Chamber’s Coffee Contacts on January 16 in the Village Room - over 60 chamber members have signed up. Mrs. Kuonen will highlight the Lake Branch addition and the Main Library’s remodel.
   - Investigators are involved in a suspicion of game thefts from Clevnet libraries. MPL is cooperating and has adjusted check-out procedures to protect library property.
   - Upon a question, Mrs. Kuonen explained that a Special Needs Storytime is being developed with the Connecting for Kids organization, which will include education and training for the Children’s Dept. staff.
   - Funding is sought and grants are being submitted to help fund the Ohio Governor’s Imagination Library books for 2-3 years. The State budgeted a 50% match for 2 years.


b. **Facilities Report – Craig Mossbruger, Facilities Manager**
   - Mr. Mossbruger and Mrs. Kuonen added that the final pieces for the Main Library renovation will be arriving in the next few weeks. Self-checks and AWE have been re-installed in AV and Children’s.
   - During a recent regular inspection by Cummins Bridgeway, the Main Library’s 30-year-old generator was found to be aging and in need of an essential part which is no longer being manufactured. The discussion determined that the generator should be replaced, and that natural gas would be preferred over diesel fuel. The Financial Oversight Committee will discuss budgeting at their next meeting.
   - The latest news on Main’s elevator is that we are waiting for the parts to arrive. A final timeline to start has not yet been determined.

C. **Financial – Colleen Snyder, Fiscal Officer**

i. **Financial Reports, December 2019**
#20-008 RESOLUTION:
On a motion by Mrs. Henninger, seconded by Mrs. Wilcosky, the Board resolved that the Financial Reports for the month of December 2019 be accepted and filed – Cash Reconciliation, Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control Report.

Roll Call: Ayes (5) Mrs. Wantz, Mrs. Henninger, Mrs. Wilcosky, Mrs. Mervo, Mrs. Majikas; Nays (0). Motion carried.

   ii. Ratification of December 2019 Bills

#20-009 RESOLUTION:
On a motion by Mrs. Henninger, seconded by Mrs. Mervo, the Board resolved that the Bills paid in December 2019, evidenced by the December Voucher Summary Report be approved.

Roll Call: Ayes (5) Mrs. Henninger, Mrs. Wantz, Mrs. Mervo, Mrs. Wilcosky, Mrs. Majikas; Nays (0). Motion carried.

   iii. Investments

#20-010 RESOLUTION:
On a motion by Mrs. Henninger, seconded by Mrs. Wantz, the Board resolved that the Investments for December 2019 be approved as presented.

Roll Call: Ayes (5) Mrs. Wilcosky, Mrs. Mervo, Mrs. Henninger, Mrs. Wantz, Mrs. Majikas; Nays (0). Motion carried.

D. Board Committees

   i. Steering Committee

      a. Motion to Close for Staff Development Day

#20-011 RESOLUTION:
On a motion by the Steering Committee, seconded by Mrs. Henninger, the Mentor Public Library Board of Trustees resolved to close all Mentor Public Library facilities for a staff development day on Friday, December 4, 2020.

Roll Call: Ayes (5) Mrs. Henninger, Mrs. Mervo, Mrs. Wilcosky, Mrs. Majikas, Mrs. Wantz; Nays (0). Motion carried.

V. NEW BUSINESS – none
VI. OLD BUSINESS
   A. Project Log – Mrs. Majikas noted that the Main Library roof replacement and repair has been added. More information will be presented at the Steering and Finance meetings.

VII. PUBLIC PRESENTATION TO THE BOARD – None

IX. NEXT MEETING TIME AND PLACE ANNOUNCED:
   Next meeting date is February 19, 2020 at 5:00 p.m. in the Village Room.

X. ADJOURNMENT

#20-012 Resolution:
Mrs. Majikas adjourned the meeting at 6:03 p.m. without objection.

SUBMITTED BY: __________________________ Secretary

APPROVED BY: _________________________ President

#20-012 ADJOURNMENT