I. CALL TO ORDER: 5:01 p.m. by President, Mrs. Diane Wantz

- Present: Diane Wantz, Melanie Majikas, Sue Wilcosky, Terri Mervo, Sonja Maier, Daniel Hyla
- 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 September 18, 2019.

#19-091 RESOLUTION:
On a motion by Mrs. Maier, seconded by Mrs. Majikas, the Board resolved that the Minutes of the Regular Board Meeting of September 18, 2019 be adopted as amended (correction to sidebar, Financial Reports from July 2019 to August 2019).

Roll Call: Ayes (5) Mrs. Maier, Mrs. Mervo, Mrs. Majikas, Mr. Hyla, Mrs. Wantz; Abstain (1) Mrs. Wilcosky; Nays (0). Motion carried.

III. PUBLIC COMMENT ON AGENDA ITEMS – None

IV. REPORTS

A. President’s Report – Diane Wantz, President
   - Mrs. Wantz thanked Mrs. Kuonen for her HR presentation and Ariel Johnson for her HUB presentation at September’s OLC Convention.
   - Nominating Committee – Mrs. Wantz corrected the committee members to be Mr. Hyla and herself as being the two most recently appointed trustees.
   - Mrs. Wantz requested a change to the start time for the Trustees’ meeting on November 20, 2019 - to begin at 4:00 p.m.

B. Library System – Cheryl Kuonen, Executive Director
   i. Donations

#19-092 RESOLUTION:
On a motion by Mr. Hyla, seconded by Mrs. Wilcosky, the Board resolved that Donations be adopted as presented.
Mrs. Kuonen and the Trustees expressed their gratitude for the generous donation from the non-profit James A. Garfield Alliance, given in appreciation for using the library’s meeting rooms for their strategic planning.

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

ii. Director’s Report – Cheryl Kuonen
- Upon a question regarding the presentation at OLC, Mrs. Kuonen stated that Morley Library and Painesville Harvey High School are in the process of partnering with a shared space similar to The HUB. Additionally, a representative from Delaware County Public Library came for of a tour of Mentor’s HUB.
- Mrs. Kuonen was complimented on her Frank Lloyd Talk at Main.

Mrs. Henninger arrived at 5:08 p.m.

- It was mentioned that Headlands Branch programs have very good attendance.
- Mrs. Kuonen noted that the new door counters installed in September are extremely accurate, resulting in a decrease in the monthly door count at the Main Library, as reflected on the statistic sheet in her report. Program attendance will be monitored as the counters are missing patrons that choose to use the stairs to the lower level.
- Mrs. Kuonen explained the algorithm/formula used by Clevnet for inter-library loan statistics, which will be adjusted to become more balanced with other libraries over time. Mrs. Kuonen also explained the pie chart showing digital services and how they are not calculated per age group.
- Mrs. Kuonen mentioned a developing situation with patrons’ hold items disappearing from the hold shelf, particularly the latest release items. To address this and also ensure privacy, patron hold items will soon be moved to behind the Circulation desk and patrons will ask staff retrieve their items.

a. IT Report – Ed Mikolic, IT Manager
- Mr. Mikolic acknowledged the free certification classes offered by Clevnet, which his assistant Morgan recently attended.
- Answering several questions, Mr. Mikolic and Mrs. Kuonen explained the impact of reduced public computer use at Mentor Library, which mirrors the national trend. The children’s department reduced general computers by 2, in favor of 2 additional AWE educational stations without internet access. Families can use a particular bank of internet computers on the first floor.

b. Facilities Report – Craig Mossbruger, Facilities Manager
Mr. Mossbruger addressed the upgrades coming to the Headlands public restrooms, and anticipates work to begin soon and scheduled around open/close hours.
C. Financial – Colleen Snyder, Fiscal Officer

i. Financial Reports, September 2019

#19-093 RESOLUTION:
On a motion by Mrs. Henniger, seconded by Mrs. Maier, the Board resolved that the Financial Reports for the month of September 2019 be accepted and filed – Cash Reconciliation, Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control Report.

Mrs. Snyder stated that we are trending right on as anticipated, with revenues slightly above forecasted amounts.

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 September 2019 Bills

#19-094 RESOLUTION:
On a motion by Mrs. Henniger, seconded by Mr. Hyla, the Board resolved that the Bills paid in September 2019, evidenced by the September 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

#19-095 RESOLUTION:
On a motion by Mrs. Maier, seconded by Mrs. Henniger, the Board resolved that the Investments for September 2019 be approved as presented.

Mrs. Snyder stated that in September, one CD came due and one replacement was purchased.

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

iv. Amended Annual Appropriations

#19-096 RESOLUTION:
On a motion by Mrs. Henniger, seconded by Mrs. Wilcosky, the Board resolved that the Mentor Public Library Board of Trustees adopt the Amended Annual Appropriations Measure as presented.

Mrs. Snyder explained that we are decreasing the capital outlay amount from $70,000 to $60,000 in the General Fund, and decreasing the Contingency from $80,000 to $0, equaling
$90,000 in inter-fund transfers. The amount in the General Fund will remain the same, while the Building Fund amount will increase from $845,000 to $935,000 (includes the $90,000 transfer).

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

v. Fund Transfer

#19-097 RESOLUTION:
On a motion by Mrs. Henninger, seconded by Mrs. Majikas, the Board resolved that the Mentor Public Library Board of Trustees approve the following Fund Transfer:

<table>
<thead>
<tr>
<th>FUND TRANSFER</th>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$90,000</td>
<td></td>
</tr>
<tr>
<td>Building Fund</td>
<td></td>
<td>$90,000</td>
</tr>
</tbody>
</table>

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

D. Board Committees

i. Steering Committee

a. Community Bulletin Boards and Literature Racks Policy

#19-098 RESOLUTION:
On a motion by the Steering Committee, seconded by Mrs. Maier, the Board resolved to approve the revised Community Bulletin Boards and Literature Racks Policy as presented.

Mrs. Kuonen stated that the policy is adjusted to address First Amendment Rights, having worked with the Lake County Prosecutor to revise.

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

V. NEW BUSINESS

A. 2020 Board Meeting Dates

#19-099 RESOLUTION:
On a motion by the Steering Committee, seconded by Mrs. Henninger, the Board resolved to approve the 2020 Board Meeting dates as presented.

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

A. Motion for Mentor-on-the-Lake Contractor (postponed) Withdrawn

Mrs. Majikas motioned to move (postponed last month to October’s Board meeting) and was seconded by Mrs. Maier. Mrs. Majikas requested the Board withdraw the motion. As no objections were heard, the motion was withdrawn.

B. Approval of Budget and Scope

#19-100 RESOLUTION:
On a motion by Mrs. Majikas, seconded by Mrs. Henninger, the Board resolved the following:

Whereas Mentor Public Library has determined to add an addition/renovation onto the Mentor-on-the-Lake Branch,

Whereas the sealed bid received at noon on September 13, 2019 was significantly over estimate and is therefore rejected,

Now, therefore, be it resolved that the Board of Trustees of the Mentor Public Library approves the revised budget and scope adjustments as presented.

Mrs. Kuonen mentioned that a contractor was glad to have another chance to bid, now having time to do so, and passed this encouraging information on to Kevin Kennedy (HBM).

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

C. Motion to Rebid for the Mentor-on-the-Lake Addition

#19-101 RESOLUTION:
On a motion by Mrs. Henninger, seconded by Mrs. Maier, the Mentor Public Library Board of Trustees resolved to authorize the following legal notice to bidders for the Mentor-on-the-Lake Branch:

LEGAL NOTICE TO BIDDERS
Mentor Public Library
Mentor-on-the-Lake Branch

Sealed bids will be received at the Mentor-on-the-Lake Library located at 5642 Andrews Road, Mentor-on-the-Lake, OH 44060 in the Meeting Room until 12:00 noon on Thursday, November 14, 2019 for furnishing the necessary labor, equipment, tools and materials, services and supervision for expansion and renovations to the library. The bids will be publically opened, read aloud and tabulated immediately thereafter in the Meeting Room.
Bids must be in accordance with the drawings and specifications prepared by HBM Architects, LLC, 1382 West Ninth Street, Suite 300, Cleveland, Ohio 44113; phone (216) 241-1100 and on forms contained in the Project Manual. Bid Documents, Drawings and Project Manuals are available for purchase at ARC - 3666 Carnegie Avenue, Cleveland, Ohio 44115, United States Phone - (216) 281-1234 or toll free (888) 443-2583.

Plans and specifications may be viewed at the following locations:

- ARC - Cleveland – http://www.e-arc.com/location/cleveland/ (Local Printer)
- The Builders Exchange, Inc. – www.bxohio.com
- Reed Construction Data – www.reedconstructiondata.com

Each bid shall be accompanied by a Bid Guarantee and Contract Bond in the amount of 100% of the bid; or a certified check or cashier’s check in the amount of 10% of the bid which will require a 100% Performance Bond upon award of the contract. All bids shall be submitted on the Bid Form contained in the Contract Documents. All bidders, by bidding, agree to pay the minimum Prevailing Wage Rates as determined by the State of Ohio, Department of Industrial Relations for Lake County, Ohio as contained in the Contract Documents.

No Bidder may withdraw their bid within sixty (60) days after the bid opening. The Board of Trustees, Mentor Public Library reserves the right to waive irregularities in bids, to reject any or all bids, and to conduct such investigation as necessary to determine the responsibility of a bidder. The contract will be awarded to the lowest responsible bidder (ORC 3375.41).

A Pre-Bid Meeting and walk-through will be held at 10:00 a.m. local time on Wednesday, September 4, 2019 at the Mentor-on-the-Lake Branch Library site, 5642 Andrews Road, Mentor-on-the-Lake, Ohio 44060.

By order of the Board of Trustees, Mentor Public Library.

Mrs. Kuonen stated that the bid-opening date has been adjusted to accommodate open hours at the Lake Branch. A walk-through opportunity for contractors will be on October 30.

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

D. Read House
Mrs. Kuonen stated that she has submitted a request for funding to the Ohio Senate Capitol Budget Committee, as suggested by Senator Eklund, in the amount of $525,000 for necessary repairs to the Read House first floor and exterior only. Mrs. Kuonen was told to expect a call from Senator Eklund’s aide in October.

E. Project Log
Mrs. Kuonen stated that she hopes to present the updated Records Retention Policy to the Steering Committee for review at their November meeting.

Board Meeting Minutes – October 16, 2019
VII. PUBLIC PRESENTATION TO THE BOARD – None

Discussion on The HUB:
- Mrs. Wantz complimented Ariel Johnson’s power point presentation on the HUB (included in the Director’s Report) as being very thorough and full of interesting information.
- Mrs. Kuonen mentioned that directional signs for The HUB are not yet in place due to design issues, but a temporary sign board has been purchased for the library’s use.
- The HUB was used recently during parent/teacher conferences, further advertising its availability to students. Mrs. Kuonen added that program attendance is very high.

VIII. NEXT MEETING TIME AND PLACE ANNOUNCED:
Next meeting date is November 20, 2019 at 4:00 p.m. in the James R. Garfield Room.

IX. ADJOURN TO EXECUTIVE SESSION

#19-102 RESOLUTION:
On a motion by Mrs. Henninger, seconded by Mrs. Maier, the Board moved to executive session for matters of employment/compensation pursuant to Ohio Revised Code 121.22 (G)(1) at 5:45 p.m.

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

The Board returned to regular session at 6:45 p.m.

Present: Diane Wantz, Melanie Majikas, Sue Wilcosky, Terri Mervo, Sonja Maier, Daniel Hyla, Christine Henninger

X. ADJOURNMENT

#19-103 RESOLUTION:
Mrs. Wantz adjourned the meeting at 6:45 p.m. without objection.

SUBMITTED BY: [Signature] Secretary

APPROVED BY: [Signature] President