BOARD OF TRUSTEES  
MENTOR PUBLIC LIBRARY  
REGULAR BOARD MEETING  
MINUTES DECEMBER 18, 2019

I. CALL TO ORDER: 4:58 p.m. by President, Mrs. Diane Wantz

- Present: Diane Wantz, Melanie Majikas, Sue Wilcosky, Sonja Maier, Terri Mervo, Daniel Hyla
- Excused: Christine Henninger
- 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 Records Commission Meeting Minutes of November 20, 2019.

#19-122 RESOLUTION:  
On a motion by Mrs. Maier, seconded by Mr. Hyla, the Board resolved that the Minutes of the Library Records Commission of November 20, 2019 be adopted as presented.

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

B. Approval of the Regular Board Meeting Minutes of November 20, 2019.

#19-123 RESOLUTION:  
On a motion by Mrs. Majikas, seconded by Mr. Hyla, the Board resolved that the Minutes of the Regular Board Meeting of November 20, 2019 be adopted as presented.

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

C. Approval of the Special Meeting Minutes of December 4, 2019.

#19-124 RESOLUTION:  
On a motion by Mrs. Maier, seconded by Mrs. Majikas, the Board resolved that the Minutes of the Special Board Meeting of December 4, 2019 be adopted as presented.

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

III. PUBLIC COMMENT ON AGENDA ITEMS – None

IV. REPORTS

Board Meeting Minutes – December 18, 2019
A. President’s Report – Diane Wantz, President
   • Mrs. Wantz, presiding over her last meeting as Board President, thanked everyone for a great 2019 in the Library’s 200th year. She also thanked Administration for its great leadership, staff for handling all the changes this past year in a professional manner, and Trustees for their positive progress.

i. Nominating Committee – Daniel Hyla
   Mr. Hyla presented the proposed slate of officers for 2020, which will be officially presented at the January 2020 Organizational Meeting: President – Melanie Majikas, Vice President – Terri Mervo, Secretary – Sue Wilcosky.

B. Library System – Cheryl Kuonen, Executive Director

i. Donations

#19-125 RESOLUTION:
   On a motion by Mrs. Majikas, seconded by Mrs. Wilcosky, the Board resolved that Donations be adopted as presented.
   Mrs. Kuonen stated that the donation is in memory of long-time patron of many libraries from his church.

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

ii. Director’s Report – Cheryl Kuonen
   • Mrs. Kuonen stated that the 3rd annual Mrs. Claus event at Great Lakes Mall was very busy and that she read to a record number of children.
   • Regarding the African-American Children’s Literature Exhibit coming to the Main Library in 2020, Mrs. Kuonen stated that the request was submitted to Miami University and meets points in the Library’s Strategic Plan.
   • Mrs. Kuonen noted that the November door count is down due to the new counter system as well as also missing some Book Sale traffic because the library closed on Saturday, November 29 due to elevator issues.
   • The Library’s newest database Records USA, acquired through Clevnet, will be promoted in the first quarter of 2020.
   • Upcoming events for Trustees:
     o OLC’s Annual Trustee Workshop will be held on Saturday, March 7 in Columbus, OH.
     o OLC’s Annual Trustee Dinner will be on April 9 in Independence, OH.
     o Mentor’s State of the Schools presentation at the Mentor Area Chamber of Commerce luncheon will be on January 28 at the Paradigm.
• Mrs. Kuonen thanked all present Administration, managers, and staff for their adaption to new systems, adjustments to elevator issues and construction schedules, and hard work.

a. **IT Report – Ed Mikolic, IT Manager**
   Mr. Mikolic was thanked by Mrs. Wantz for his work on the systems migration. Mr. Mikolic thanked his staff Morgan Makar.
   • Answering a question on reduced computer usage in November, Mr. Mikolic stated it is difficult to figure out trends.
   • Mr. Mikolic answered questions regarding library’s vulnerabilities to hacking and stated that Clevnet’s firewalls are in place and data is stored off-site at a high security level.
   • Mr. Mikolic added that in coming back to T-Mobile, the library received free tablets with tech support for the Board.

b. **Facilities Report – Craig Mossbruger, Facilities Manager**
   • Mr. Mossbruger added that site evaluations and measurements are being taken and parts ordered for the elevator modernization; no timeline has been offered.
   • The Facilities staff painted the Media/AV Room and replaced all ceiling tiles. Carpet installation is Dec. 19-20; shelving installation will be December 26-31. Children’s Dept. to follow.

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

   i. **Financial Reports, November 2019**

   **#19-126 RESOLUTION:**
   On a motion by Mrs. Majikas, seconded by Mr. Hyla, the Board resolved that the Financial Reports for the month of November 2019 be accepted and filed — Cash Reconciliation, Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control Report.

   Mrs. Snyder noted the increase in PLF revenue from 2014 through 2019. The PLF percentage was increased in 2019. The levy funds were more than anticipated.

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

   ii. **Ratification of November 2019 Bills**

   **#19-127 RESOLUTION:**
   On a motion by Mrs. Maier, seconded by Mrs. Wilcosky, the Board resolved that the Bills paid in November 2019, evidenced by the November Voucher Summary Report be approved.
Mrs. Snyder stated that any check issued for over $5,000 requires a second signature from a Board officer.

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

iii. Investments

#19-128 RESOLUTION: On a motion by Mrs. Majikas, seconded by Mrs. Wilcosky, the Board resolved that the Investments for November 2019 be approved as presented.

Mrs. Snyder added that in November 2 CDs came due and 2 were purchased to replace them. Rates remain lower at 1.65% from the beginning of the year.

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

iv. Year-End Transaction

#19-129 RESOLUTION: On a motion by Mrs. Maier, seconded by Mr. Hyla, the Mentor Public Library Board of Trustees resolved to delegate the Fiscal Officer the authority to make any and all financial transactions necessary, in order to satisfactorily comply with the Ohio Revised Code compliance standards for the fiscal year-end deadline of December 31, 2019. Further, the Fiscal Officer will present all financial statements and any other related financial reporting at the regularly scheduled meeting in January 2020 for formal Board adoption and approval.

Mrs. Snyder explained that this is a regular annual adjustment and will notify the Trustees of any adjustments.

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

v. 2020 Temporary Appropriations

#19-130 RESOLUTION: On a motion by Mrs. Majikas, seconded by Mr. Hyla, the Mentor Public Library Board of Trustees resolved to adopt the 2020 Temporary Appropriations as presented per ORC 5705.38. Said temporary appropriations shall remain in effect until superseded by the permanent appropriations, which must be adopted no later than April 1, 2020.

Mrs. Snyder explained that the temporary budget consists of a quarter of the full budget. Adjustments may need to be made to the temporary appropriations budget if the decision is made to act on roof work in January through March.

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

Board Meeting Minutes – December 18, 2019
vi. Request for Advance of Taxes Collected

#19-131 RESOLUTION:
On a motion by Mrs. Wilcosky, seconded by Mr. Hyla, the Mentor Public Library Board of Trustees resolved to approve the written request to receive advances of current collection of taxes in 2020 from the County Auditor.

Mrs. Snyder explained that this is a new resolution, but part of O.R.C., and the County is requiring the Board to request the advance. The Mentor Schools, as the Library’s tax authority, will also pass this resolution at their next meeting.

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

D. Board Committees

i. Steering Committee

a. Obsolete Equipment Disposal

#19-132 RESOLUTION:
On a motion by Mrs. Maier, seconded by Mrs. Wilcosky, the Mentor Public Library Board of Trustees resolved to dispose of the listed items from the IT Department as presented.

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

V. NEW BUSINESS - none

VI. OLD BUSINESS

A. Project Log - none

VII. PUBLIC PRESENTATION TO THE BOARD – None

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

#19-133 RESOLUTION:
On unanimous consent, the Mentor Public Library Board of Trustees moved to executive session for matters of employment pursuant to Ohio revised Code 121.22 (G) (1) at 5:29 p.m.

Roll Call: Ayes (6) Mrs. Wantz, Mrs. Mervo, Mrs. Maier, Mrs. Majikas, Mrs. Wilcosky, Mr. Hyla; Nays (0). Motion carried.
The Board returned to regular session at 6:14 p.m.

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

**IX. COMPENSATION – DIRECTOR**

**#19-134 RESOLUTION:**
On a motion by Mrs. Maier, second by Mrs. Wilcosky, the Board of Trustees of the Mentor Public Library Board resolved to continue the appointment of Cheryl Kuonen as Executive Director beginning the first full pay period in 2020, and to do so in accordance with the terms and conditions of her new employment contract beginning January 1, 2020.

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

**IX. COMPENSATION – FISCAL OFFICER**

**#19-135 RESOLUTION:**
On a motion by Mrs. Majikas, second by Mrs. Wilcosky, the Board of Trustees of the Mentor Public Library Board resolved to continue the appointment of Colleen Snyder as Fiscal Officer through its organizational meeting in January 2021 and to do so in accordance with the terms of her amended employment contract beginning January 1, 2020.

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

**X. NEXT MEETING TIME AND PLACE ANNOUNCED:**
Next meeting date is January 15, 2020 at 5:00 p.m. in the Village Room.

**XI. ADJOURNMENT**

**#19-136 RESOLUTION:**
Mrs. Wantz adjourned the meeting at 6:16 p.m. without objection.

SUBMITTED BY: [Signature] Secretary

APPROVED BY: [Signature] President

Board Meeting Minutes – December 18, 2019