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

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

- Present: Diane Wantz, Melanie Majikas, Sue Wilcosky, Sonja Maier, Terri Mervo, Christine Henninger, Daniel Hyla
- Staff present: Cheryl Kuonen, Colleen Snyder, Jen Grill, Ed Mikolic, Craig Mossbruger, Sue Fram
- Others present: Atty. Tim Higgins, Atty. Dan Richards, Carrie Hollings, Friends of Mentor Public Library; Jason Lea, Keith Segina, SEIU

III. MINUTES

A. Approval of the Organizational Board Meeting Minutes of January 16, 2019

#19-017 RESOLUTION:
On a motion by Mrs. Maier, seconded by Mrs. Majikas, the Board resolved that the Minutes of the Organizational Board Meeting of January 16, 2019 be adopted as presented:

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

B. Approval of the Regular Board Meeting Minutes of January 16, 2019

#19-018 RESOLUTION:
On a motion by Mrs. Majikas, seconded by Mrs. Henninger, the Board resolved that the Minutes of the Regular Board Meeting of January 16, 2019 be adopted as presented:

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

II. PRESENTATION BY ATTORNEY HIGGINS

Mr. Higgins, representing the Paulson Estate, presented a brief summary of Mr. Francis M. “Bud” Paulson’s life accomplishments, dedication to community service, and local library support. On behalf of the Paulson Trust, the Board was presented with a donation of $250,000.00 to be used to construct “The Beryl B. Paulson Annex and Meeting Room” at the Mentor-on-the-Lake Branch.

Mr. Higgins thanked the Mentor Library Board of Trustees, Director Cheryl Kuonen, and Mr. Dan Richards for their efforts to fulfill Mr. Paulson’s wishes.
Mrs. Wantz, speaking on behalf of the Board and library, stated that we are so pleased to accept this generous gift. She added that the Paulson’s legacy will help the library to evolve in this year of its 200th Anniversary.

Mr. Richards in turn thanked everyone involved in bringing this donation to conclusion.

IV. PUBLIC COMMENT ON AGENDA ITEMS – None

V. REPORTS

A. President’s Report – Diane Wantz, President

i. Read House engineering report
Mrs. Wantz stated that the Steering Committee is reviewing the Read House report and looking at all options.

Mrs. Wantz also mentioned how nice the 200th Anniversary banners look.

B. Library System – Cheryl Kuonen, Executive Director

i. Donations

#19-019 RESOLUTION:
On a motion by Mrs. Henninger seconded by Mr. Hyla, the Board resolved that the In-Kind Donations be accepted as presented.

Mrs. Kuonen mentioned that one of the donations was from a Homebound patron who is grateful for our services.

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

ii. Director’s Report - Cheryl Kuonen, Executive Director
Upon a question from Mrs. Maier regarding the Mentor Fire Department’s special children’s story time at Main, Mrs. Kuonen responded that some story times are private, others open to the public, and always fun.

a. IT Report – Ed Mikolic, IT Manager – as presented
Mrs. Wantz thanked Ed for his efforts on February 2 with Clevnet.

b. Facilities Report – Craig Mossbruger, Facilities Manager
Mr. Mossbruger added that the elevator is scheduled for State testing on Thursday. The hydraulic weight test takes 1 hour and we are hoping for a good outcome.

C. Financial – Colleen Snyder, Fiscal Officer

i. Financial Reports, January 2019
#19-020 RESOLUTION:
On a motion by Mrs. Henninger, seconded by Mrs. Majikas, the Board resolved that the Financial Reports for the month of January 2019 be accepted and filed – Cash Reconciliation, Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control 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 January 2019 bills

#19-021 RESOLUTION:
On a motion by Mrs. Maier, seconded by Mrs. Wilcosky, the Board resolved that the Bills paid in January 2019, evidenced by the January 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

#19-022 RESOLUTION:
On a motion by Mr. Hyla, seconded by Mrs. Henninger, the Board resolved that the Investments for January 2019 be approved as presented.

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

iv. Then and Now Certificate

#19-023 RESOLUTION:
On a motion by Mrs. Henninger, seconded by Mr. Hyla, the Board resolved to approve the following “Then and Now” certificate. The Mentor Public Library has authorized the Fiscal Officer to execute then and now certificates for purchase orders processed after invoices for goods or services received in amounts up to an individual amount of $1,000 and a monthly aggregate of $7,500;

“There was at the time of the making of such contract or order and at the time of the execution of such certificate a sufficient sum appropriated for the purpose of such contact and in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrance.” ORC 5705.41(D)1

It is hereby certified that both at the time of the making of this contract or order and at the date of the execution of this certificate, the amount of $6,302.00 required to pay this contract or order with Ohio Library Council has been appropriated for the purpose of this contract or order and is in the treasury or in the process of collection to the credit of the Fund free from any previous encumbrance.
Mrs. Snyder explained that a purchase order was not prepared for this item prior to receiving the annual invoice from Ohio Library Council.

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

Mrs. Snyder added that she is finalizing the financial statements for 2018 and will be submitting them electronically to the Auditor of State within the next few days. These will also be published in the library and available on a website for the public. Additionally, the 2017-2018 audit is scheduled for the 2nd week in May.

D. Board Committees

i. Steering Committee

a. Motion for Design Services

#19-024 RESOLUTION:
On a motion by the Steering Committee, seconded by Mr. Hyla, the Board resolved to authorize the Director to enter into contract negotiations for design services with HB+M Architects for the Mentor-on-the-Lake addition. HB+M is ranked first amongst the two qualified submissions received.

Mrs. Kuonen explained that if this motion is approved we will enter into AIA architect contract negotiations, but unsure if it would be ready for the next Steering meeting in March.

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

b. Motion close for Staff Day

#19-025 RESOLUTION:
On a motion by the Steering Committee, seconded by Mrs. Henninger, the Board resolved to close all MPL library facilities for staff development day on Friday, December 6, 2019.

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

VI. NEW BUSINESS — none

VII. OLD BUSINESS

A. Progress Log — as presented
Mrs. Wantz noted that things are moving along. She also added that the packet Mrs. Kuonen included from OLC on funding contains a lot of good information.
VIII. PUBLIC PRESENTATION TO THE BOARD – None

IX. NEXT MEETING TIME AND PLACE ANNOUNCED:
Next meeting date is March 20, 2019; the Finance Committee of the Whole meets at 4:00 p.m. in the Village Room followed by the Regular meeting at 5:00 p.m.

X. ADJOURN

#19-026 RESOLUTION:
Mrs. Wantz adjourned the meeting at 5:19 p.m. without objection.

SUBMITTED BY: ___________________________ Secretary

APPROVED BY: ___________________________ President