BOARD OF TRUSTEES
MENTOR PUBLIC LIBRARY
REGULAR BOARD MEETING
MINUTES July 17, 2019

I. CALL TO ORDER: 4:59 p.m. by President, Mrs. Diane Wantz

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

II. MINUTES

A. Approval of the Regular Board Meeting Minutes of June 19, 2019.

#19-063 RESOLUTION: On a motion by Mrs. Majikas, seconded by Mrs. Henninger, the Board resolved that the Minutes of the Regular Board Meeting of June 19, 2019 be adopted as presented.

Roll Call: Ayes (5) Mrs. Mervo, Mrs. Majikas, Mr. Hyla, Mrs. Henninger, Mrs. Wantz; Abstain (2) Mrs. Maier, Mrs. Wilcosky; Nays (0). Motion carried.

III. PUBLIC COMMENT ON AGENDA ITEMS – None

IV. REPORTS

A. President’s Report – Diane Wantz, President

Mrs. Wantz mentioned the well-planned and well-attended Mentor Public Library 200th Anniversary Party on July 12, 2019, and was glad for the lovely weather. Also, Mrs. Wantz gave a shout-out to Mary Pelton to thank her for helping a patron.

B. Library System – Cheryl Kuonen, Executive Director

i. Donations

#19-064 RESOLUTION: On a motion by Mrs. Maier, seconded by Mr. Hyla, the Board resolved that Donations be adopted as presented.

Roll Call: Ayes (7) Mrs. Mervo, Mrs. Maier, Mrs. Henninger, Mrs. Wilcosky, Mrs. Majikas, Mr. Hyla, Mrs. Wantz; Nays (0). Motion carried.
ii. Director’s Report
Upon a question from Mrs. Mervo related to summer hours at the HUB, Mrs. Kuonen stated that although the foot traffic was down, overall program attendance has been up and reservations at the MakerSpace have been full, some with waiting lists. Promotional messages to area businesses are planned to provide awareness of the availabilities at the HUB for use. A Mentor Area Chamber Coffee Contacts event is on the schedule for 2020. Mrs. Kuonen updated the Trustees on several items regarding the HUB.

- Mentor School staff are reworking their new signage to be in compliance with the City and have set out temporary directional signage.
- The School announced the need to close for cleaning the week of July 29. Mrs. Kuonen is thankful that Supt. Bill Porter is looking into a way for the library to open the HUB at least a few days that week.
- Due to the School needing the HUB for student laptop handouts on August 7 & 8, library staff will close the HUB to outside use at 3:30PM both days.
- Attention was called to the School’s ⅔-page ad placed in the July 2019 Mentor Monitor advertising Mentor Library’s makerspace events and hours at the HUB.

Mrs. Wantz noted that the Main Library’s 3 quiet study rooms are getting a lot of use.

Mrs. Majikas stated that she is excited to now have WorldCat.

a. IT Report – Cheryl Kuonen for Ed Mikolic, IT Manager
Mrs. Kuonen reported that Ed continues to work on the active directory, new signs for the Branches, and staff computer replacement.

Mrs. Kuonen reported that after a short delay, work on the light poles is scheduled to begin on Friday, July 21, with replacement scheduled for Tuesday, July 25.

C. Financial – Colleen Snyder, Fiscal Officer

i. Financial Reports, June 2019

#19-065 RESOLUTION:
On a motion by Mrs. Henninger, seconded by Mrs. Majikas the Board resolved that the Financial Reports for the month of June 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 June 2019 Bills

#19-066 RESOLUTION:
On a motion by Mrs. Maier, seconded by Mrs. Wilcosky, the Board resolved that the Bills paid in June 2019, evidenced by the June 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

#19-067 RESOLUTION:
On a motion by Mrs. Henninger, seconded by Mr. Hyla, the Board resolved that the Investments for June 2019 be approved as presented.

Mrs. Snyder noted that the interest rates are declining, and expects a continuance of such for the rest of the year.

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

Mrs. Snyder added that at the Financial Committee meeting yesterday that the auditor released the Library’s audit and has forwarded the email to the Trustees. This will be included in next month’s packet.

Also, Mrs. Snyder added that the PLF is proposed at 1.7% as of now. Mrs. Kuonen added that the disbursement amount will be based on actual revenues which is currently unknown.

iv. Resolution to Purchase Land

#19-068 RESOLUTION:
On a motion by Mrs. Henninger, seconded by Mrs. Majikas, the Board resolved to authorize the Director of Mentor Public Library to execute a contract to purchase a parcel of land 53’ x 237’ for $3,000 from Aqua Ohio located in Mentor-on-the-Lake to expand the parking lot for the Mentor-on-the-Lake Branch project pending final contract approval from the prosecutor.

Mrs. Kuonen added that the receivership typo is being resolved faster than expected and we should be on a good track for contract signing very soon. A timeline was included in the packet, which includes items for the August and September Board meetings.

Roll Call: Ayes (7) Mrs. Wilcosky, Mrs. Henninger, Mrs. Mervo, Mrs. Majikas, Mr. Hyla, Mrs. Maier, Mrs. Wantz; Nays (0). Motion carried.
D. Board Committees
   i. Steering Committee – none

V. NEW BUSINESS – none

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 August 21, 2019 at 5:00 p.m. in the Village Room.

IX. ADJOURN

#19-069 RESOLUTION:
Mrs. Wantz adjourned the meeting at 5:15 p.m. without objection.

SUBMITTED BY: _________________________________ Secretary

APPROVED BY: _________________________________ President