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

I. CALL TO ORDER: 5:19 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, Ed Mikolic, Craig Mossbruger, Sue Fram
- Others present: Mary Pelton, SEIU

II. MINUTES

A. Approval of the Regular Board Meeting Minutes of February 20, 2019

#19-027 RESOLUTION:
On a motion by Mrs. Maier, seconded by Mrs. Majikas, the Board resolved that the Minutes of the Regular Board Meeting of February 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.

III. PUBLIC COMMENT ON AGENDA ITEMS — None

IV. REPORTS

A. President’s Report – Diane Wantz, President

Mrs. Wantz mentioned that at the Mentor Area Chamber luncheon on the State of the City, Mentor Library was recognized for its support of area non-profits to celebrate the 200th Anniversary, and for which we are grateful.

B. Library System – Cheryl Kuonen, Executive Director

   i. Director’s Report - Cheryl Kuonen, Executive Director

Mrs. Kuonen pointed to the Average Attendance Per Hour chart included in her report, which compares per building use across all locations. She added that total attendance numbers are part of our annual report to the State Library.

   a. IT Report – Ed Mikolic, IT Manager — as presented

In response to Mrs. Mervo’s question regarding time clocks, Mr. Mikolic mentioned that we are now on a new time-keeping/payroll system – Paylocity. Regarding Mrs. Wantz’s question about feedback on SearchOH, Mrs. Kuonen explained there have been a few
questions, but after implementation of Clevnet we will do a one-year trial of interlibrary loans which would cover items not offered by Clevnet, and then evaluate the cost per item.

b. Facilities Report – Craig Mossbruger, Facilities Manager
Upon a question from Mrs. Wantz regarding cameras and locations at the Main Library, Mr. Mossbruger and Mrs. Kuonen mentioned that some camera locations will be adjusted or relocated after the remodeling of the AV/Media Room. Mrs. Majikas asked that cameras in the stairwells be considered.

C. Financial – Colleen Snyder, Fiscal Officer

i. Financial Reports, February 2019

#19-028 RESOLUTION:
On a motion by Mrs. Majikas, seconded by Mrs. Wilcosky, the Board resolved that the Financial Reports for the month of February 2019 be accepted and filed – Cash Reconciliation, Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control Report.

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

ii. Ratification of February 2019 bills

#19-029 RESOLUTION:
On a motion by Mrs. Maier, seconded by Mrs. Majikas, the Board resolved that the Bills paid in February 2019, evidenced by the January Voucher Summary Report be approved.

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

iii. Investments

#19-030 RESOLUTION:
On a motion by Mr. Hyla, seconded by Mrs. Wilcosky, the Board resolved that the Investments for February 2019 be approved as presented.

Mrs. Snyder added that 2 CDs were redeemed and 2 replacements were purchased. The yield rate is 2.45%, slightly below the rate at the end of last year.

Roll Call: Ayes (6) Mrs. Wilcosky, Mrs. Mervo, Mrs. Maier, Mr. Hyla, Mrs. Majikas, Mrs. Wantz; Nays (0). Motion carried.
iv. 2019 Annual Appropriations

#19-031 RESOLUTION:
On a motion by Mrs. Majikas, seconded by Mr. Hyla, the Board resolved that the 2019 Annual Appropriations Measure be approved as presented.

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

D. Board Committees

i. Steering Committee

a. Motion for Revised Library Card Policy

#19-032 RESOLUTION:
On a motion by the Steering Committee, seconded by Mrs. Maier, the Board of Trustees of the Mentor Public Library approve the noted revisions to the Borrowing Materials Policy and adopt as presented.

Mrs. Kuonen explained that the change to a 3-week loan period would coincide with most other libraries in the Clevnet system and be better service for our patrons. Effective at time of Clevnet implementation (May 6, 2019).

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

V. NEW BUSINESS – none

VI. OLD BUSINESS

A. Progress Log – as presented

VII. PUBLIC PRESENTATION TO THE BOARD – None

VIII. NEXT MEETING TIME AND PLACE ANNOUNCED:
Next meeting date is April 17, 2019 at 5:00 p.m.

IX. ADJOURN

#19-033 RESOLUTION:
Mrs. Wantz adjourned the meeting at 5:32 p.m. without objection.

SUBMITTED BY: [Signature] Secretary

APPROVED BY: [Signature] President

Board Meeting Minutes – March 20, 2019