BOARD OF TRUSTEES  
MENTOR PUBLIC LIBRARY  
REGULAR BOARD MEETING  
MINUTES NOVEMBER 20, 2019

I. CALL TO ORDER: 4:05 p.m. by President, Mrs. Diane Wantz

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

II. EXECUTIVE SESSION FOR THE PURPOSE OF EMPLOYMENT/COMPENSATION OF A PUBLIC EMPLOYEE

#19-107 RESOLUTION:
On a motion by Mrs. Maier, seconded by Mr. Hyla, the Board moved to executive session for matters of employment pursuant to Ohio Revised Code 121.22 (G) (1) at 4:06 p.m.

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

Mrs. Wantz asked that the Board only attend the executive session.

Mrs. Henninger joined the executive session at 4:17 p.m.

The Board returned to regular session at 5:16 p.m.

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

III. MINUTES

A. Approval of the Regular Board Meeting Minutes of October 16, 2019.

Upon a question regarding the holds items being moved to behind the Circulation Desk, Mrs. Kuonen explained that patrons are pleased to hear that their selections will be available and protected until they can pick them up at the service desk.

#19-108 RESOLUTION:
On a motion by Mrs. Majikas, seconded by Mrs. Henninger, the Board resolved that the Minutes of the Regular Board Meeting of October 16, 2019 be adopted as amended.

Roll Call: Ayes (7) Mrs. Maier, Mrs. Wilcosky, Mrs. Mervo, Mrs. Majikas, Mr. Hyla, Mrs. Henninger, Mrs. Wantz; Nays (0). Motion carried.
IV. PUBLIC COMMENT ON AGENDA ITEMS – None

V. REPORTS

A. President’s Report – Diane Wantz, President
   • Mrs. Wantz welcomed Mrs. Henninger as her term will be renewed as a full 7-year term and referred to the positive article in the News-Herald.
   • Mrs. Wantz highlighted the upcoming food drive (December’s Can Your Fines).
   • Mrs. Wantz stated her appreciation for the extra statistics included in the packet regarding media use by tweens and teens nationally.

B. Library System – Cheryl Kuonen, Executive Director

   i. Donations

   #19-109 RESOLUTION:
   On a motion by Mrs. Henninger, seconded by Mrs. Wilcosky, the Board resolved that Donations be adopted as presented.
   Mrs. Kuonen and the Board expressed their gratitude to AquaOhio for their donation; although a letter was sent, Bill Bowers and AquaOhio will be acknowledged publicly at a later date.

   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
   • Mrs. Kuonen answered questions regarding the Clevnet statistics, explaining that Clevnet will be adjusting MPL’s circulation numbers based on recent transaction history.
   • Changes to the HotSpot reservations and checkouts, effective on November 4th, was explained as providing for more access to these high demand items. The Library’s goal is to serve an immediate need to as many patrons as possible, but not to replace internet service for a household.

   a. IT Report – Ed Mikolic, IT Manager
   Mr. Mikolic stated that, responding to libraries’ requests, DEMCO will continue to support its system’s summer reading product, which library staff find easy to use.

   b. Facilities Report –Craig Mossbruger, Facilities Manager
   Mr. Mossbruger stated that the annual backflow inspection at Lake Branch yesterday requires a repair; not an emergency. A quote has been received, and the repair will take place in the next few days.

C. Financial – Colleen Snyder, Fiscal Officer
i. Financial Reports, October 2019

#19-110 RESOLUTION:
On a motion by Mrs. Maier, seconded by Mrs. Majikas, the Board resolved that the Financial Reports for the month of October 2019 be accepted and filed – Cash Reconciliation, Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control Report.

Mrs. Snyder stated that the financial statements do not reflect the fund transfer voted on in October as the certificate did not arrive from the County in time for the 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 October 2019 Bills

#19-111 RESOLUTION:
On a motion by Mrs. Henninger, seconded by Mr. Hyla, the Board resolved that the Bills paid in October 2019, evidenced by the October 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

#19-112 RESOLUTION:
On a motion by Mrs. Henninger, seconded by Mrs. Majikas, the Board resolved that the Investments for October 2019 be approved as presented.

Mrs. Snyder added that in November two replacement CDs were purchased and that interest rates are quite a bit lower than in October. Mrs. Snyder shared an article with the Finance Committee forecasting that the rates should be leveling out for the foreseeable future.

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 Rewards

#19-113 RESOLUTION:
On a motion by Mrs. Henninger, seconded by Mrs. Maier, the Board, as required by the Credit Card Policy adopted on January 16, 2019, accepted the report provided regarding credit card rewards received by the Library.

Mrs. Snyder explained that the Master Card rewards were used against the recent purchase of staff MPL polo shirts, and that as of January government entities will no longer receive credit card rewards from their banking institution.
Roll Call: Ayes (7) Mrs. Wilcosky, Mrs. Majikas, Mr. Hyla, Mrs. Maier, Mrs. Henninger, Mrs. Mervo, Mrs. Wantz; Nays (0). Motion carried.

D. Board Committees

i. Steering Committee

a. Innovation Committee Incentive

#19-114 RESOLUTION:
On a motion by Mrs. Wilcosky, seconded by Mrs. Maier, the Board resolved as follows: Whereas, Mentor Public Library has introduced Innovation Committees to give staff the chance to show leadership, creativity, and resourcefulness by suggesting collections or services or other which are new, useful, solve a problem, and/or create value to the community, and

Whereas, Library administration will decide which submissions are approved and implemented, and

Whereas, any number of Innovation Committee submissions may be approved within budget,

Now, therefore, be it resolved that the Mentor Public Library Board approves the incentive for all staff who are part of an Innovation Committee submission that is approved and implemented by Library administration will receive one (1) vacation day, prorated for part time, added to their vacation bank.

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

VI. NEW BUSINESS

A. Records Retention Policy

#19-115 RESOLUTION:
On a motion by the Mrs. Maier, seconded by Mr. Hyla, the Board resolved to approve the attached Records Retention Policy.

Mrs. Snyder added that this policy replaces the previously combined Public Records and Records Retention policies. This single policy goes with the Records Retention Schedule approved at the Library Records Commission meeting.

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

VII. OLD BUSINESS

A. Motion for Mentor-on-the-Lake Contractor
#19-116 RESOLUTION:
On a motion by Mrs. Henninger, seconded by Mrs. Wilcosky, the Board resolved to authorize the Director of Mentor Public Library to execute a contract with Lawler Construction in the amount of $643,104 (plus $30,000 contingency) for the Mentor-on-the-Lake building project upon HBM Architects’ recommendation of Lawler Construction as the lowest responsible bidder and pending final contract approval from the prosecutor.

Mrs. Kuonen stated that we received quite a few bids, and this contractor was the lowest responsible bid. HBM stated that Lawler has positive references and a good financial review for 2017 & 2018. It was added that Lawler has worked for a lot of local and non-profit organizations.

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

B. Read House
Mrs. Kuonen reiterated that she had submitted a request for funding to the Ohio Senate Capitol Budget Committee, but has not heard back from Senator Eklund. The Board will have a conversation in January/February regarding the next step to take in this process.

C. Project Log
Mrs. Wantz noted that she is pleased with the progress made on projects this year.

VIII. PUBLIC PRESENTATION TO THE BOARD – None

IX. NEXT MEETING TIME AND PLACE ANNOUNCED:
Next meeting date is December 18, 2019 at 5:00 p.m. in the Village Room.

X. ADJOURNMENT

#19-117 RESOLUTION:
Mrs. Wantz adjourned the meeting at 5:34 p.m. without objection.

SUBMITTED BY: ____________________ Secretary

APPROVED BY: ____________________ President

Board Meeting Minutes – November 20, 2019