BOARD OF TRUSTEES
MENTOR PUBLIC LIBRARY
REGULAR BOARD MEETING
MINUTES SEPTEMBER 18, 2019

I. CALL TO ORDER:  4:58 p.m. by President, Mrs. Diane Wantz

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

II. MINUTES

A. Approval of the Regular Board Meeting Minutes of August 21, 2019.

#19-079 RESOLUTION:
On a motion by Mrs. Henninger, seconded by Mrs. Maier, the Board resolved that the Minutes of the Regular Board Meeting of August 21, 2019 be adopted as presented.

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

III. PUBLIC COMMENT ON AGENDA ITEMS – None

IV. REPORTS

A. President’s Report – Diane Wantz, President

- Mrs. Wantz shared handouts of the United for Libraries webinar on the 2020 Census and how it affects libraries. Mrs. Kuonen added that all staff were given an overview by a Census representative, and more thorough training for Reference staff will take place in October.

- Nominating Committee – Mrs. Wantz selected Mrs. Henninger and Mr. Hyla as the Nominating Committee for 2020 Board Officers. The committee was reminded of term limits, that members cannot serve more than 2 successive terms in an officer position. The slate should be presented in December and voted on in January.

B. Library System – Cheryl Kuonen, Executive Director

i. Donations

Mrs. Kuonen acknowledged the donation of 3 large felt animals, which have been placed on display in the stairway up to Main’s Children’s Department.

Board Meeting Minutes – September 18, 2019
On a motion by Mr. Hyla, seconded by Mrs. Majikas, the Board resolved that Donations be adopted as presented.
Roll Call: Ayes (6) Mrs. Mervo, Mrs. Maier, Mrs. Henninger, Mrs. Majikas, Mr. Hyla, Mrs. Wantz; Nays (0). Motion carried.

ii. Director’s Report – Cheryl Kuonen
   • Mrs. Kuonen detailed the Ohio Library Council Board resolution on eBooks and American Library Association’s online petition as related to a national library eBook purchase embargo by certain publishers starting in November. The embargo limits libraries to one copy of a new eBook - libraries may not purchase more copies until 4 months after the publication date, severely limiting patron access to new items. Mrs. Kuonen mentioned that Clevnet has one of the largest eBook collections in the nation, and also reviewed MPL/Clevnet eCard access capabilities.
   • Updating information regarding the switch from Lynda.com to LinkedIn Learning, Mrs. Kuonen stated that she received notice today that LinkedIn contacted OPLIN to state an indefinite hold on updating, more details to follow.
   • Lt. Governor (Jon Husted) Regional Liaison Monica Blasdel held open office hours at Main on Monday, September 16.
   • Modified statistics pages are included in the Director’s Report which provide more useful information.
   • Program survey results on Project Outcome show MPL continues to track higher than the national results.
   • Ariel Johnson, HUB Manager, will be presenting at this year’s OLC Conference on the subject of our library/school partnership at The HUB. Program and maker-space attendance, and student after-school use continue to increase.
   • The Quarterly Marketing Report will no longer be included in the Director report.

a. IT Report – Ed Mikolic, IT Manager
   • Mr. Mikolic confirmed that the people counters installed today are an upgrade from the old system, being more accurate.

b. Facilities Report –Craig Mossbruger, Facilities Manager - as reported

C. Financial – Colleen Snyder, Fiscal Officer
   i. Financial Reports, August 2019
Mrs. Snyder stated that there was a slight increase in revenues received for the last 2 months. Upon a question, Mrs. Kuonen stated that we did receive the difference in 1.66 to 1.7 for July.
#19-081 RESOLUTION:
On a motion by Mrs. Henninger, seconded by Mrs. Majikas, the Board resolved that the Financial Reports for the month of August 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 August 2019 Bills

#19-082 RESOLUTION:
On a motion by Mrs. Maier, seconded by Mrs. Henninger, the Board resolved that the Bills paid in August 2019, evidenced by the August Voucher Summary Report be approved.

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

iii. Investments

#19-083 RESOLUTION:
On a motion by Mrs. Henninger, seconded by Mr. Hyla, the Board resolved that the Investments for August 2019 be approved as presented.

Mrs. Snyder stated that the interest rates in September are down to 1.75%.

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

iv. Budget Commission Resolution

#19-084 RESOLUTION:
On a motion by Mr. Hyla, seconded by Mrs. Henninger, the Board resolved that the following amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying such to the County Auditor be approved as presented.

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

v. AV, Children’s, and Frances Cleveland Room Purchases

#19-085 RESOLUTION:
On a motion by Mrs. Maier, seconded by Mrs. Majikas, the Board resolved:
Whereas Mentor Public Library has determined to replace/purchase select shelving and carpet for the AV, Children’s, and Frances Cleveland Rooms of the Main Library,
Now, therefore, be it resolved that the Board of Trustees of the Mentor Public Library approves the purchase through Library Design Associates, Inc. as presented and detailed in the attached documentation.

Mrs. Snyder explained that this is the second part of the AV and Juvenile renovation for shelving and carpet.

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. Loan Periods

#19-086 RESOLUTION:
On a motion by the Steering Committee, seconded by Mr. Hyla, the Board resolved to approve the revised loan periods as presented.

Mrs. Kuonen added that this change to magazine loans and renewals came through a staff manager and patron request, allowing a 1-week checkout with 4 renewals.

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

   b. Can Your Fines in December

#19-087 RESOLUTION:
On a motion by the Steering Committee, seconded by Mrs. Henninger, the Board resolved to approve a “food for fines” amnesty/food donation program beginning December 1, 2019 through December 31, 2019.

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

   c. 2020 Holiday Calendar

#19-088 RESOLUTION:
On a motion by the Steering Committee, seconded by Mrs. Henninger, the Board resolved to approve the 2020 Holidays Calendar as presented.

Mrs. Kuonen stated that the Saturday, December 26 close solves complicated scheduling issues, and other libraries in the county are also closing. The staff in-service date has not yet been determined.

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

V. FRIENDS OF THE LIBRARY – Mrs. Kuonen stated The Friends approved new by-laws at their meeting last week, which have been posted on our website. They are switching from a membership-base to a committee-base for fundraising and volunteering. Friends are currently not accepting any donations as they are still working on going through the paperwork with the IRS. Donations can be made directly to the library, maintaining tax-deductibility.

VI. NEW BUSINESS

A. Mentor-on-the-Lake Branch Contractor

#19-089 RESOLUTION:
On a motion by Mrs. Henninger, seconded by Mrs. Maier, the Board resolved to Postpone to the Next Meeting the following resolution:
To authorize the Director of Mentor Public Library to execute a contract with (contractor name) in the amount of (amount) for the Mentor-on-the-Lake building project upon HBM Architects’ recommendation of (contractor name) as the lowest responsible bidder and pending final contract approval from the prosecutor.

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

Kevin Kennedy of HBM Architects explained that only one bid came in last week and was well over the proposed budget. A recent storm added to contractors being unavailable to bid in time. The project details will be reconsidered and budget adjusted, without sacrificing quality, and potentially brought back to the Board for consideration in October. Construction may start in the spring if a November re-bid is successful.

Mrs. Kuonen added that Dan Richards has notified the Trustee of the delay, who is seeking additional donors to the project. There is no time-frame concern.

Mr. Kennedy left the meeting at 5:45 PM.

VII. OLD BUSINESS

A. Read House – Mrs. Kuonen mentioned that an article appeared in the News-Herald in early September, which prompted 4 phone calls from patrons with ideas and questions:
   • a call to remodel for a home for the Director;
   • a call to remodel for business use – not able due to zoning;
   • a call to keep, but no suggestion for use; and
   • a call to see if funds are available from the City or History Center.
The Director continues to welcome calls from the community for ideas and suggestions.
Senator Eklund has offered to submit the repairs to the Capital Budget in 2020 and forwarded an application. Mrs. Kuonen suggested that improvements should be included (limited to first floor repairs only) which make the building and grounds usable to the library, rather than just repair as existing as there would be limited use.

B.  Progress Log - none

VIII. PUBLIC PRESENTATION TO THE BOARD – None

IX. NEXT MEETING TIME AND PLACE ANNOUNCED:
   Next meeting date is October 16, 2019 at 5:00 p.m. in the Village Room.

X.  ADJOURN

#19-090 RESOLUTION:
Mrs. Wantz adjourned the meeting at 5:50 p.m. without objection.

SUBMITTED BY: ______________________________ Secretary

APPROVED BY: ______________________________ President