BOARD OF TRUSTEES  
MENTOR PUBLIC LIBRARY  
REGULAR BOARD MEETING  
MINUTES May 15, 2019

I. CALL TO ORDER: 5:30 p.m. by President, Mrs. Diane Wantz

- Present: Diane Wantz, Sue Wilcosky, Sonja Maier, Terri Mervo, Christine Henninger, Daniel Hyla
- Excused: Mrs. Majikas
- Staff Present: Cheryl Kuonen, Colleen Snyder, Jen Grill, Ed Mikolic, Craig Mossbruger, Sue Fram
- Others Present: Mary Pelton, SEIU representative; 2 visitors

II. MINUTES

A. Approval of the Regular Board Meeting Minutes of April 17, 2019.

#19-045 RESOLUTION:
On a motion by Mrs. Maier, seconded by Mrs. Wilcosky, the Board resolved that the Minutes of the Regular Board Meeting of April 17, 2019 be adopted as presented.

Roll Call: Ayes (6) Mrs. Maier, Mrs. Wilcosky, Mrs. Mervo, Mrs. Henninger, 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 commented on the positive recognition received from the State level regarding activities surrounding MPL’s 200th Anniversary.
   - Everyone involved was recognized and thanked for the smooth transition into Clevnet.

Mrs. Wantz moved the IT and Facilities reports up on the agenda.

B. Library System
   ii.
      a. IT Report – Ed Mikolic, IT Manager
         Responding to questions from the Board, Mr. Mikolic stated that the Clevnet migration went well from his side as they had a lot of time to prepare. IT is now working with Clevnet staff on fixing hidden items that have come up since the migration. Mrs. Kuonen gave a shout out to Mr. Mikolic and the staff for a job well done and added that patrons have made comments thanking staff for their service and help. Mrs. Wantz added that she noticed all staff handled the migration with professionalism.
Mrs. Maier inquired about the jump in website stats, which Mrs. Kuonen attributes to the improvements made to the website for mobile users.

b. Facilities Report – Craig Mossbruger, Facilities Manager
Upon a question from Mrs. Wanz, Mr. Mossbruger replied that we will soon be adding #17 Little Free Library at the Holden Arboretum in partnership with the Kirtland Library.

Mr. Mossbruger added that he is collecting quotes for sidewalk replacement at the Headlands Branch.

B. Library System – Cheryl Kuonen, Executive Director

i. Donations
Mrs. Kuonen mentioned the donation was pictures of the original Mentor Library being moved (on Center St.).

#19-046 RESOLUTION: #19-046 DONATIONS
On a motion by Mrs. Maier, seconded by Mrs. Henninger, the Board resolved that the In-Kind Donations be accepted as presented.

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

ii. Director’s Report – Cheryl Kuonen, Executive Director
Mrs. Mervo pointed out that attendance is climbing at the branch locations, which Mrs. Kuonen attributes to the new managers and fresh ideas.

Mrs. Kuonen added that HUB staff have worked out a way for students to check-out books. Reservations for the makerspace are very heavy lately according to HUB manager Ariel Johnson. Mrs. Kuonen added that a Facebook post from a patron who has been using the Makerspace equipment was highly complementary of the HUB staff. Mr. Hyla asked if any additional equipment has been requested by patrons; Mrs. Kuonen responded that there have been no requests but that the Main library’s 3D printers are heavily used.

Mrs. Maier added that a patron had approached her at a recent gathering and complimented the library, staff, and programming.

C. Financial – Colleen Snyder, Fiscal Officer

i. Financial Reports, April 2019

#19-047 RESOLUTION: #19-047 FINANCIAL REPORTS
On a motion by Mrs. Henninger, seconded by Mr. Hyla the Board resolved that the Financial Reports for the month of April 2019 be accepted and filed – Cash Reconciliation, Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control Report.
Mrs. Snyder that the County’s new computer system has generated the library’s levy funds. She added that this week we are having our audit.

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

ii. Ratification of April 2019 bills

#19-048 RESOLUTION:  
On a motion by Mrs. Henninger, seconded by Mrs. Maier, the Board resolved that the Bills paid in April 2019, evidenced by the December Voucher Summary Report be approved.

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

iii. Investments

#19-049 RESOLUTION:  
On a motion by Mrs. Henninger, seconded by Mr. Hyla, the Board resolved that the Investments for April 2019 be approved as presented.

Mrs. Snyder mentioned that 2 CDs came due in April and have been replaced with new.

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

iv. 2020 Tax Budget

#19-050 RESOLUTION:  
On a motion by Mrs. Maier, seconded by Mrs. Wilcosky, the Board resolved that whereas the State/County requires that the Library submit a budget delineating the need for the collection of the voted library millage;

Now therefore it be resolved that the attached 2020 Tax Budge be adopted and referred to the School Board for submission to the County.

Mrs. Snyder explained that the budget will be submitted to the School Board as our taxing authority, who then takes it to the Lake County offices.

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

D. Board Committees

i. Steering Committee
a. Land Purchase

#19-051 RESOLUTION:
On a motion from the Steering Committee, seconded by Mrs. Henninger, the Board resolved to authorize the Mentor Public Library to pursue purchase of 53’ of land from Aqua Ohio adjacent to the Mentor-on-the-Lake Library.

Mrs. Kuonen added Aqua Ohio has been good to work with, and that the Library is on the June 3, 2019 agenda for the MOL Planning Commission meeting. The official survey is on the schedule and will be completed soon.

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

b. Volunteer Policy Revision

#19-052 RESOLUTION:
On a motion from the Steering Committee, seconded by Mrs. Henninger, the Board resolved to update the Volunteer Policy modifying the minimum age to volunteer to 12 years of age.

Upon a question from Mrs. Henninger, Mrs. Kuonen stated that parents need to sign off on the form, and added that this change would allow 6th grade students and Scout Troops to volunteer for the Library book sales or other opportunities.

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

c. Management Salary Scale

#19-053 RESOLUTION:
On a motion from the Steering Committee, seconded by Mr. Hyla, the Board resolved to update the Management Salary Scale effective Monday, June 3, 2019.

Mrs. Snyder added that this item was also discussed and approved at the Finance Committee meeting.

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

V. NEW BUSINESS

Mrs. Kuonen mentioned the May 21, 2019 Mentor Area Chamber Meeting’s guest speaker will be Brandon Chrostowski, CEO/Founder of EDWINS Leadership and Restaurant Institute, whose mission is to provide training and a career path to those re-entering society from prison.
VI. OLD BUSINESS

A. Progress Log – none

VII. PUBLIC PRESENTATION TO THE BOARD – None

VIII. NEXT MEETING TIME AND PLACE ANNOUNCED:
Next meeting date is June 19, 2019 at 5:00 p.m. in the Village Room.

IX. ADJOURN

#19-054 RESOLUTION: Mrs. Wantz adjourned the meeting at 6:05 p.m. without objection.

SUBMITTED BY: __________________________ Secretary

APPROVED BY: ___________________ President