BOARD OF TRUSTEES
MENTOR PUBLIC LIBRARY
REGULAR BOARD MEETING
MINUTES APRIL 15, 2020

I. CALL TO ORDER: 5:00 p.m. by President, Mrs. Melanie Majikas
Meeting was held virtually pursuant to House Bill 197 making temporary changes to the Ohio Open Meetings Act (due to COVID-19 pandemic) passed by the Ohio General Assembly on March 27, 2020.

- *Present:* Melanie Majikas, Terri Mervo, Sue Wilcosky, Daniel Hyla; Sonja Maier, Diane Wantz
- *Staff Present:* Cheryl Kuonen, Colleen Snyder, Jen Grill, Ed Mikolic, Craig Mossbruger, Sue Fram
- *Staff Present on Zoom:* Tiffany Cromwell; Mary Detling; Barb Hauer; Traci Hoffman; Ariel Johnson; Nancy Johnson; Lisa Layton; Jason Lea; Morgan Makar; Mary Pelton, SEIU representative; Robin Pfeifer; Pam Rose; Judy Schulz; Josh Sebrasky; Any Senning; Kim Sidorick; Meredith Tomeo; Marilyn Weiss; Cailey Williams
- *Guests present on Zoom:*
  Carrie Hollings, Friends of Mentor Public Library; Mike Lynch; Noah D.; other anonymous attenders - 40

II. MINUTES

A. Approval of the Regular Board Meeting Minutes of March 16, 2020.

#20-036 APPROVAL OF BOARD MEETING MINUTES OF MARCH 16, 2020

#20-036 RESOLUTION:
On a motion by Mrs. Maier, seconded by Mrs. Wantz, the Board resolved that the Minutes of the Regular Board Meeting of March 16, 2020 be adopted.

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

III. REPORTS

A. President's Report – Melanie Majikas, President
Mrs. Majikas thanked everyone for their support and patience, and for making the best of this unusual situation.

B. Library System – Cheryl Kuonen, Executive Director

i. Donations

#20-037 DONATIONS

#20-037 RESOLUTION:
On a motion by Mrs. Wantz, seconded by Mrs. Wilcosky, the Board resolved that Donations be adopted as presented.

Mrs. Kuonen stated that the donation by this patron had long been an item on her bucket list to donate prizes to our summer reading program.

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

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

ii. Director's Report

- Mrs. Kuonen stated that she attended a construction meeting at the Mentor-on-the-Lake Branch today. The contractor is waiting for the gas line to be moved before they are able to start.
- Mrs. Kuonen gave a shout-out to managers and staff, who are doing continuing education and volunteering to do online story times and programs using online live venues. Jason is posting the upcoming online program schedule and pre-recorded story times. Plans are ongoing for summer reading options.
- All available HotSpots have been given to the Mentor Schools system for use by students attending school online from home.
- The State Library will be collecting statistics differently for the 2020 report due to libraries moving their programming online. Online program views are a statistic that had not been previously collected and reported.

a. IT Report – Ed Mikolic, IT Manager

In answer to a trustee's question, Mr. Mikolic stated that the library's wifi was boosted to reach to the edges of library parking lots and is being used sporadically. Mrs. Kuonen added that Ohio Governor Mike DeWine gave a shout-out to libraries in appreciation for the libraries parking lot wifi availability during this crisis.

b. Facilities Report –Craig Mossbruger, Facilities Manager

Mr. Mossbruger provided an update on the Main Library's emergency generator, stating that Portman Electric was out yesterday installing the gas line. They are planning to remove the old generator and install the new one at the end of next week or the week following.

Mr. Mossbruger was happy to report that the Main Library elevator passed inspection and is being used by staff in the building.

Shingles and gutters for the Main Library's re-roofing have been selected, and work is hoped to begin on May 1st, weather permitting. Select trees have been removed to give space for the work.

C. Financial – Colleen Snyder, Fiscal Officer

i. Financial Reports, March 2020

#20-038 RESOLUTION: **#20-038**
On a motion by Mrs. Wantz, seconded by Mrs. Maier, the Board resolved that the Financial Reports for the month of March 2020 be accepted and filed – Cash Reconciliation, Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control Report. **FIANANCIAL REPORTS MARCH 2020**

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

ii. Ratification of March 2020 Bills

#20-039 RESOLUTION: **#20-039**
On a motion by Mrs. Mervo, seconded by Mrs. Wantz, the Board resolved that the Bills paid in March 2020, evidenced by the March Voucher Summary Report be approved. **RATIFICATION OF MARCH 2020 BILLS**

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

iii. Investments

#20-040 RESOLUTION: **#20-040**
On a motion by Mrs. Mervo, seconded by Mr. Hyla, the Board resolved that the Investments for March 2020 be approved as presented. **INVSTMENTS MARCH 2020**

Mrs. Snyder reported that one (1) CD had come due in March and a new CD was purchased at the rate of .9% for 9 months, noting that the interest rates had dropped significantly at the beginning of March. April interest rates have increased to be over 1%. Two (2) replacement 12-month CDs were purchased in April; May purchases will be evaluated later.

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

iv. Fund Transfer

#20-041 RESOLUTION: **#20-041**
On a motion by Mrs. Mervo, seconded by Mrs. Wantz, the Mentor Public Board of Trustees resolved to approve the following Fund Transfer: **FUND TRANSFER**

FUND TRANSFER	FROM	TO
General Fund	$250,000	
Building Fund		$250,000
Technology Fund		$0

Mrs. Snyder explained that originally $900,000 had been appropriated to be transferred from the General Fund into the Building & Technology funds. $275,000 was transferred in February into the Building Fund for the roof. At this time $250,000 is being transferred

from the General Fund to the Building Fund to cover necessary 2020 projects. Other planned projects will be re-evaluated as they come up and money transferred as needed.

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

D. Board Committees

i. **Steering Committee** – did not meet in April. May dates for the Steering and Finance committees will be decided at a later date.

IV. OLD BUSINESS

A. Public Closure Update

Mrs. Kuonen stated that the stay-at-home order is in effect until May 1, and that all public libraries in the State Ohio are closed and offering online services. After meeting with 30 other library directors, Mrs. Kuonen reviewed a draft 4-tiered plan for the MPL staff's return to work and public services, stating this plan is subject to change and is a best-guess for now. Cleaning supplies, personal protection items (PPE), distance floor markings, and service desk shields are currently being ordered while awaiting guidelines from the State before implementing the tier schedule below. Reopening to the public is dependent on arrival of backordered cleaning supplies.

Proposed reopening plan in summary:
Tier One: Library staff return to work in May to get building back in order; library is not open to the public. Staff will wear protective gear and be monitored for health.
Tier Two: Drive-thru service at the Main Library and curbside service will be provided at the Branches for 2 weeks minimum. Staff will prepare building for the return of patrons and install floor distancing guides.
Tier Three: Reopen to the public with occupancy limits and PPE at each location. The Lake Branch's status will be determined by construction status. No in-person programs will be scheduled during this time. This is expected to last several weeks and based on CDC and other agency guidelines.
Tier Four: Return to normal.

Mrs. Kuonen is drafting a Pandemic and Emergency Policy and Plan be reviewed by the Steering Committee.

Mrs. Majikas addressed revenue streams, stating that the PLF is expected to have a 20% reduction to the end of the year, and a slight reduction in the tax levy amount. The library has planned well for expenses and has adequate reserves for the rest of the year. Mrs. Kuonen expects the PLF to be reduced for the next several months, with a gradual return to normal for subsequent months. As the tax deadline was extended to July 15, library funding for May is delayed to August. The City of Mentor has indicated that the county's normal collection dates for property taxes will remain, and Mrs. Snyder stated that the collection for the first quarter was more than anticipated. No budgetary decisions are being made by the Trustees at this time.

Mrs. Majikas added that the CARES Act makes no provisions for government agencies, and libraries may not qualify at this time.

B. Continuation of Calamity Pay for Library Staff

#20-042 RESOLUTION:
On a motion by Mrs. Maier, seconded by Mrs. Wantz, the Mentor Public Library Board of Trustees resolved to authorize the fiscal officer to continue to pay calamity pay to all Mentor Public Library staff for the regularly scheduled hours/wages for the duration of the COVID-19 pandemic requiring the Library remain closed, in accordance with the Bargaining Unit Contract and the Fair Labor Standards Act.

#20-042 CONTINUATION OF CALAMITY PAY FOR LIBRARY STAFF

Mrs. Kuonen stated that the money to pay staff was already budgeted and they are working on a limited basis. In response to a question, Mrs. Kuonen stated that furlough is not an option in the labor contract. Mrs. Snyder added that if staff were laid-off and applied for unemployment, the library would be responsible to pay Job and Family Services a minimum of 50% of their payment to employees. The County Prosecutor's Office is being consulted as needed. Mrs. Kuonen added that when the library does reopen to staff, everyone will be needed and approximately 1-2 weeks will be needed to get the library in order to service patrons.

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

C. Project Log – no changes or additions

V. NEW BUSINESS – none

VI. NEXT MEETING TIME AND PLACE ANNOUNCED:
Next meeting date is May 20, 2020 at 5:00 p.m.

VII. ADJOURNMENT

#20-043 RESOLUTION:
Mrs. Majikas adjourned the meeting at 5:37 p.m. without objection.

#20-043 ADJOURNMENT

SUBMITTED BY: _____Secretary

APPROVED BY: _____President