BOARD OF TRUSTEES
MENTOR PUBLIC LIBRARY
REGULAR BOARD MEETING
MINUTES APRIL 16, 2025

I. CALL TO ORDER/ROLL CALL: 6:00 p.m. by President, Sarah Strang

- *Present:* Sarah Strang, Andrew Mitcham, Sue Wilcosky, Teresa Ackerman
- *Excused*: Laurie Kosanovich, Christine Henninger
- *Absent*: Jen McGee (arrived at 6:01 p.m.)
- *Staff Present:* Cheryl Kuonen, Colleen Snyder, Jen Grill, Sue Fram
- *Others Present:* Keith Segina, staff SEIU Representative

II. APPROVAL OF MINUTES

A. Regular Board Meeting Minutes of March 19, 2025

#25-032 RESOLUTION:
On a motion by Mr. Mitcham, seconded by Mrs. Wilcosky, the Board of Trustees of the Mentor Public Library resolved that the Minutes of the Regular Board Meeting of March 19, 2025 be adopted as presented.

#25-032 APPROVAL OF REGULAR MEETING MINUTES OF MARCH 19, 2025

Ms. McGee arrived at 6:01 p.m.

Roll Call: Ayes (4) Mrs. Wilcosky, Ms. Ackerman, Mr. Mitcham, Mrs. Strang; Abstain (1) Ms. McGee; Nays (0). Motion carried.

III. PUBLIC COMMENT ON AGENDA ITEMS – none

IV. REPORTS

A. President's Report – Mrs. Strang
Mrs. Strang acknowledged the 2 plaques in the stairwell accrediting Artist Jason Baumgardner for his painting of "The Story Never Ends" mural.

B. Library System – Cheryl Kuonen

i. Donations

#25-033 RESOLUTION:
On a motion by Mrs. Strang, seconded by Mrs. Wilcosky, the Board of Trustees of the Mentor Public Library resolved to accept the donation(s) as presented.

#25-033 DONATIONS

Mrs. Kuonen acknowledged a donation from former Library Trustee Terry Kilbourne to be earmarked for the Main Library building project in the Building Fund, and a donation from Club Pilates as a sponsor for the 2025 Summer Reading Program.

Roll Call: Ayes (5) Ms. McGee, Mrs. Wilcosky, Ms. Ackerman, Mr. Mitcham, Mrs. Strang; Nays (0). Motion carried.

ii. Director's Report

Director Updates:

- Library staff will be visiting Lake Catholic High School 3 times to give training to students on our databases, information literacy, and using AI.
- The engineer for the Main Library Campus will be at the Main next Tuesday to review the project.
- The Lake Branch is partnering with the Mentor-on-the-Lake Parks and Recreation Board for an after-hours movie event showing ***Dogman*** on Friday, May 9. Candy and popcorn will be provided for attendees.
- Staff are preparing for 5 parades this year: MOL Memorial Day Parade, Headlands Fourth of July parade, Mentor City Fest, Lake County Fair, and Concord Community Days.
- Jason Lea's first Pop-Up of 2025 will be at the James A. Garfield Egg Roll on Monday, April 21. Children's Department Manager Kim Sidorick will also be attending.
- So far, the April Poetry Contest has received 25+ entries.
- The HVAC leak in the Paulson Room at Lake Branch is being repaired tomorrow.
- Mrs. Kuonen, Mrs. Snyder, and Mrs. Grill will be attending the Cleveland City Club meeting tomorrow, where Senator Jerry Cirino will be speaking. On Friday, Mrs. Snyder and Mrs. Kuonen are attending OLC's online budget webinar.
- Another patron compliment was received and passed around to the Trustees.

C. Financial – Colleen Snyder, Fiscal Officer

i. Financial Reports, March 2025

#25-034 RESOLUTION:
On a motion by ~~Mrs.~~ Ms. McGee, seconded by Mrs. Wilcosky, the Board resolved that the Financial Reports for the month of March 2025 be accepted and filed – Cash Reconciliation, Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control Report.

#25-034 FINANCIAL REPORTS MARCH 2025

Mrs. Snyder will be attending OLC's state budget update on Friday.

Roll Call: Ayes (5) Ms. Ackerman, Mr. Mitcham, Ms. McGee, Mrs. Wilcosky, Mrs. Strang; Nays (0). Motion carried.

ii. Ratification of March 2025 Bills

#25-035 RESOLUTION:
On a motion by Mrs. Wilcosky, seconded by Mr. Mitcham the Board resolved that the Bills paid in March 2025 as evidenced by the March Voucher Summary Reports be approved.

#25-035 RATIFICATION OF MARCH 2025 BILLS

Roll Call: Ayes (5) Mr. Mitcham, Ms. McGee, Ms. Ackerman, Mrs. Wilcosky, Mrs. Strang; Nays (0). Motion carried.

iii. Investments

#25-036 RESOLUTION:
On a motion by Mrs. Strang, seconded by Ms. McGee, the Board resolved that the Investments for March 2025 be approved as presented.

#25-036 INVESTMENTS MARCH 2025

Mrs. Snyder noted that the interest rates have been decreasing and is keeping an eye on the Star Ohio investments' interest rates.

Roll Call: Ayes (5) Mrs. Wilcosky, Mr. Mitcham, Ms. McGee, Ms. Ackerman, Mrs. Strang; Nays (0). Motion carried.

iv. Then and Now Certificate

#25-037 RESOLUTION:
On a motion by Mr. Mitcham, seconded by Mrs. Wilcosky, the Mentor Public Library Board of Trustees resolved to approve the following "Then and Now" certificate. The Mentor Public Library has authorized the Fiscal Officer to execute then and now certificates for purchase orders processed after invoices for goods or services received in amounts up to an individual amount of $1,000 and a monthly aggregate of $7,500;

#25-037 THEN AND NOW CERTIFICATE

"There was at the time of the making of such contract or order and at the time of the execution of such certificate a sufficient sum appropriated for the purpose of such contract and in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrance." ***ORC 5705.41(D)1***

It is hereby certified that both at the time of the making of this contract or order and at the date of the execution of this certificate, the amount of $3,500 required to pay this contract or order with PBC Guru LLC has been appropriated for the purpose of this contract or order and is in the treasury or in the process of collection to the credit of the Fund free from any previous encumbrance.

A subscription invoice was received without having a manager's purchase order in time. This item was budgeted for.

Roll Call: Ayes (5) Mrs. Wilcosky, Ms. Ackerman, Mr. Mitcham, Ms. McGee, Mrs. Strang; Nays (0). Motion carried.

D. Board Committees

i. Revised Advertisement for Bids

#25-038 RESOLUTION:
On a motion by the Joint Committee, seconded by Mr. Mitcham the Mentor Public Library Board of Trustees resolved to approve the revised advertisement for sealed bids for the Master Plan as presented.

#25-038 REVISED ADVERTISEMENT FOR BIDS

Mrs. Kuonen stated that a Special Meeting may be needed in July to approve the recommended contractor. AIA Contracts will be reviewed and edited by the County Prosecutor prior to presentation to the contractor.

Roll Call: Ayes (5) Mr. Mitcham, Mrs. Wilcosky, Ms. McGee, Ms. Ackerman, Mrs. Strang; Nays (0). Motion carried.

ii. Donation from The Friends of Mentor Public Library

#25-039 RESOLUTION:
On a motion by the Joint Committee, seconded by Mrs. Wilcosky, the Mentor Public Library Board of Trustees resolved to approve the following:

#25-039 DONATION FROM THE FRIENDS OF MENTOR PUBLIC LIBRARY

RESOLUTION ACCEPTING THE GIFT FROM FRIENDS OF THE MENTOR PUBLIC LIBRARY IN THE AMOUNT OF $50,000 TO BE USED TOWARDS THE COMPLETION OF THE OUTDOOR PAVILION AT THE MAIN LIBRARY.

Whereas, the Board of Trustees intend to renovate the Mentor Public Library's Main Branch, located at 8215 Mentor Ave., Mentor, OH 44060;

Whereas, said renovations are expected to include the construction of an outdoor pavilion at the Main Branch;

Whereas, the Friends of the Mentor Public Library is a 501c3 nonprofit whose purpose is to "work with the Director and Board of Trustees on matters relating to major development projects, including building programs" and to "[E]ncourage gifts of materials, endowments, and bequests to the Library in ways approved by the Board of Trustees;"

Whereas, the Friends of the Mentor Public Library wishes to donate $50,000 to the Board of Trustees to be used towards the completion of the outdoor pavilion at the Main Branch with a possibility of naming rights in the future;

Now, therefore, be it resolved, that the Board of Trustees of Mentor Public Library hereby accepts the gift of $50,000 from the Friends of the Mentor Public Library to be used for the completion of the outdoor pavilion at the Main Branch.

Mrs. Snyder mentioned that The Friends are planning to make this donation later in the year. They would like to obtain additional interest.

Roll Call: Ayes (5) Mrs. Wilcosky, Ms. McGee, Ms. Ackerman, Mr. Mitcham, Mrs. Strang; Nays (0). Motion carried.

iii. Easement Agreement

#25-040 RESOLUTION:
On a motion by the Joint Committee, seconded by Ms. McGee, the Mentor Public Library Board of Trustees resolved to accept and authorize Executive Director, Cheryl Kuonen, to sign the Easement Agreement as presented and prepared by the County Prosecutor.

#25-040 EASEMENT AGREEMENT

The agreement was sent to our neighbors, and it has already been returned signed and notarized. Mrs. Kuonen will file the document with the County.

Roll Call: Ayes (5) Mrs. Wilcosky, Ms. McGee, Ms. Ackerman, Mr. Mitcham, Mrs. Strang; Nays (0). Motion carried.

V. NEW BUSINESS

Mrs. Kuonen stated the City of Mentor is in the process of moving the light pole on the corner of SharonLee in preparation for a new left turn lane.

VI. UNFINISHED BUSINESS

A. Progress Log

The Lake Branch interior project was added.

Mrs. Kuonen added that a meeting is scheduled for next week with the architect for the James R. Garfield Room improvements.

VII. PUBLIC PRESENTATION - none

VIII. NEXT MEETING TIME AND PLACE ANNOUNCED:

The next meeting is at 6:00 p.m. on Wednesday, May 21, 2025 at the Mentor-on-the-Lake Branch.

IX. ADJOURNMENT

#25-041 RESOLUTION: **#25-041**

Mrs. Strang adjourned the meeting at ~~6:417~~ 6:17p.m. without objection. **ADJOURNMENT**

SUBMITTED BY: _____Secretary

APPROVED BY: _____President