I. CALL TO ORDER: 5:01 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
- Excused: 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; Pam Rose
- Guests present on Zoom: Carrie Hollings, Friends of Mentor Public Library; other anonymous attenders - 1

II. MINUTES

A. Approval of the Regular Board Meeting Minutes of April 15, 2020.

#20-044 RESOLUTION:
On a motion by Mrs. Maier, seconded by Mrs. Wantz, the Board resolved that the Minutes of the Regular Board Meeting of April 15, 2020 be adopted.

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

III. REPORTS

A. President’s Report – Melanie Majikas, President
Mrs. Majikas noted that, as we get closer to “normal”, she looks forward to more information from Mrs. Kuonen on plans for the library reopening and is appreciative and thankful of the library staff for being flexible.

B. Library System – Cheryl Kuonen, Executive Director

i. Director’s Report
- Mrs. Kuonen stated that the library staff have been incredible and have been working hard to be prepared to provide drive-thru service and doing live and recorded online programming.
- Responding to a question regarding the Summer Reading Program, Mrs. Kuonen stated that this year’s summer reading program will be very different, will run from June 15 to July 31. Childrens, teen, and adult activities are planned using Bingo cards (sent home by schools and
downloadable online) to track progress. MPL is coordinating summer reading dates with other Lake County libraries and have been working very well together and sharing information.

- The Ancestry.com resource usage has greatly increased since the pandemic shutdown, as the full library edition has been offered free for patrons to use from home.
- Mrs. Kuonen has expressed her concern to the State Library of Ohio in response to collection of statistics for the 2020 report due to libraries moving their programming online. Currently, the IMLS plans to count only the views of live programs and story times as the attendance number. However, much work goes into the production of online events, and the views from archives can sometimes greatly outnumber the live events.

a. **IT Report – Ed Mikolic, IT Manager**
   Mr. Mikolic, in responding to a question, stated that keyboard and mouse barriers, and a UV sanitation light have been purchased for the public computers in preparation of the library opening to the public. The keyboards and/or barriers will be cleaned using the UV light.

b. **Facilities Report – Craig Mossbruger, Facilities Manager**
   - Mr. Mossbruger stated that the Main Library roof re-shingling project is on schedule to start June 1st.
   - The Main Library’s staff parking lot repaving is scheduled on or about June 8. Before that date the electrical work will be completed to add cameras for staff safety. Both items are weather-dependent.

C. **Financial – Colleen Snyder, Fiscal Officer**

   i. **Financial Reports, April 2020**

   #20-045 RESOLUTION:
   On a motion by Mrs. Wantz, seconded by Mr. Hyla, the Board resolved that the Financial Reports for the month of April 2020 be accepted and filed – Cash Reconciliation, Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control Report.

   Mrs. Snyder stated that the May PLF (Public Library Fund) collections were down by 37% due to the April personal income tax deadline being moved to July. Tax collection in April was down but expects that the catch-up with income tax collection will happen in August. The State’s sales tax collections are reported to be down 24% - 20% was anticipated however that was a full-year projection, and sales tax revenue is expected to increase as the year progresses.

   Roll Call: Ayes (6) Mrs. Wantz, Mr. Hyla, Mrs. Wilcosky, Mrs. Mervo, Mrs. Maier, Mrs. Majikas; Nays (0). Motion carried.
ii. Ratification of April 2020 Bills

**#20-046 RESOLUTION:** On a motion by Mrs. Maier, seconded by Mrs. Wilcosky, the Board resolved that the Bills paid in April 2020, evidenced by the April Voucher Summary Report be approved.

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

iii. Investments

**#20-047 RESOLUTION:** On a motion by Mrs. Wantz, seconded by Mr. Hyla, the Board resolved that the Investments for April 2020 be approved as presented.

Mrs. Snyder reported that interest rates for May CDs decreased from April to .3%. The investment advisor has recommended to keep purchasing CDs at these rates, his concern being that in the future there may be a limited number of CDs available.

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

iv. 2021 Tax Budget

**#20-048 RESOLUTION:** On a motion by Mrs. Mervo, seconded by Mrs. Maier, the Mentor Public Board of Trustees resolved that, whereas the State/County requires that the Library submit a budget delineating the need for the collection of the voted library millage,

Now, therefore, be it resolved that the attached 2021 Tax Budget be adopted and referred to the School Board for submission to the County.

Mrs. Snyder explained that this annual document confirms to the County that the library needs the tax levy monies. The budget will be submitted to the School Board, as our taxing authority and voted on at their June meeting, who then takes it to the Lake County offices.

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

D. Board Committees

i. Steering Committee

   a. Pandemic Emergency Preparedness and Response Plan

**#20-049 RESOLUTION:** On a motion by the Steering Committee, seconded by Mrs. Wantz, the Mentor Public Board of Trustees resolved to adopt the Pandemic Emergency Preparedness and Response Plan as presented.
Mrs. Kuonen presented the new plan which addresses steps needed during a future event and acknowledged that every situation will be different.

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

IV. OLD BUSINESS

A. Public Closure Update

i. Library Reopening Hours

#20-050 RESOLUTION:
On a motion by Mrs. Maier, seconded by Mrs. Wilcosky, the Mentor Public Library Board of Trustees resolved to have library hours to the public be the following for the libraries’ phased reopening plan to the public. Hours will start when the buildings are prepared and comply with all safety and cleaning guidelines issued by the State and provided the State mandates do not change. Tentatively the reopening to the public date is Monday June 8th but this may be pushed back if additional guidance is issued from the State and/or OLC.

For State auditing purposes, calamity pay for all staff will officially end once the buildings reopen to the public.

HUB will remain closed for the summer.

Lake will continue with curbside service due to construction.

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<tr>
<th>MAIN LIBRARY</th>
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<td><strong>Mon-Thurs</strong></td>
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<td>Senior</td>
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<td>FRI/SAT</td>
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<td>SUN</td>
<td>regular 11-1:30</td>
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Mrs. Kuonen explained that the library has implemented a 3-team approach for all staff at Main. The plan ensures that the Main Library can remain open with modified hours should one team be exposed to the COVID-19 virus and be required to quarantine at home for 2 weeks. Thorough sanitizing protocol is mandatory for staff. Public hand sanitizing stations have been added at all library locations and will be refilled by CINTAS. Hand-washing reminder signs are posted in staff and public restrooms (and other Ohio Department of Health #ReponsibleRestartOhio and CDC posters are displayed at library entrances and other appropriate locations). Masks are required for staff and encouraged but not mandatory for the public due to the library being a public building. Staff and public safety have been taken into serious consideration to provide a balance between service and safety.

Mrs. Kuonen later added that on June 8th, the library is ceasing all Calamity Pay and staff will be on a revised schedule, working their full hours at the library.

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

B. Project Log – no changes or additions

V. NEW BUSINESS - A discussion regarding a regular live radio library program was had. Mrs. Kuonen mentioned that the possibility of a parking lot broadcast is being explored. Mrs. Kuonen mentioned Jason Lea has been on a talk show 3-4 times since March.

VI. NEXT MEETING TIME AND PLACE ANNOUNCED:
Next meeting date is June 17, 2020 at 5:00 p.m. The meeting location will be dependent upon Gov. Mike DeWine’s recommendations for a safe allowable gathering size in June.

The Trustees were reminded that a group photo is planned for May 27th, 4:30 p.m. at the Mentor-on-the-Lake Branch construction site.

VII. ADJOURNMENT

#20-051 RESOLUTION:
Mrs. Majikas adjourned the meeting at 5:36 p.m. without objection.

SUBMITTED BY: ___________________________ Secretary

APPROVED BY: ___________________________ President