BOARD OF TRUSTEES
MENTOR PUBLIC LIBRARY
REGULAR BOARD MEETING
MINUTES August 21, 2019

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

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

II. MINUTES

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

#19-070 RESOLUTION:
On a motion by Mrs. Maier, seconded by Mrs. Mervo, the Board resolved that the Minutes of the Regular Board Meeting of July 17, 2019 be adopted as presented.

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

#19-070
APPROVAL OF ALL BOARD MEETING MINUTES OF JULY 17, 2019

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

Mrs. Kuonen added that the 200th Anniversary donated quilt "Story Hour" is now hanging in Main's Children's Department and all agreed it is beautiful.

#19-071 RESOLUTION:
On a motion by Mrs. Majikas, seconded by Mr. Hyla, the Board resolved that Donations be adopted as presented.

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

#19-071
DONATIONS

ii. Director's Report

The Board agreed that new statistical charts provided in the packet provide more useful information. Mrs. Kuonen and Mrs. Snyder added that, as we are new into the Clevnet system, some numbers may be off, however SIRSI/Workflows should resolve the issues in the near future. Also, the ratios of loans between the libraries reflect Mentor Library being new to the system, and these numbers should self-correct as more loan requests are received.

Mrs. Kuonen also highlighted that circulation numbers have gone up, even with the increase in the check-out period from 2 to 3 weeks.

Christine Henninger joined the meeting at 5:09 PM.

Mrs. Kuonen stated that the 200th Anniversary community mosaic "Mentor Marsh" has been framed and will be hung by the end of the month over the main stairway.

a. IT Report – Ed Mikolic, IT Manager

Mrs. Mervo asked whether there was negative, or any, feedback about the unlimited public computer use time. We have not received any.

b. Facilities Report –Craig Mossbruger, Facilities Manager

Mr. Mossbruger added updates to his report, stating that the outlets have been added at both branches for new digital signage, a timer issue is being resolved with the exterior lights at Main, and the power washing of both branches eliminated the collection of various lake insects on exterior walls and windows.

C. Financial – Colleen Snyder, Fiscal Officer

i. Financial Reports, July 2019

Mrs. Mervo stated that the PLF percentage of 1.7% does not necessarily reflect an increase in funds. Mrs. Snyder added that the Annual Budget Commission met on Monday, August 19 and the proposal is to increase the percentage next year to 1.8%.

Upon a question from Mrs. Maier, Mrs. Snyder stated that the Lake County Commissioners are the gatekeepers for state funds coming to Lake County Libraries, and that Morley Library distributes the funds based on statistics provided by the libraries (and applied to a formula).

#19-072 RESOLUTION:

#19-072 FINANCIAL REPORTS JULY 2019

On a motion by Mrs. Majikas, seconded by Mrs. Henninger the Board resolved that the Financial Reports for the month of July 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. Henninger, Mrs. Mervo, Mrs. Maier, Mrs. Wantz; Nays (0). Motion carried.

ii. **Ratification of July 2019 Bills**

#19-073 RESOLUTION:
On a motion by Mrs. Henninger, seconded by Mr. Hyla, the Board resolved that the Bills paid in July 2019, evidenced by the July Voucher Summary Report be approved.

#19-073 RATIFICATION OF JULY 2019 BILLS

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

iii. **Investments**

#19-074 RESOLUTION:
On a motion by Mrs. Maier, seconded by Mrs. Henninger, the Board resolved that the Investments for July 2019 be approved as presented.

#19-074 INVESTMENTS JULY 2019

Mrs. Snyder noted that the interest rates are in decline, and that there is a limit as to what we can invest in.

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

iv. **Motion to advertise for sealed bids**

#19-075 RESOLUTION:
On a motion by Mrs. Majikas, seconded by Mrs. Henninger, the Board resolved to authorize the following legal notice to bidders for the Mentor-on-the-Lake Branch:

#19-075 ADVERTISE FOR SEALED BIDS (FOR LAKE BRANCH ADDITION)

LEGAL NOTICE TO BIDDERS
Mentor Public Library
Mentor-on-the-Lake Branch

Sealed bids will be received at the Mentor-on-the-Lake Library located at 5642 Andrews Road, Mentor- on-the-Lake, OH 44060 in the Meeting Room until 12:00 noon on Friday, September 13, 2019 for furnishing the necessary labor, equipment, tools and materials, services and supervision for expansion and renovations to the library. The bids will be publically opened, read aloud and tabulated immediately thereafter in the Meeting Room.

Bids must be in accordance with the drawings and specifications prepared by HBM Architects, LLC, 1382 West Ninth Street, Suite 300, Cleveland, Ohio 44113; phone (216) 241-1100 and on forms contained in the Project Manual. **Bid Documents, Drawings and Project Manuals are available for purchase at ARC - 3666 Carnegie Avenue, Cleveland, Ohio 44115, United States**
Phone - (216) 281-1234 or toll free (888) 443-2583.

Plans and specifications may be viewed at the following locations:

- ARC - Cleveland – http://www.e-arc.com/location/cleveland/ (Local Printer)
- The Builders Exchange, Inc. – www.bxohio.com
- McGraw Hill Construction/Dodge – www.construction.com
- Reed Construction Data – www.reedconstructiondata.com

Each bid shall be accompanied by a Bid Guarantee and Contract Bond in the amount of 100% of the bid; or a certified check or cashier's check in the amount of 10% of the bid which will require a 100% Performance Bond upon award of the contract. All bids shall be submitted on the Bid Form contained in the Contract Documents. All bidders, by bidding, agree to pay the minimum Prevailing Wage Rates as determined by the State of Ohio, Department of Industrial Relations for Lake County, Ohio as contained in the Contract Documents.

No Bidder may withdraw their bid within sixty (60) days after the bid opening. The Board of Trustees, Mentor Public Library reserves the right to waive irregularities in bids, to reject any or all bids, and to conduct such investigation as necessary to determine the responsibility of a bidder. The contract will be awarded to the lowest responsible bidder (ORC 3375.41).

A Pre-Bid Meeting and walk-through will be held at 10:00 a.m. local time on Wednesday, September 4, 2019 at the Mentor-on-the-Lake Branch Library site, 5642 Andrews Road, Mentor-on-the-Lake, Ohio 44060.

By order of the Board of Trustees, Mentor Public Library.

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

D. Board Committees

i. Steering Committee

a. Motion to update Behavior & Conduct Policy

#19-076 RESOLUTION:

#19-076 UPDATE BEHAVIOR AND CONDUCT POLICY

On a motion by the Steering Committee, seconded by Mrs. Henninger, the Board resolved to approve the revised Mentor Public Library Behavior and Conduct Policy as presented.

Mrs. Kuonen stated that the changes to the policy reflect protecting patrons' privacy rights as the library being a "limited public forum", and explained the practice of "First Amendment Audits" being carried out in public facilities.

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

b. **Motion for AV and JUV purchases**

#19-077 RESOLUTION:

#19-077 AV AND JUV DEPARTMENT PURCHASES

On a motion by the Steering Committee, seconded by Mrs. Henninger, the Board resolved:
Whereas Mentor Public Library has determined to replace/purchase select furnishing for the AV and Children's areas of the library,

Now, therefore, be it resolved that the Board of Trustees of the Mentor Public Library approves the purchase of replacement/additional furnishings through Library Design Associates, Inc. as presented and detailed in the attached documentation.

Mrs. Kuonen stated that this resolution covers the purchase of furniture and carpeting. A separate resolution will be presented at a later date when costs are finalized for the purchase of shelving, which will include shelving for the Lake Branch garnering a quantity discount.

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

c. **Read House**

Mrs. Kuonen updated the Board on a press release being prepared for release next week that will inform the public on the status of the Read House and the Board's due process of assessing all documents on needed repairs and use of the house as applied to the Strategic Plan.

Mrs. Kuonen added that book sales have been moved to the Main Library and that the public has reacted very positively to the better lighting, more space and easier access, with no drop in sales or monies collected. Over 11,000 people have attended library programs at the Read House and lawn since its purchase. The land continues to be very valuable for this purpose.

Mrs. Maier asked questions regarding the values of the home and land, and estimates for repairs. Mrs. Kuonen stated that the home value is approximately $49,000, the land value is over $100,000. Mrs. Kuonen added that 2 different architects gave rough estimates for home repairs at approximately $200,000 with a lot of unknowns including asbestos abatement with construction, wood rot around windows, and other conditions due to the age of the house. All interior walls are structural, so repairs would not include changing the layout of the home.

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 September 18, 2019 at 5:00 p.m. in the Village Room.

IX. ADJOURN

#19-078 RESOLUTION: **#19-078**

Mrs. Wantz adjourned the meeting at 5:35 p.m. without objection. **ADJOURN**

SUBMITTED BY: _____Secretary

APPROVED BY: Diane B. Wantz _____President