BOARD OF TRUSTEES
MENTOR PUBLIC LIBRARY
REGULAR BOARD MEETING
MINUTES JULY 21, 2021

I. CALL TO ORDER/ROLL CALL: 5:02 p.m. by Vice President, Mr. Daniel Hyla
   • Present: Daniel Hyla, Sonia Maier, Terri Mervo, Sue Wilcosky, Diane Wantz
   • Excused: Melanie Majikas
   • Absent: Christine Henninger
   • Staff Present: Cheryl Kuonen, Jen Grill, Ed Mikolic, Sue Fram
   • Others Present: Mary Pelton, staff SEIU representative; Carrie Hollings, Friends of Mentor Public Library

II. MINUTES

A. Approval of the Regular Meeting Minutes of June 16, 2021.

#21-064 RESOLUTION:
On a motion by Mrs. Maier, seconded by Mrs. Wilcosky, the Board resolved that the Minutes of the Regular Board Meeting of June 16, 2021 be adopted as presented.

Roll Call: Ayes (4) Mrs. Maier, Mrs. Wilcosky, Mrs. Mervo, Mr. Hyla; Abstain (1) Mrs. Wantz; Nays (0). Motion carried.

III. PUBLIC COMMENT ON AGENDA ITEMS – none

IV. REPORTS

A. President’s Report – Daniel Hyla, Vice President for Melanie Majikas
   i. Replacement Reserve Study – Mr. Hyla reminded the Board members about the Replacement Reserve Study discussion that will take place in August. Questions should be forwarded to Mrs. Majikas as soon as possible. A Special Meeting was set for 4:30 p.m. on August 18, 2021, followed by the Regular Board Meeting.

B. Library System – Cheryl Kuonen, Executive Director
   i. Directors Report
      Director’s Updates:
      • Mentor Public Library was selected by the Ohio Treasurer Robert Sprague to receive the July Compass Award for programming on financial literacy.
      • Library material transfers by the new statewide delivery service STAT (contract between OhioLINK and State Library of Ohio through the Ohio Department of Administrative Services for the State) has been slow to get started due lead-time delays, the large volume of material transfers between the Clevnet libraries, and an inadequately sized hub in Cleveland.
Small deliveries have been received on Tuesday and Wednesday this week, but there is much yet to be received. Our patrons have been patient. Mentor Public Library is paying for 5 day/week delivery. The State Librarian has kept in regular contact and a zoom meeting is scheduled with Library Directors and the State Library next week.

- Work at the Read House property is complete. The retainage will not be closed out until the re-seeding takes place this Fall.
- At Lake Branch, Lawler will do one last site visit before HBM comes back for their final visit; this retainage is being held until completion.
- The Library is working in partnership with Mentor Schools to issue every student a library card. Parents can use the online portal to complete the sign-up of their children or opt-out. 2400 applications were received this week, about a third of the total students.
- The rainy weather has hindered visits to the Pop-Up Library at recent city events, but the Children's Department reported 385 people visited their booth at BeachFest on the windy and wet Saturday, July 17. MPL's Little Free Libraries continue to be very popular this year and stewards have been busy keeping them stocked.
- The foot traffic count on the Lake Branch heatmap is inaccurate due to patrons using the Paulson Room doors to the parking lot and by-passing the counter at the main door entrance. Staff are manually tracking to correct the door count.
- Facebook numbers have increased as in-person programming provided opportunities for Jason to post real pictures which are then shared.

a. IT Report – Ed Mikolic
   - Computer use numbers are up due to the increased number of available public computers.
   - All equipment for the migration has been installed and will be evaluated for network connectivity.
   - The website refresh is on-task for September 1.

b. Facilities Report – Cheryl Kuonen for Craig Mossbruger
Mrs. Kuonen reported that the Facilities Department has been working on repairing and painting the exterior wood trim on the Main Library building.

C. Financial – Cheryl Kuonen for Colleen Snyder, Fiscal Officer

i. Financial Reports, June 2021

#21-065 RESOLUTION:
On a motion by Mrs. Wantz, seconded by Mrs. Mervo, the Board resolved that the Financial Reports for the month of June 2021 be accepted and filed – Cash Reconciliation, Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control Report.

Mrs. Kuonen stated that our PLF funding is coming in above estimates every month so far, and next month we will start to receive the 2nd half funds from the levy collection.
Passports are doing well bringing in revenue. There is currently a delay of 18 weeks to receive them.

On a question from the Board, other revenue is lower this year than last due to lower interest earnings caused in part by replacement CDs having lower interest rates. Additionally, refunds are no longer being received from the Ohio Bureau of Workers Compensation as part of COVID relief.

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

  ii. Ratification of June 2021 Bills

#21-066 RESOLUTION:
On a motion by Mrs. Maier, seconded by Mrs. Wantz, the Board resolved that the Bills paid in June 2021, evidenced by the June Voucher Summary Reports be approved.

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

  iii. Investments

#21-067 RESOLUTION:
On a motion by Mr. Hyla, seconded by Mrs. Wantz, the Board resolved that the Investments for June 2021 be approved as presented.

Finance is using STAR Ohio for slightly better interest rates and flexibility.

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

D. Board Committees

  i. Steering Committee – Daniel Hyla

    a. 2022 Holidays Calendar

#21-068 RESOLUTION:
On a motion by the Steering Committee, seconded by Mrs. Wantz, the Mentor Public Library Board of Trustees resolved to approve the 2022 Calendar as presented.

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

V. NEW BUSINESS

  A. Delivery Service Update – Mrs. Kuonen covered this topic in her Director Updates.
B. **COVID Update** – Mrs. Kuonen reported that the average coronavirus cases in Ohio per week have gone up significantly in the past 2 weeks; 10% require hospitalization.

C. **Open Positions** - The Library continues to interview and fill open positions as quickly as possible.

**VI. OLD BUSINESS**

A. **Progress Log** –
   - Mr. Hyla noted that the new Strategic Plan is on hold for the end of 2021 or beginning of 2022. Mrs. Kuonen stated that a redesign of the Headlands Branch is being discussed with Library Design – this is an item from the current Strategic Plan.
   - The revised General Policy Handbook is being readied for review by the Steering Committee; the plan is to have it ready for the August Steering meeting. The County Prosecutor’s Office has reviewed, and it includes previously approved policies. This will be a significantly different and longer document from the previous version.

**VII. PUBLIC PRESENTATION TO THE BOARD** – none

**VIII. NEXT MEETING TIME AND PLACE ANNOUNCED:**
   - Special Meeting - Wednesday, August 18, 2021 at 4:30 p.m.
   - Regular Meeting – immediately following

**IX. ADJOURNMENT**

**#21-069 RESOLUTION:**
Mr. Hyla adjourned the meeting 5:32 p.m. without objection.

SUBMITTED BY: [Signature] Secretary

APPROVED BY: [Signature] President

#21-069 ADJOURNMENT