BOARD OF TRUSTEES
MENTOR PUBLIC LIBRARY
REGULAR BOARD MEETING
MINUTES April 17, 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, Daniel Hyla
- Staff Present: Cheryl Kuonen, Colleen Snyder, Jen Grill, Ed Mikolic, Craig Mossbruger, Sue Fram
- Others Present: Carrie Hollings, Friends of MPL; Mary Pelton, SEIU representative

II. MINUTES

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

#19-034 RESOLUTION:
On a motion by Mrs. Maier, seconded by Mrs. Wilcosky, the Board resolved that the Minutes of the Regular Board Meeting of March 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 - none

B. Library System – Cheryl Kuonen, Executive Director

   i. Donations

#19-035 RESOLUTION:
On a motion by Mrs. Majikas, seconded by Mr. Hyla, the Board resolved that the In-Kind Donations be accepted as presented.

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, Executive Director
Mrs. Maier commented that it was great that our Reference Librarian Meredith worked with a patron to modify a design to print gauntletts on the HUB’S 3D printer, resulting in a substantial cost savings for the patron.
Mrs. Mervo asked about attendance trends at HUB programs, to which Mrs. Kuonen responded that programs in the MakerSpace are the big draw. She added that we will continue to provide programming and passive activities for the students. The March door count of 746 includes students and adults attending programs as well as those using the HUB to study or use the public computers.

Mrs. Kuonen, responding to a question from Mrs. Mervo, explained and discussed an Annual PLDS Survey Report (mistitled 2019) included in the packet which shows statistics for 2018. Mentor Library’s circulation for capita was good at 16.5, collection turnover average was 4.5 per item annually, and close to 20 items were checked out per year per patron. Mrs. Mervo requested that some of the key statistics should be shared with our community as they supported the library’s levy. Mrs. Kuonen added that the results of Project Outcome are very positive.

Mrs. Henninger arrived at 5:08 p.m.

a. IT Report – Ed Mikolic, IT Manager – as submitted

b. Facilities Report – Craig Mossbruger, Facilities Manager

Responding to a question from Mrs. Wantz, Mr. Mossbruger explained that the first section of the drive-thru island will be removed to help cars negotiate the exit. He added that estimates are also being collected for sidewalk replacement at the Headlands Branch.

C. Financial – Colleen Snyder, Fiscal Officer

i. Financial Reports, March 2019

#19-036 RESOLUTION:
On a motion by Mrs. Majikas, seconded by Mrs. Maier, the Board resolved that the Financial Reports for the month of March 2019 be accepted and filed – Cash Reconciliation, Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control Report.

Mrs. Snyder noted that the revenues for the month are lower year-to-date than previous years due to the levy proceeds not being received in March this year. The County Auditor’s office implemented a new computer system, delaying the release of levy funds.

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 December 2018 bills

#19-037 RESOLUTION:
On a motion by Mr. Hyla, seconded by Mrs. Henninger, the Board resolved that the Bills paid in March 2019, evidenced by the December 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

#19-038 RESOLUTION:
On a motion by Mrs. Mervo, seconded by Mr. Hyla, the Board resolved that the
Investments for March 2019 be approved as presented.

Mrs. Snyder noted that a column was added on the report for the Beryl Paulson Fund
interest. The monies were received mid-February and cannot be directly invested,
however part of the interest for the month has been allocated to the Paulson Fund so it
will accrue interest until the fund is spent on the building of the addition.

Mrs. Mervo, noting that interest rates remain constant, asked if there were any indications
of that changing. Mrs. Snyder replied that we are higher than a year ago but lower than
what was received at the end of 2018.

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

iv. Fund Transfer

#19-039 RESOLUTION:
On a motion by the Finance Committee, seconded by Mrs. Majikas, the Board resolved to
approve the following Fund Transfer:

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<thead>
<tr>
<th>FUND TRANSFER</th>
<th>FROM</th>
<th>TO</th>
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<tbody>
<tr>
<td>General Fund</td>
<td>$600,000</td>
<td></td>
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<tr>
<td>Building Fund</td>
<td></td>
<td>$500,000</td>
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<tr>
<td>Technology Fund</td>
<td></td>
<td>$100,000</td>
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The $600,000 transfer was appropriated in the budget that was passed in March. This
resolution will actually move the funds from the General Fund to the Building and
Technology Funds.

Mrs. Snyder explained that last month the 2019 Appropriations were approved and
included this transfer from the General Fund.

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. HUB Hours

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#19-040 RESOLUTION:
On a motion from the Steering Committee, seconded by Mrs. Wilcosky, the Board of Trustees of the Mentor Public Library resolved to approve HUB hours of 12:00 p.m. to 8:00 p.m. Monday to Thursday for the summer and hours of 3:00 p.m. to 8:00 p.m. Monday to Thursday for the school year.

Upon a question from Mrs. Majikas, Mrs. Kuonen explained that we hope the summer hours will accommodate students after summer camp which ends daily at 12noon.

Mrs. Mervo asked about the (HUB) contract renewal, which Mrs. Kuonen explained that it continually renews unless 60-day notice is given (by either party) and the Library must give notice of hours change 1 month in advance. The School District is pleased with the new hours. Mrs. Kuonen assured Mrs. Majikas that the cost fits into the Library's budget.

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

b. HBM Contract for Lake Branch

#19-041 RESOLUTION:
On a motion from the Steering Committee, seconded by Mrs. Maier, the Board of Trustees of the Mentor Public Library resolved to approve the attached AIA contract from HBM Architects, LLC for "The Beryl B. Paulson Annex and Meeting Room" addition a the Mentor-on-the-Lake Branch.

Mrs. Mervo requested the timeline for purchase of the property. Mrs. Kuonen stated that she hoped that would happen very soon and has been in communication with the AquaOH representative. Additional surveys may be required as well as a storm water evaluation. Mrs. Kuonen went on to give estimated timelines for other documents and construction items.

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

c. ThresherPR

#19-042 RESOLUTION:
On a motion from the Steering Committee, seconded by Mrs. Wilcosky, the Board of Trustees of the Mentor Public Library resolved to approve the proposal from ThresherPR for consulting services as presented.

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

d. System Close on Sunday, May 5, 2019
#19-043 RESOLUTION:
On a motion from the Steering Committee, seconded by Mrs. Majikas, the Board of Trustees of the Mentor Public Library resolved to approve closing all Mentor Public Library locations on Sunday, May 5, 2019 in preparation for transitioning to Clevnet on Monday, May 6, 2019.

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

V. NEW BUSINESS

VI. OLD BUSINESS

A. Progress Log – Upon a question from Mrs. Wantz, Mrs. Kuonen stated that she hoped to have a draft of the Personnel Policy for the May Steering Committee meeting.

VII. PUBLIC PRESENTATION TO THE BOARD – None

VIII. NEXT MEETING TIME AND PLACE ANNOUNCED:
Next meeting date is May 15, 2019 in the Village Room – start time to be determined.

IX. ADJOURN

#19-044 RESOLUTION:
Mrs. Wantz adjourned the meeting at 5:24 p.m. without objection.

SUBMITTED BY: [Signature] Secretary

APPROVED BY: [Signature] President

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