BOARD OF TRUSTEES
MENTOR PUBLIC LIBRARY
REGULAR BOARD MEETING
MINUTES JUNE 17, 2020

I. CALL TO ORDER: 5:06 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, Jen Grill, Ed Mikolic, Craig Mossbruger, Sue Fram
- Other Staff Present on Zoom: Mary Pelton, SEIU representative

II. MINUTES

A. Approval of the Regular Board Meeting Minutes of May 20, 2020.

#20-052 RESOLUTION:
On a motion by Mrs. Maier, seconded by Mrs. Wantz, the Board resolved that the Minutes of the Regular Board Meeting of May 20, 2020 be adopted.

Roll Call: Ayes (6) Mrs. Maier, Mrs. Wilcosky, Mrs. Mervo, Mrs. Wantz, Mr. Hyla, Mrs. Majikas; Abstain (1) Mrs. Henninger; Nays (0). Motion carried.

III. REPORTS

A. President’s Report – Melanie Majikas, President – none

B. Library System – Cheryl Kuonen, Executive Director

i. Director’s Report

- Mrs. Kuonen stated that she has received many thank-yous from staff who are appreciative of the Board’s hard work during this time.
- The summer reading program started on Monday. Bingo cards to participate are available on Mentor Public Library website and can be turned in at the drive-thru or in person.
- Entries in the children’s themed Photo Contest have been posted on our FaceBook page. Winners will be determined by the most FaceBook votes and by a professional photographer.
- Mentor Public Library has received a $1,866 credit for State-wide delivery service not used during library 3-month shutdowns for the COVID-19 pandemic. Delivery is expected to restart at the end of June.
- Library staff Teams – The State Health Department has changed its stance on self-quarantine of employees. The new opinion states that if staff wear
masks and maintain 6’ distancing, or if an interaction without a mask is less than 10 minutes, other staff will not have to self-quarantine if someone does come down with COVID-19. Staffing using teams has been complicated and challenging. Considering the new conditions, Mrs. Kuonen proposes ending Teams and a return to regular staff schedules on July 6 provided they maintain 6’ distancing and wearing masks. The Board did not have any objections, so this will be announced to staff this week to comply with 2-week-out schedule posting. This could change if the State Health Department changes their stance.

• Mrs. Kuonen stated that the library re-opening has gone more smoothly than anticipated, and patrons are very grateful to return to the library. However, the Senior Hour from 8:30-9:30am has not taken off. Mrs. Kuonen proposes that the library adjust the morning hours starting July 6 to open 9:00am to 12:00pm, and then close for cleaning 12:00-1:00pm. No complaints have been received from the public for the cleaning closures, and as everyone’s health is being taken seriously, the library will continue this practice for the foreseeable future. The Board did not have any objections and agreed that the protocol is in place should there be a need to return to restrictions if advised.

• Mrs. Kuonen mentioned that she will be taking FMLA leave for 6 weeks beginning June 25 but will be available by phone and email beginning July 2.

• Answering a question regarding the reporting of program statistics, Mrs. Kuonen stated that the Ohio Library Council is working with the State to convince the IMLS/Federal government to count online program viewing differently due to library restrictions caused by the COVID-19 pandemic.

• It was confirmed that Mentor Public Library reached out to Lake Health for use of its 3D printer for production of PPE if needed but did not receive a response back.

• Returned library items are being quarantined for a full 3 days while awaiting results from Battelle Memorial Institute’s testing of library materials for coronavirus lifespan.

a. IT Report – Ed Mikolic, IT Manager – nothing to add

b. Facilities Report – Craig Mossbruger, Facilities Manager
• Mr. Mossbruger stated that 4 doors have been replaced and the last door will be replaced next week.
• The Main Library’s staff parking lot has been repaved and restriped.
• Main’s roof replacement is on schedule and without issues.
Mrs. Majikas extended her thanks to Mr. Mikolic and Mr. Mossbruger for their hard work.
C. Financial – Colleen Snyder, Fiscal Officer

i. Financial Reports, May 2020

#20-053 RESOLUTION:
On a motion by Mrs. Henninger, seconded by Mrs. Wantz, the Board resolved that the Financial Reports for the month of May 2020 be accepted and filed – Cash Reconciliation, Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control Report.

Mrs. Snyder reported that the June PLF was down 14%, well less than the original anticipated estimate of 20%. July’s PLF distribution is predicted to be down by 12%.

In a letter from the County Auditor, trends indicate the second half of the year collections should come in at near 96%, and next year’s first half is predicted to be at 94% collection rate. It was added that a special notice was included in tax collection bills to homeowners that fines and fees will be assessed for late tax submissions.

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 May 2020 Bills

#20-054 RESOLUTION:
On a motion by Mrs. Maier, seconded by Mrs. Wantz, the Board resolved that the Bills paid in May 2020, evidenced by the May 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

#20-055 RESOLUTION:
On a motion by Mrs. Henninger, seconded by Mr. Hyla, the Board resolved that the Investments for May 2020 be approved as presented.

Mrs. Snyder added that interest rates dropped in June, but the rates have rebounded back to where they were in May.

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

Mrs. Majikas thanked Mrs. Snyder for keeping on top of everything with all the changes going on.
D. Board Committees

i. Steering Committee

a. Resolution Reaffirming Commitment to Diversity, Equity and Inclusion

Mr. Hyla, Chair of the Steering Committee, stated that this resolution reaffirms the Library’s stance as an organization that supports, welcomes, and embraces diversity, equity and inclusion. Mrs. Majikas added that the resolution captures the Library’s commitment in its collections, programs, and partnerships.

On a motion from the Steering Committee and seconded by Mrs. Henninger, the Mentor Public Library Board of Trustees resolved:

#20-056 RESOLUTION:
WHEREAS, On June 2, 2020 the Governor of Ohio, Mike DeWine stated, “There is racism in Ohio. There is inequality in Ohio. There are both economic and health disparities in Ohio. I am seeking dialogue to solve these problems. We should all be outraged that in the year 2020 in Ohio and across our Nation, there is still inequality of opportunity and racism.”

WHEREAS, Public libraries are a trusted and welcoming place and have a rich history steeped in traditions of combating censorship, reflecting the values of our communities, and striving toward ever greater diversity, equity, and inclusion; and

WHEREAS, Public libraries provide equitable access to information for all people, regardless of race or socioeconomic status; and

WHEREAS, Public libraries have a rich history of protecting the first amendment and providing resources, free of charge, for those who wish to better understand how we got to where we are today and resources to learn and grow for the future;

WHEREAS, The Mentor Public Library in its strategic plan states, “We believe in diversity and inclusion and foster a global environment that is welcoming for all; and

WHEREAS, The Mentor Public Library has created strong partnerships and collaborations with numerous community organizations representing diverse individuals and groups; and

WHEREAS, The Mentor Public Library provides lifelong learning programming for all ages to enrich and enhance our understanding of multiculturalism;

NOW THEREFORE BE IT RESOLVED: That Mentor Public Library reaffirms our commitment as an institution which values not merely freedom of speech but a commitment to the truth, democracy, diversity, equity, and inclusion.
Adopted this 17th day of June 2020.

Mentor Public Library Board of Trustees:

____Christine Henninger  ____Daniel Hyla
____Sonja Maier  ____Terri Mervo
____Diane Wantz  ____Sue Wilcosky
____Melanie Majikas

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

IV. OLD BUSINESS

A. Public Opening Update – Mrs. Kuonen reiterated that the public is grateful that our library has reopened. Morley Library will fully open on July 2.

B. Progress Log – Mrs. Majikas requested an addition to the Read House section that the Board is holding off on its decision until the COVID-19 pandemic is done.

V. NEW BUSINESS - none

VI. NEXT MEETING TIME AND PLACE ANNOUNCED:

Next meeting date is July 15, 2020 at 5:00 p.m. The meeting location will be dependent upon recommendations for a safe allowable gathering size in July.

VII. ADJOURNMENT

#20-057 RESOLUTION:
Mrs. Majikas adjourned the meeting at 5:32 p.m. without objection.

SUBMITTED BY: _______________________________ Secretary

APPROVED BY: _______________________________ President