**BOARD OF TRUSTEES**
**MENTOR PUBLIC LIBRARY**
**REGULAR BOARD MEETING**
**MINUTES OCTOBER 21, 2020**

**I. CALL TO ORDER/ROLL CALL:** 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, Diane Wantz, Sonja Maier, Daniel Hyla
- *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 September 16, 2020.**

**#20-080 RESOLUTION:**
**On a motion by Mrs. Wantz, seconded by Mrs. Maier, the Board resolved that the Minutes of the Regular Board Meeting of September 16, 2020 be adopted.**

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

**#20-080 APPROVAL OF BOARD MEETING MINUTES OF SEPTEMBER 16, 2020**

**III. REPORTS**

**A. President's Report – Melanie Majikas, President**
Mrs. Majikas will have the review process information for the Director and Fiscal Officer at the November meeting in Executive Session. Board self-evaluation will be postponed to December or January. Cheryl Kuonen was congratulated for her Lakeland Women of Achievement award; the award was also received by Melanie Majikas.

Mrs. Henninger joined the meeting at 5:05 p.m.

**B. Library System – Cheryl Kuonen, Executive Director**

**i. Donations**

**#20-081 RESOLUTION:**
**On a motion by Mrs. Wilcosky, seconded by Mr. Hyla, the Board resolved that the Donation(s) be accepted as presented.**

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

**#20-081 DONATIONS**

**ii. Director's Report**

- The first passport appointment is scheduled for Friday, October 23. The library will collect $35 for each passport application (per person).
- The construction at the Lake Branch is nearing completion. Trustees will tour the facility at the end of October.
- Supply chain issues due to the pandemic are delaying the delivery of touchless faucets for rest rooms and water-bottle filling stations.
- House Bill 197 which made temporary changes to the Open Meetings Act and allowed for virtual public meetings will most likely be extended into 2021.

**a. IT Report – Ed Mikolic, IT Manager** – as submitted

**b. Facilities Report – Craig Mossbruger, Facilities Manager**

- Mr. Mossbruger will be replacing faucets at Main next week, then move to the Branches. Currently drinking fountains are shut down for safety.
- The battery back-up for the Main library's elevator will not arrive for 4-6 weeks. Gable Elevator discounted the price by $3000.

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

**i. Financial Reports, September 2020**

**#20-082 RESOLUTION:**
**On a motion by Mrs. Maier, seconded by Mrs. Wantz, the Board resolved that the Financial Reports for the month of September 2020 be accepted and filed – Cash Reconciliation, Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control Report.**

**#20-082 FIANANCIAL REPORTS SEPTEMBER 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 September 2020 Bills**

**#20-083 RESOLUTION:**
**On a motion by Mrs. Henninger, seconded by Mr. Hyla, the Board resolved that the Bills paid in September 2020, evidenced by the September Voucher Summary Report be approved.**

**#20-083 RATIFICATION OF SEPTEMBER 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**

**#20-084 RESOLUTION:**
**On a motion by Mrs. Wantz, seconded by Mrs. Henninger, the Board resolved that the Investments for September 2020 be approved as presented.**

**#20-084 INVSTMENTS SEPTEMBER 2020**

Mrs. Snyder added that interest earnings next year will be way down.

**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 – Daniel Hyla, Committee Chair**

**a. Food for Fines December 1 – 31, 2020**

**#20-085 RESOLUTION:**
**On a motion by the Steering Committee, seconded by Mrs. Henninger, the Board of Trustees of the Mentor Public Library resolved to approve a "food for fines" amnesty donation program beginning December 1, 2020 through December 31, 2020.**

**#20-085 FOOD FOR FINES AMNESTY PROGRAM**

Mr. Hyla stated that Food for Fines is an annual program which allows overdue fine forgiveness of $1 per 1 non-expired donated food item, up to $5.

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

**b. Read House Quote Authorization**

**#20-086 RESOLUTION:**
**On a motion by the Steering Committee, seconded by Mrs. Maier, the Board of Trustees of the Mentor Public Library resolved to authorize the Director to seek quotes on the demolition of the Read House.**

**#20-086 READ HOUSE QUOTE AUTHORIZATION**

Mr. Hyla briefly reviewed steps taken by the Trustees regarding the Read House evaluation of best use for the building only, and land.

Although the Read House is offered for sale, at this time no serious inquiries have come forward. Mrs. Kuonen mentioned that 2 patrons have called to ask questions - one offered to make something for the library from the home's salvaged wood.

Mrs. Kuonen is hopeful that quotes received for demolition will not exceed the $50,000 bid threshold and hopes to have more information for the Board in December.

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

**c. Revised Library Hours**

**#20-087 RESOLUTION:**
**On a motion by the Steering Committee, seconded by Mrs. Wantz, the Board of Trustees of the Mentor Public Library resolved to have library hours to the public be the following effective Sunday, November 1, 2020.**

**The HUB will remain closed for the remainder of 2020.**

**#20-087 REVISED LIBRARY HOURS EFFECTIVE NOVEMBER 1, 2020**

**Lake Branch will open to the public on November 2 if construction if finished. If construction is not complete, Lake Branch will open as soon as possible after that date.**

| **Main Library Hours** | |
|---|---|
| **Mon-Thur** | |
| OPEN | 9-12pm |
| Closed | 12-1pm |
| OPEN | 1-5pm |
| Closed | 5-6pm |
| OPEN | 6-9pm |
| | |
| **Fri & Sat** | |
| OPEN | 9-12pm |
| closed | 12-1pm |
| OPEN | 1-5pm |
| | |
| **Sun** | |
| OPEN | 11-5pm |

| **Lake & Headlands** | |
|---|---|
| | |
| **Mon & Wed** | |
| OPEN | 1-5pm |
| Closed | 5-6pm |
| OPEN | 6-9pm |
| | |
| **Tues, Thur, Fri & Sat** | |
| OPEN | 9-12pm |
| closed | 12-1pm |
| OPEN | 1-5pm |

Mrs. Kuonen stated that the change in library hours seeks to balance the needs of patrons with the safety of patrons and staff. The Lake Branch will most likely open mid-November as the branch staff require a few weeks to organize following the completion of construction.

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

**IV. OLD BUSINESS**

**A. Progress Log** – no changes or additions.

**V. NEW BUSINESS** - none

**VI. NEXT MEETING TIME AND PLACE ANNOUNCED:**

Next meeting date is November 18, 2020 at 5:00 p.m. on Zoom.

**VII. ADJOURNMENT**

**#20-088 RESOLUTION:**

**Mrs. Majikas adjourned the meeting at 5:23 p.m. without objection.** **#20-088 ADJOURNMENT**

SUBMITTED BY: _____Secretary

APPROVED BY: _____President