BOARD OF TRUSTEES
MENTOR PUBLIC LIBRARY
SPECIAL MEETING MINUTES
DECEMBER 4, 2019

I. CALL TO ORDER: 4:02 p.m. by President, Mrs. Diane Wantz

- *Present:* Diane Wantz, Melanie Majikas, Sue Wilcosky, Sonja Maier, Daniel Hyla
- *Staff Present:* Cheryl Kuonen, Colleen Snyder, Jen Grill, Craig Mossbruger, Sue Fram

II. DISCUSSION: ELEVATOR OPTIONS

Mrs. Kuonen and Mr. Mossbruger explained the circumstances of the Main Library's elevator motor malfunction late on Friday, November 29, resulting in the library closure on Saturday, November 30 due to smoke. This failure did not include the parts replaced last year, and could not have been anticipated by annual State inspections.

The elevator is currently inoperable and programs are being shifted to the first floor if needed to accommodate ADA mobility issues.

Repair options:

- Fix the part that's broken. This option would be the fastest and least expensive, but parts not replaced may fail in the future resulting in another shutdown of the elevator.
- Total modernization, which includes replacing all electronics and circuitry, doors, phone and lights (everything except the cart). Although the cost is significant and the timeline longer, the elevator would be brought up to current standards.

Christine Henninger arrived at 4:09 p.m.

After a thorough discussion, the Trustees unanimously agreed that the Main Library elevator should undergo a total modernization, and thereby provide for its use for a long time to come without failure.

III. MOTION TO WAIVE COMPETITIVE BIDDING REQUIREMENTS

#19-118 RESOLUTION:

#19-118 MOTION TO WAIVE COMPETITIVE BID

The Board of Library Trustees of the Mentor Public Library met in special session on December 4, 2019 commencing at 4:00pm at the Mentor Public Library Main Branch at 8215 Mentor Avenue, Mentor, Ohio, with the following members present:

Diane Wantz, President
Melanie Majikas, Vice President
Daniel Hyla

Christine Henninger
Sonja Maier
Sue Wilcosky

__Ms. Henninger__ moved the adoption of the following resolution:

Whereas, R.C. 3375.41 requires a board of library trustees to engage in competitive bidding for any repairs to the library building which exceed fifty thousand dollars ($50,000), except in the case of urgent necessity; and

Whereas, the main motor/tank/pump/control valve in the sole elevator at the main branch of the library, located at 8215 Mentor Avenue, is broken and needs to be replaced; and

Whereas, the Ohio Department of Commerce has shut down operation of this elevator; and

Whereas, it is projected that the timeframe for replacement of the motor/tank/pump/control valve will be at least two (2) months and possibly more; and

Whereas, the main branch of the Library has three (3) floors for staff and patrons; and

Whereas, the children's department is located on the second (2nd) floor; and

Whereas, staff offices and public meeting rooms are located in the lower level (basement); and

Whereas, there will be accessibility issues to the second floor and lower level of the main branch of the Library during the timeframe in which the repairs are being made; and

Whereas, there is an urgent necessity to proceed quickly with the repairs to ensure the least amount of disruption to staff and patrons due to the lack of accessibility to the aforementioned areas of the Library.

Now, therefore, be it resolved that the Board of Trustees of the Mentor Public Library hereby gives authority to proceed without competitive bidding in the event the quote received to repair the elevator exceeds fifty thousand dollars ($50,000) due to the urgent necessity of the situation.

__Ms. Maier__ seconded the motion and after discussion a roll call vote was taken and the results were:

Ayes: Ms. Wantz, Ms. Majikas, Mr. Hyla, Ms. Henninger, Ms. Maier, Ms. Wilcosky
Nays: None
Abstain: None

The resolution was adopted.

Passed: Wed, December 4, 2019 Board of Trustees, Mentor Public Library, Lake, OHIO

Attest: Colleen Snyder , Fiscal Officer Diane Wantz , Board President
The undersigned Fiscal Officer of the Board of Library Trustees of the Mentor Public Library, Lake, Ohio, hereby certifies the foregoing is a true and correct copy of a resolution duly adopted by the Board of Library Trustees on the 4th day of December, 2019 and appearing upon the official records of said Board.

Colleen Snyder , Fiscal Officer, Mentor Public Library

Roll Call: Ayes (6) Mrs. Majikas, Mr. Hyla, Mrs. Henninger, Mrs. Maier, Mrs. Wilcosky, Mrs. Wantz; Nays (0). The motion was approved.

IV. AMENDED APPROPRIATIONS

#19-119 RESOLUTION: **#19-119 AMENDED APPROPRIATIONS**

On a motion by Mrs. Maier, seconded by Mrs. Henninger, the Mentor Public Library Board of Trustees resolved to adopt the Amended Annual Appropriations Measure as presented.

Mrs. Kuonen stated that the total modernization elevator repairs have been negotiated down from approximately $102,000.00 to approximately $98,900.00

Mrs. Snyder presented the amended 2019 Appropriations. Looking at the current Building Fund appropriations and totaling the amounts set aside for projects which are uncompleted, the fund provides available unused funds totaling $50,000. The transfers from savings in the General Fund provides an additional $50,000. Mrs. Snyder stated that along with other various unexpended expenses, there will be $102,000 (original estimate) available for emergency elevator repair.

Roll Call: Ayes (6) Mrs. Maier, Mrs. Wilcosky, Mrs. Majikas, Mr. Hyla, Mrs. Henninger, Mrs. Wantz; Nays (0). The motion was approved.

V. FUND TRANSFERS

#19-120 RESOLUTION: **#19-120 FUND TRANSFERS**

On a motion by Mrs. Majikas, seconded by Mr. Hyla, the Mentor Public Library Board of Trustees resolved to approve the following Fund Transfer:

FUND TRANSFER	FROM	TO
General Fund	$50,000	
Building Fund		$50,000

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

VI. NEW BUSINESS - none

VII. ADJOURN

#19-121 RESOLUTION: **#19-121**
Mrs. Wantz adjourned the meeting at 4:22 p.m. without objection. **ADJOURN**

SUBMITTED BY: _____ Secretary

APPROVED BY: _____ President