BOARD OF TRUSTEES
MENTOR PUBLIC LIBRARY
REGULAR BOARD MEETING
MINUTES June 19, 2019

I.  CALL TO ORDER:  5:00 p.m. by President, Mrs. Diane Wantz

  •  Present:  Diane Wantz, Melanie Majikas, Terri Mervo, Daniel Hyla
  •  Excused:  Sue Wilcosky, Sonja Maier
  •  Staff Present:  Cheryl Kuonen, Colleen Snyder, Jen Grill, Ed Mikolic, Craig Mossbruger, Sue Fram
  •  Others Present:  Mary Pelton, SEIU representative; 1 visitor

II.  MINUTES

A.  Approval of the Regular Board Meeting Minutes of May 15, 2019.

#19-055 RESOLUTION:
On a motion by Mrs. Mervo, seconded by Mr. Hyla, the Board resolved that the Minutes of the Regular Board Meeting of May 15, 2019 be adopted as presented.

Roll Call: Ayes (3) Mrs. Mervo, Mr. Hyla, Mrs. Wantz; Abstain (1) Mrs. Majikas; Nays (0). Absence of quorum to approve, motion tabled.

III.  PUBLIC COMMENT ON AGENDA ITEMS – None

IV.  REPORTS

A.  President’s Report – Diane Wantz, President
Mrs. Wantz noted a letter from Doug Evans, retiring Executive Director of OLC, who thanked Mrs. Kuonen for her leadership and support of continuing education for staff.

B.  Library System – Cheryl Kuonen, Executive Director

  i.  Donations

#19-056 RESOLUTION:
On a motion by Mrs. Majikas, seconded by Mrs. Mervo, the Board resolved that Donations be adopted as presented.

Mrs. Henninger arrived at 5:03 p.m.

Roll Call: Ayes (5) Mrs. Mervo, Mrs. Henninger, Mrs. Majikas, Mr. Hyla, Mrs. Wantz; Nays (0). Motion carried.
The Board returned to the approval of the Regular Meeting Minutes of May 15, 2019.

**#19-055 RESOLUTION:**
On a motion by Mrs. Mervo, seconded by Mr. Hyla, the Board resolved that the Minutes of the Regular Board Meeting of May 15, 2019 be adopted as presented.

**Roll Call:** Ayes (4) Mrs. Mervo, Mr. Hyla, Mrs. Henninger, Mrs. Wantz; Abstain (1) Mrs. Majikas; Nays (0). Motion carried.

** ii. Director’s Report**
Upon a question from Mrs. Majikas regarding the “Ask a Librarian” service, Mrs. Kuonen stated that a few patrons use it quite regularly and it is an appreciated service.

Mrs. Kuonen updated the Board on the July 12 - 200th Anniversary Party, stating that the library has purchased Frisbees as give-away prizes.

Mrs. Mervo noted that program attendance numbers are very good, especially the history programs. Mrs. Kuonen agreed that many experience full capacity.

Mrs. Kuonen addressed questions from several trustees regarding OPLIN’s purchase of Lynda.com (Video Tutorials & Classes) for all Ohio public libraries with a 3-year contract, and that effect on libraries and patrons. A LinkedIn account will be required to use Lynda.com when the new terms are implemented by the end of this year. Mrs. Kuonen stated that alternative tutorial/class products are very expensive, so for the time being Mentor Library will continue with Lynda.com.

**a. IT Report – Ed Mikolic, IT Manager**
Responding to questions from Mrs. Mervo and other Board members, Mr. Mikolic stated that response time from Clevnet has been good; problem resolution takes slightly longer. We are on schedule for the LibCal changeover, and Morgan has been training staff. Ed is rebuilding directories and group policy. Mrs. Kuonen added that program registration for patrons is call-in only this week due to the data crossover between calendars.

**b. Facilities Report – Craig Mossbruger, Facilities Manager**
Mr. Mossbruger updated the Board on the following items:
- Concrete replacement at the Headlands Branch is delayed due to weather.
- New light poles for the Main Library parking lot have been ordered, and are expected to arrive at the end of June, and be installed in early July. Existing lights will be re-used elsewhere on the property.
- HVAC unit will be replaced at Headlands this week.
- The Main Library’s drive-thru island fix is also delayed due to weather. Mrs. Kuonen added that when the work is scheduled the drive-thru driveway will be closed for approximately 1 day.
- Lights have been replaced at the Lake Branch.

Mrs. Kuonen added that the library will host volunteers from the United Way’s Day of Caring on Thursday, June 27. The volunteers will put a fresh coat of paint on the lower level meeting room hall.
C. Financial – Colleen Snyder, Fiscal Officer

i. Financial Reports, May 2019

#19-057 RESOLUTION:
On a motion by Mrs. Henninger, seconded by Mrs. Majikas the Board resolved that the Financial Reports for the month of May 2019 be accepted and filed – Cash Reconciliation, Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control Report.
Mrs. Snyder reported that revenues are slightly down for this year because we were awaiting the Ohio rollback, which was received in June rather than May.

Roll Call: Ayes (5) Mrs. Majikas, Mr. Hyla, Mrs. Henninger, Mrs. Mervo, Mrs. Wantz;
Nays (0). Motion carried.

ii. Ratification of May 2019 Bills

#19-058 RESOLUTION:
On a motion by Mrs. Henninger, seconded by Mr. Hyla, the Board resolved that the Bills paid in May 2019, evidenced by the May Voucher Summary Report be approved.

Roll Call: Ayes (5) Mr. Hyla, Mrs. Henninger, Mrs. Majikas, Mrs. Mervo, Mrs. Wantz;
Nays (0). Motion carried.

iii. Investments

#19-059 RESOLUTION:
On a motion by Mrs. Majikas, seconded by Mrs. Henninger, the Board resolved that the Investments for May 2019 be approved as presented.

Mrs. Snyder noted that the rates have been going up and down, and she has received notification to expect 2 decreases in the next several months.

Roll Call: Ayes (5) Mrs. Mervo, Mr. Hyla, Mrs. Henninger, Mrs. Majikas, Mrs. Wantz;
Nays (0). Motion carried.

D. Board Committees

i. Steering Committee

a. Employee Handbook

#19-060 RESOLUTION:
On a motion from the Steering Committee, seconded by Mrs. Henninger, the Board resolved to approve the updated Personnel Policy and Procedure Manual as prepared by Clemens, Nelson & Associates, Inc. as presented.
Mrs. Kuonen mentioned that there was a modification to the forms section: the Vehicle Use Policy is removed because it is kept in a separate file, and form O had been missing.

Roll Call: Ayes (5) Mrs. Henninger, Mrs. Mervo, Mr. Hyla, Mrs. Majikas, Mrs. Wantz; Nays (0). Motion carried.

Mrs. Kuonen thanked Mrs. Snyder and Mrs. Grill for their hard work and Mrs. Wantz thanked them for listening to the Board’s feedback.

V. NEW BUSINESS

A. Resolution of Thanks

#19-061 RESOLUTION:
On a motion from Mrs. Majikas, seconded by Mrs. Henninger the Board resolved to approve a resolution thanking the (Ohio) Senate for proposing an increase to the PLF for the next budget cycle.

Roll Call: Ayes (5) Mrs. Mervo, Mrs. Henninger, Mrs. Majikas, Mr. Hyla, Mrs. Wantz; Nays (0). Motion carried.

VI. OLD BUSINESS

A. Progress Log
Mrs. Mervo questioned 2 items on the Project Log which have been on hold, to which Mrs. Kuonen stated now that the manual is approved, Mrs. Grill and Mrs. Snyder have started working on Records Retention.

VII. PUBLIC PRESENTATION TO THE BOARD – None

VIII. NEXT MEETING TIME AND PLACE ANNOUNCED:
Next meeting date is July 17, 2019 at 5:00 p.m. in the Village Room.

IX. ADJOURN

#19-062 RESOLUTION:
Mrs. Wantz adjourned the meeting at 5:35 p.m. without objection.

SUBMITTED BY: ___________________________ Secretary

APPROVED BY: ___________________________ President