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, Christine Henninger
   • Staff Present: Cheryl Kuonen, Colleen Snyder, Ed Mikolic, Craig Mossbruger,
     Sue Fram
   • Other Staff Present on Zoom: Mary Pelton, SEIU representative; Carrie Hollings
     (President, Friends of Mentor Public Library); Ariel Johnson

II. MINUTES
   A. Approval of the Regular Board Meeting Minutes of June 17, 2020.

#20-058 RESOLUTION:
On a motion by Mrs. Wantz, seconded by Mrs. Henninger, the Board resolved that the
Minutes of the Regular Board Meeting of June 17, 2020 be adopted.

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

III. REPORTS
   A. President’s Report – Melanie Majikas, President
      Mrs. Majikas stated that she was glad that the Library was a partner in the Mentor
      Racial Justice Week events (July 6 – 11). Mrs. Majikas also mentioned the
      Library’s presence in the 2020 Mentor City Magazine sent out this week.

   B. Library System – Cheryl Kuonen, Executive Director
      i. Director’s Report
         • Mrs. Kuonen stated that Mentor Public Library will be partnering with
           Morley Library in the Fall on forming a book discussion group on Zoom to
           continue the conversation of racial justice.
         • A News-Herald article published today about United Way Lake County
           funding distribution mentions monies provided to Mentor Public Library, in
           partnership with the Literary Cooperative, in support of Dolly Parton’s
           Imagination Library. Mrs. Kuonen added that the State will provide
           matching dollars and hopes to have the program in place for our service
           area (only) by the start of the school year. The program mails a free book
           monthly to registrants ages newborn through age 5.
• In celebration of the 100th Anniversary of the 19th Amendment and Women’s Suffrage, the Children’s Department will be receiving a 3-book set of youth books from ALA.
• Jen Grill has been accepted into Library Leadership Ohio and is currently attending those workshops online.
• Mrs. Kuonen thanked Mrs. Snyder, Mrs. Grill, and the management team for their good work while she has been out.
• MPL’s July 20 Red Cross Blood Drive appointments are full.
• The Library of Things Board Games have just started to be circulated and are going out very well.
• Mentor Schools announced plans to start school on September 2. The Library’s presence at The HUB remains uncertain as safety protocol would prove challenging in the MakerSpace area.
• The Board acknowledged the good online program view numbers reflected in the statistics and noted that Headlands Branch Manager Josh Sebrasky’s Apocalypse art demos are very popular.
• Door counts and circulation have been good since reopening on June 6 – the counts reflect approximately 3 weeks of activity.
• In response to a question, Mrs. Kuonen stated that we do not yet have a time frame for training staff, testing and preparing the library to become a Passport Agency. The government had temporarily halted passport processing due to coronavirus concerns.

a. IT Report – Ed Mikolic, IT Manager
   • The PRI circuit was successfully switched without issues and is now under a new 36-month contract.
   • Quotes have been approved for the IT closet move at Lake Branch, upgrading the paging system at Main, and bringing the sound system up to code in the James R. Garfield Room at Main.
   • Computer use has been good at Main and appointment requirements were quickly dropped as it caused complications. On busy days, Mr. Mikolic stated that 1 – 3 people may wait for a station to be available. 2 express stations, 30 minutes each, are getting good use.
   • Changes will be made tomorrow to help computer patrons exit on time at close-for-cleaning hours.

   • Heat-cables were being installed today at Main, so the total roofing project is near completion.

C. Financial – Colleen Snyder, Fiscal Officer
   i. Financial Reports, June 2020
RESOLUTION:
On a motion by Mrs. Maier, seconded by Mrs. Henninger, the Board resolved that the Financial Reports for the month of June 2020 be accepted and filed – Cash Reconciliation, Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control Report.

Mrs. Snyder reported that the July PLF distribution came in today at $172,000, which is $4000 higher than last year at the same time, and $3000 higher than the original estimate.

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 June 2020 Bills

RESOLUTION:
On a motion by Mrs. Wantz, seconded by Mr. Hyla, the Board resolved that the Bills paid in June 2020, evidenced by the June Voucher Summary Report be approved.

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

iii. Investments

RESOLUTION:
On a motion by Mrs. Mervo, seconded by Mrs. Wantz, the Board resolved that the Investments for June 2020 be approved as presented.

Mrs. Snyder added it is good that the PLF fund is coming in higher than expected as investment rates are currently low.

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

D. Board Committees

i. Steering Committee

   a. Discussion on Meeting Rooms and COVID

Mr. Hyla, Chair of the Steering Committee, stated that non-profit organizations and others have been requesting use of the library’s meeting rooms, however due to increasing cases of COVID-19 pandemic in the County the rooms will remain unavailable for now.

Mr. Hyla also referenced Governor Mike DeWine’s coronavirus map of Ohio and stated that the Committee agreed the library should remain open independent of the health status of Lake County, to which the Trustees agreed.

Both items will be revisited as needed.
IV. OLD BUSINESS

A. Public Opening Update – Mrs. Kuonen mentioned that Governor DeWine will be holding a special press conference today. (Lake County' current status is Level 2 – Orange.) In preparation for the possibility of Lake County being elevated to a Level 3 Health Emergency, a discussion was had with managers regarding public cooperation that would be needed if masks were required in public spaces. The State mandate under Level 3 - Red requires masks for ages 10 and up. Curbside and drive-thru service is available for patrons who cannot wear a mask. Mrs. Snyder reported that Mentor Police would be available, based on availability, for back-up should a patron refuse to wear a mask and refuse to leave. Mrs. Kuonen reviewed the current staff safety procedures which include cleaning, limited patron interaction, daily staff self-assessment, and procedures in case of exposure. Additionally, face shields are available for staff in conjunction with using masks.

B. Progress Log – Mrs. Majikas requested that the Closing Policy be added to the Project Log for the Steering Committee.

V. NEW BUSINESS - none

VI. NEXT MEETING TIME AND PLACE ANNOUNCED:
Next meeting date is August 19, 2020 at 5:00 p.m. on Zoom.

VII. ADJOURNMENT

#20-062 RESOLUTION:
Mrs. Majikas adjourned the meeting at 5:26 p.m. without objection.

SUBMITTED BY: ___________________ Secretary

APPROVED BY: ___________________ President