I. CALL TO ORDER: 5:00 p.m. by President, Mrs. Melanie Majikas

- Present: Melanie Majikas, Terri Mervo, Sue Wilcosky, Diane Wantz, Sonja Maier, Christine Henninger
- Excused: Daniel Hyla
- Staff Present: Cheryl Kuonen, Colleen Snyder, Jen Grill, Ed Mikolic, Craig Mossbruger, Sue Fram
- Others Present: Mary Pelton, SEIU representative; Pam Rose; Judy Schulz; Jason Lea; Robert Beavers

II. MINUTES

A. Approval of the Regular Board Meeting Minutes of February 19, 2020.

#20-025 RESOLUTION:
On a motion by Mrs. Henninger, seconded by Mrs. Wilcosky, the Board resolved that the Minutes of the Regular Board Meeting of February 19, 2020 be adopted as corrected.

Roll Call: Ayes (5) Mrs. Maier, Mrs. Wilcosky, Mrs. Wantz, Mrs. Henninger, Mrs. Majikas; Abstain (1) Mrs. Mervo; Nays (0). Motion carried.

III. PUBLIC COMMENT ON AGENDA ITEMS – None

IV. NEW BUSINESS

Mrs. Majikas thanked everyone for their diligence during this stressful time of the COVID-19 virus. Mrs. Majikas stated that she trusts that the Trustees will be making the best decisions on behalf of the library as a public entity and to move forward in everyone’s best interest.

A. Motion Authorizing Director to Close

#20-026 RESOLUTION:
On a motion by Mrs. Mervo, seconded by Mrs. Wantz, the Board resolved to authorize the director, in consultation with the Board President, to close and reopen the library as necessary in her judgment due to COVID-19 pandemic. The goal is to re-open Monday, April 6, 2020 and is subject to evaluation upon recommendation from the State and CDC.

Mrs. Kuonen stated that, as of time of her notice, the states of Pennsylvania and Michigan have ordered all libraries to close. Mrs. Kuonen stated that OLC has a conference call scheduled for tonight to discuss recommending all public libraries to close. Governor Mike
DeWine holds a daily press conference and we suspect he may close libraries in the next several days.

It was added that a new recommendation from the CDC asks for the next 15 days that gatherings be limited to no more than 10 people.

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

B. Motion for Calamity Pay for Library Staff

#20-027 RESOLUTION: On a motion by Mrs. Maier, seconded by Mrs. Wantz, the Board resolved to authorize the director and the fiscal officer to institute calamity pay and continue to pay all Mentor Public Library staff their total regularly scheduled hours/wages for up to four (4) weeks starting when staff are no longer able to work their entire work schedule due to COVID-19 pandemic. At four (4) weeks the situation will be re-evaluated.

Mrs. Kuonen stated that this comes at no additional cost to the library, and the motion ensures payment to part-time as well. Mrs. Kuonen added that she is very proud of how staff are handling the situation, for showing up and working hard, and adding that they have been standout.

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

C. Motion for Alternative Work

#20-028 RESOLUTION: On a motion by Mrs. Henninger, seconded by Mrs. Mervo, the Board resolved to approve the Alternative Work Arrangement Policy and procedure as presented.

Mrs. Kuonen stated that this policy, provided by the library’s employment attorney, addresses essential staff working from home, and confirms the understanding that staff must abide by library policies and procedures and keep the library informed. Mrs. Kuonen explained additional remote accesses being set up by Mr. Mikolic and duties of managers and Administrative staff.

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

D. Memorandum Motion

#20-029 RESOLUTION: On a motion by Mrs. Maier, seconded by Mrs. Wantz, the Board resolved to approve a Memorandum regarding COVID-19 Pandemic as presented.
Mrs. Kuonen stated that the Memorandum was provided by the library’s employment attorney and codifies the Board of Trustees guidelines for staff regarding the pandemic.

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

V. REPORTS
   A. President’s Report – Melanie Majikas, President
      Mrs. Majikas reiterated her thanks and appreciation to everyone, and added additional thanks for the creative ideas to continue to serve the public. Mrs. Kuonen responded that amid constantly changing restrictions, the library is doing what it can for the community.

      The Trustees are appreciative of the director’s transparency in keeping them up to date as information has been continuously changing.

   B. Library System – Cheryl Kuonen, Executive Director
      i. Director’s Report – Cheryl Kuonen
         • Mrs. Kuonen mentioned that a Red Cross Blood Drive is scheduled for April 6, and considering the library buildings may still be closed, sought the Board’s opinion on going forward with the event as a valuable service to the community. As blood drives are being canceled in the community, the library’s legal attorney suggests this would be allowable and that all precautionary measures be taken. Mrs. Majikas suggested that the Red Cross check with City facilities as an alternative. Mrs. Kuonen stated that Mentor School buildings are closed and not available. The Trustees are agreeable with going forward with the Blood Drive if the City alternative is not available.
         • Upon a question regarding the new Laketran route, Mrs. Kuonen stated that she is open to bus shelters being added to the Lake and Headlands branches if feasible.
         • Answering a question regarding Mentor High School student library cards, Mrs. Kuonen mentioned that staff are currently processing applications. Working with Dr. Glavan, Mrs. Kuonen stated that the School is purchasing special student library cards that show both the Mentor Schools and Mentor Library logos – these will be available the next school year.
      
   a. IT Report – Ed Mikolic, IT Manager
      Mrs. Kuonen added Mr. Mikolic moved the wi-fi transponder so that the whole Main parking lot will provide wi-fi service.

   b. Facilities Report – Craig Mossbruger, Facilities Manager
      Mr. Mossbruger provided an update on the Main Library’s elevator, stating that the crew is wrapping up, but electricians need to install another light in the pit. An inspection is scheduled for next week. If we
fail the inspection the library would be responsible for $2500 to re-inspect.

Mrs. Kuonen added that the wall built in Main’s Circulation Dept. is working well, has improved workflow, and is very appreciated by staff. The drive-thru is being heavily used by patrons and will be kept open as long as possible.

Mrs. Kuonen mentioned that the Little Free Libraries were installed and stocked in outdoor locations today, however the stewards will not be stocking them, and they will be self-monitored for the time being.

C. Financial – Colleen Snyder, Fiscal Officer

i. Financial Reports, February 2020

#20-030 RESOLUTION:
On a motion by Mrs. Wilcosky, seconded by Mrs. Wantz, the Board resolved that the Financial Reports for the month of February 2020 be accepted and filed – Cash Reconciliation, Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control Report.

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

ii. Ratification of February 2020 Bills

#20-031 RESOLUTION:
On a motion by Mrs. Wantz, seconded by Mrs. Wilcosky, the Board resolved that the Bills paid in February 2020, evidenced by the February Voucher Summary Report be approved.

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

iii. Investments

#20-032 RESOLUTION:
On a motion by Mrs. Mervo, seconded by Mrs. Henninger, the Board resolved that the Investments for February 2020 be approved as presented.

Mrs. Snyder noted that the Federal Reserve cut interest rates .5% to stabilize economic activity due to the coronavirus pandemic. Mrs. Snyder added that the CD she purchased has a 6-month maturity.

Roll Call: Ayes (6) Mrs. Wilcosky, Mrs. Mervo, Mrs. Maier, Mrs. Henninger, Mrs. Wantz, Mrs. Majikas; Nays (0). Motion carried.
iv. **2020 Appropriations Overview**
Mrs. Snyder reviewed the appropriations and stated that the Finance Committee has reviewed the funds within the 2020 Appropriations Measure, although the Finance Committee of the Whole (meeting postponed) will meet at a later date to review the Measure more thoroughly.

v. **2020 Appropriations Measure**

#20-033 RESOLUTION:
On a motion by the Finance Committee, seconded by Mrs. Henninger, the Board resolved that the 2020 Annual Appropriations Measure be approved as presented.

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

D. Board Committees

i. **Steering Committee**

a. **Motion for Job Position Grade**

#20-034 RESOLUTION:
On a motion by the Steering Committee, seconded by Mrs. Henninger, the Mentor Public Library Board of Trustees resolved to approve the grade of the Non-bargaining unit position Assistant Circulation Manager at Grade 12 ($18.06 to $27.06).

Mrs. Kuonen added that this position will be filled when the COVID-19 pandemic settles down.

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

VI. **OLD BUSINESS**

A. **Project Log** – Mrs. Kuonen stated that the contractor for the Lake Branch addition does not expect any delays. The roof work is weather dependent and will start accordingly – the library is the first project for the season. Mrs. Majikas added that the press release for the Read House has gone out (March 4, 2020).

VII. **PUBLIC PRESENTATION TO THE BOARD** – Robert Beavers
Mr. Beavers, representing Pathfinders and a student at Lakeland Community College, spoke to the Board stating that he feels the library closing to the public does a disservice to area students by not providing a quiet place for them to study. Mrs. Majikas responded that she sympathizes with the situation, and the Board gave a lot of thought to their decision. However, as a public entity the library is guided by the State of Ohio and the CDC, and the best advice of health experts is being taken.
IX. NEXT MEETING TIME AND PLACE ANNOUNCED:
Next meeting date is April 15, 2020 at 5:00 p.m. in the Village Room.

X. ADJOURNMENT

#20-035 RESOLUTION:
Mrs. Majikas adjourned the meeting at 5:42 p.m. without objection.

SUBMITTED BY: _______________________________ Secretary

APPROVED BY: ________________________________ President

#20-035 ADJOURNMENT