BOARD OF TRUSTEES
MENTOR PUBLIC LIBRARY
REGULAR BOARD MEETING
MINUTES JANUARY 16, 2019

I. CALL TO ORDER: 5:09 p.m. by President, Mrs. Diane Wantz

- Present: Diane Wantz, Terri Mervo, Sonja Maier, Melanie Majikas, Christine Henninger, Sue Wilcosky, Daniel Hyla
- Staff Present: Cheryl Kuonen, Colleen Snyder, Gail Borovic, Jen Grill, Ed Mikolic, Craig Mossbruger, Sue Fram
- Others Present: Keith Segina, SEIU representative

II. MINUTES

A. Approval of the Special Board Meeting, Library Records Commission, and Regular Board Meeting Minutes of December 12, 2018.

#19-005 RESOLUTION:
On a motion by Mrs. Majikas, seconded by Mrs. Maier, the Board resolved that the Minutes of the Special Board Meeting, Library Records Commission and Regular Board Meeting of December 12, 2018 be adopted as presented.

Roll Call: Ayes (6) Mrs. Maier, Mrs. Wilcosky, Mrs. Mervo, Mrs. Majikas, Mrs. Henninger, Mrs. Wantz; Abstain (1) Mr. Hyla; Nays (0). Motion carried.

III. PUBLIC COMMENT ON AGENDA ITEMS – None

IV. REPORTS

A. President’s Report – Diane Wantz, President

i. Read House engineering report
   Mrs. Wantz stated that the Board is awaiting the full report before making any decisions.

B. Library System – Cheryl Kuonen, Executive Director

Mrs. Kuonen introduced and welcomed Jen Grill, incoming HR Manager and Deputy Director, who will be replacing Gail Borovic following her retirement.

i. Donations

#19-006 RESOLUTION:
On a motion by Mrs. Henninger, seconded by Mrs. Mervo, the Board resolved that the In-Kind Donations be accepted as presented.

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

ii. Director’s Report – Cheryl Kuonen, Executive Director

Mrs. Wantz noted that the online book club is popular.

Mrs. Maier reported that someone who attended a program at the HUB was really impressed with the staff who were very helpful. Mrs. Kuonen added that the HUB has exceeded every goal. Upon a question from Mrs. Mervo, Mrs. Kuonen stated that the HUB will be mentioned by Mr. Porter, Superintendent, at the State of the Schools presentation at the next Mentor Area Chamber of Commerce luncheon on January 22. Additionally, Mrs. Kuonen stated that the HUB has been submitted for the Ohio Library Council’s Library Innovation Award, the results of which should be known late Spring.

a. IT Report – Ed Mikolic, IT Manager – as submitted

b. Facilities Report – Craig Mossbruger, Facilities Manager

Responding to a question from Mr. Hyla, Mr. Mossbruger added that a timeline of the elevator repair with pictures will be prepared. Both boilers have passed inspection, and the dumb waiter has been repaired.

C. Financial – Colleen Snyder, Fiscal Officer

Mrs. Snyder mentioned that she will prepare a synopsis sheet beginning in February.

i. Financial Reports, December 2018

#19-007 RESOLUTION:
On a motion by Mrs. Henninger, seconded by Mr. Hyla, the Board resolved that the Financial Reports for the Month of December 2018 be accepted and filed – Cash Reconciliation, Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control Report.

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

ii. Ratification of December 2018 bills

#19-008 RESOLUTION:
On a motion by Mrs. Maier, seconded by Mrs. Mervo, the Board resolved that the Bills paid in December 2018, evidenced by the December Voucher Summary Report be approved.

Roll Call: Ayes (7) Mr. Hyla, Mrs. Henninger, Mrs. Majikas, Mrs. Mervo, Mrs. Maier, Mrs. Wilcosky, Mrs. Wantz; Nays (0). Motion carried.
iii. Investments

#19-009 RESOLUTION:
On a motion by Mrs. Majikas, seconded by Mrs. Mervo, the Board resolved that the Investments for December 2018 be approved as presented.

Mrs. Snyder noted that one CD came due in December, which was replaced.

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

iv. Credit Card Policy

#19-010 RESOLUTION:
On a motion by Mrs. Maier, seconded by Mrs. Mervo, the Board resolved to approve the Credit Card Policy as presented.

Mrs. Snyder reported that the State required the library to adopt a policy in accordance with new laws. OLC’s policy was used as an example. Procedures for staff have also been established.

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

D. Board Committees

i. Steering Committee

a. Resolution for Clevnet Contract

#19-011 RESOLUTION:
On a motion from the Steering Committee, seconded by Mrs. Wantz, the Board of Trustees of the Mentor Public Library resolves to approve the CLEVNET System Agreement between the Board of Trustees of the Cleveland Public Library and the Board of Trustees of the Mentor Public Library as submitted. This agreement defines the terms and conditions of Mentor Public Library as a CLEVNET Contract Library and in providing its employees and Patrons access to the CLEVNET System.

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

b. Motion to close February 2, 2019

#19-012 RESOLUTION:
On a motion from the Steering Committee, seconded by Mrs. Maier, the Board of Trustees of the Mentor Public Library resolved to approve an all-day close of all locations

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on Saturday, February 2, 2019 to accommodate equipment updates and changes in preparation for migration to Clevnet.

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

c. Motion for Design Services

#19-013 RESOLUTION:
On a motion by Mrs. Majikas, seconded by Mr. Hyla, the Board of Trustees of the Mentor Public Library resolves to approve the advertisement for design services as presented.

Mrs. Kuonen added that the advertisement has been reviewed by the Lake County Prosecutor’s Office. It will be posted on our website and in the library lobby.

Mrs. Snyder reported that the donated monies for the Lake Branch addition have not yet been received. Mr. Richards is checking for an update.

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

V. NEW BUSINESS

A. Resolution in honor of Gail Borovic

#19-014 A PROCLAMATION RESOLUTION HONORING GAIL BOROVIC

Whereas, throughout the past 28 years Gail Borovic has worked tirelessly to serve Mentor Public Library patrons and staff alike in various roles; and

Whereas, Gail began her Mentor Public Library career in 1991 as a 16-hour shelper at the little red house Lake Branch, putting away materials and putting up with Sue Fram’s rowdy boys and their favorite book Frog and Toad Are Friends; and

Whereas, Gail’s experience in human resources with Cleveland Public Library made her a valuable addition to the Finance Department at Main in 1995 where she worked part time for years; and

Whereas, Gail’s dedication to the library and her HR skills led to her appointment as the library’s HR director and deputy director; and

Whereas, Gail has been with the library through good times as levies passed and lean times when levies failed; and

Whereas, Gail has been intimately involved in union contract negotiations and Labor Management meetings, striving to bridge gaps between groups as she holds to the library’s mission; and
Whereas, Gail is a Certified Human Resources Specialist who welcomes new staff members and supports the careers of all employees of the library; and

Whereas, Gail is our keeper of regulations, contract rules and employee confidences; and

Whereas, Gail stands – or marches – by library staff as a frequent parade participant, dressing as characters including Rosie the Riveter, Mary Poppins and a Mentor Rocks rocker; and

Whereas, Gail ventures into her magical attic to find just the costume, decoration or prop the library needs for parades, parties and displays; and

Whereas, Gail calls on her creativity – and her husband Rob’s outstanding sewing and building skills – as she contributes to Hospitality parties and special Mentor Public Library occasions; and

Whereas, Gail has blended education with entertainment as the organizer of many staff in-service programs at the library throughout the years; and

Whereas, Gail continued to further her leadership skills and community connections as a member of the Leadership Lake County Class of 2018; and

Whereas, Gail volunteers her talents as a member of Mentor Junior Women’s Club and as an active volunteer at St. John Vianney Catholic Church; and

Whereas, Gail is known for her attention to detail in all her library work, event planning, gift-giving and gift-wrapping, even ironing tissue paper sheets to perk them up for gift bags;

Now therefore, let it be resolved that the Mentor Public Library Board of Trustees, on behalf of all library staff members and patrons:

- Honors and expresses gratitude to Gail Borovic for her years of dedicated and creative service as Mentor Public Library Human Resource Director and Deputy Director, and
- Expresses sincere appreciation for all the contributions that Gail Borovic has made in the lives of trustees, staff and patrons through her attention to human resource and financial details, creativity and helpfulness,
- And wishes her all the best in her retirement with many wonderful new adventures.

Adopted this sixteenth day of January, 2019

Mrs. Borovic expressed her sincere thanks and appreciation for the opportunities she’s been given here, friendships made, and contributions left behind, and she will be just on the other side of the counter.

Mrs. Wantz stated that everyone is sorry to see her go and expressed sincere thanks for everything.

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

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The members present paused briefly to celebrate with cake in Mrs. Borovic’s honor. The meeting was resumed at 5:33 p.m.

VI. OLD BUSINESS

B. Progress Log – as presented

VII. PUBLIC PRESENTATION TO THE BOARD – None

VIII. ADJOURN TO EXECUTIVE SESSION

#19-015 RESOLUTION:
On a motion by Mrs. Mervo, seconded by Mrs. Wilcosky, the Board moved to executive session for matters of employment/compensation pursuant to Ohio Revised Code 121.22(G)(1) at 5:34 p.m.

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

The Board returned to Regular Session at 6:02 p.m.
Present: Diane Wantz, Terri Mervo, Melanie Majikas, Sonja Maier, Christine Henninger, Sue Wilcosky, Daniel Hyla

IX. NEXT MEETING TIME AND PLACE ANNOUNCED:
Next meeting date is February 20, 2019 at 5:00 p.m. in the James R. Garfield Room.

X. ADJOURN

#19-016 RESOLUTION:
Mrs. Wantz adjourned the meeting at 6:02 p.m. without objection.

SUBMITTED BY: [Signature] Secretary

APPROVED BY: [Signature] President

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