BOARD OF TRUSTEES  
MENTOR PUBLIC LIBRARY  
REGULAR BOARD MEETING  
MINUTES FEBRUARY 19, 2020

I. CALL TO ORDER: 4:57 p.m. by President, Mrs. Melanie Majikas

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

II. Presentation: Pam Rose, Technical Services Manager
Mrs. Rose provided the Board with an overview of duties and processes associated with the Technical Services and Shelving departments, including changes that have come with the transition to Clevnet. Mrs. Rose also reviewed her work with the Friends’ ongoing book sale and volunteers.

III. MINUTES

A. Approval of the Organizational Board Meeting Minutes of January 15, 2020.

#20-013 RESOLUTION:
On a motion by Mrs. Wantz, seconded by Mrs. Wilcosky, the Board resolved that the Minutes of the Organizational Board Meeting of January 15, 2020 be adopted as presented.

Roll Call: Ayes (4) Mrs. Wilcosky, Mrs. Wantz, Mrs. Majikas; Mrs. Henninger; Abstain (2) Mr. Hyla, Mrs. Maier; Nays (0). Motion carried.


#20-014 RESOLUTION:
On a motion by Mrs. Wantz, seconded by Mrs. Wilcosky, the Board resolved that the Minutes of the Regular Board Meeting of January 15, 2020 be adopted as presented.

Roll Call: Ayes (4) Mrs. Wilcosky, Mrs. Wantz, Mrs. Henninger; Mrs. Majikas; Abstain (2) Mrs. Maier, Mr. Hyla; Nays (0). Motion carried.

IV. PUBLIC COMMENT ON AGENDA ITEMS – None

V. REPORTS
   A. President’s Report – Melanie Majikas, President
Mrs. Majikas suggested that the annual Financial Meeting of the Whole take place at 4:30 PM on March 18, 2020 – the Trustees present agreed.

B. Library System – Cheryl Kuonen, Executive Director

i. Donations

**#20-015 Resolution:**

On a motion by Mrs. Maier, seconded by Mrs. Wilcosky, the Board resolved that Donations be adopted as presented.

MAIER

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

ii. Director’s Report – Cheryl Kuonen

- Responding to a question, Mrs. Kuonen reviewed programs and registration at the HUB.
- Mrs. Kuonen presented the revised Marketing Plan overview and briefly discussed the plan and style guide prepared by Jason Lea, which relates to the Board’s new Strategic Plan.
- Mrs. Kuonen announced that she has been contacted, and that MPL will be a passport location. This process will be delayed slightly while current projects are being addressed.

a. IT Report – Ed Mikolic, IT Manager – Responding to a question, Mr. Mikolic reviewed the computers that will be converted to Office 2019.

b. Facilities Report – Craig Mossbruger, Facilities Manager - nothing to add

C. Financial – Colleen Snyder, Fiscal Officer

i. Financial Reports, January 2020

Mrs. Majikas and the Trustees thanked Mrs. Snyder for the helpful cover sheet she has added to her report.

**#20-016 Resolution:**

On a motion by Mrs. Henninger, seconded by Mr. Hyla, the Board resolved that the Financial Reports for the month of January 2020 be accepted and filed – Cash Reconciliation, Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control Report.

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

ii. Ratification of January 2020 Bills
#20-017 RESOLUTION:
On a motion by Mrs. Maier, seconded by Mr. Hyla, the Board resolved that the Bills paid in January 2020, evidenced by the January Voucher Summary Report be approved.

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

iii. Investments

#20-018 RESOLUTION:
On a motion by Mrs. Henninger, seconded by Mrs. Wantz, the Board resolved that the Investments for January 2020 be approved as presented.

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

iv. Amended 2020 Appropriations

#20-019 RESOLUTION:
On a motion by the Finance Committee, seconded by Mrs. Henninger, the Mentor Public Board of Trustees resolved to adopt the 2020 Amended Temporary Appropriations Measure as presented.

Mrs. Snyder explained that this adjustment is being made to cover the roof work at Main. The interfund transfers are being increased to $275,000, and the Building Fund expenses are increased from $160,000 to $435,000.

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

v. Fund Transfer

#20-020 RESOLUTION:
On a motion by the Finance Committee, seconded by Mrs. Henninger, the Mentor Public Board of Trustees resolved to 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>$275,000</td>
<td></td>
</tr>
<tr>
<td>Building Fund</td>
<td></td>
<td>$275,000</td>
</tr>
</tbody>
</table>

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

D. Board Committees

i. Steering Committee
a. Motion for Roof Replacement

#20-021 RESOLUTION:
On a motion by the Steering Committee, seconded by Mrs. Wilcosky, the Mentor Public Board of Trustees resolved to authorize the Director of Mentor Public Library to execute a contract with Garland/DBS, Inc. through the U. S. Communities program in the amount of $256,831.00 plus up to $15,000 for contingency for the replacement for the roof at the Main Library, 8215 Mentor Ave. by Architectural Siding, Trim, and Roofing (A-Star).

Mrs. Snyder added that she had confirmed with the contractor that the contingency amount of $15,000 would be adequate.

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

b. Motion for Generator Replacement

#20-022 RESOLUTION:
On a motion by the Steering Committee, seconded by Mrs. Wilcosky, the Mentor Public Board of Trustees resolved to authorize the Director of Mentor Public Library to execute a contract with Portman Electric in the amount of $38,040.00 plus up to $3,500 for permits, drawings, and contingency for the replacement of the generator at the Main Library, 8215 Mentor Ave.

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

c. Motion for Job Position Grade

#20-023 RESOLUTION:
On a motion by the Steering Committee, seconded by Mrs. Maier, the Mentor Public Board of Trustees resolved to approve the grade of the bargaining unit position Community Engagement Associate at Grade 7 ($16.68 to $25.02).

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

VI. NEW BUSINESS – none

VII. OLD BUSINESS
A. Read House Update
   Mrs. Kuonen mentioned that Jason Lea will be talking with the News-Herald to publish a follow-up article regarding the first of 3 options for the house: garnering someone’s interest in purchasing and moving the house. Costs of repairs (option 2) have been previously gathered, and Mrs. Kuonen is currently gathering costs involved in demolition (option 3).
B. Project Log – none

VIII. PUBLIC PRESENTATION TO THE BOARD – None

IX. NEXT MEETING TIME AND PLACE ANNOUNCED:
   Next meeting date is March 18, 2020, with the Finance Committee of the Whole
   meeting at 4:30 p.m., immediately followed by the Regular meeting in the Village
   Room.

X. ADJOURNMENT

#20-024 RESOLUTION:
Mrs. Majikas adjourned the meeting at 5:22 p.m. without objection.

SUBMITTED BY: Secretary

APPROVED BY: President

#20-024
ADJOURNMENT