BOARD OF TRUSTEES
MENTOR PUBLIC LIBRARY
REGULAR BOARD MEETING
MINUTES AUGUST 20, 2025

I. **CALL TO ORDER/ROLL CALL:** 5:59 p.m. by President, Sarah Strang
- *Present:* Sarah Strang, Laurie Kosanovich, Sue Wilcosky, Jen McGee, Teresa Ackerman, Christopher Gallagher
- *Excused*: Andrew Mitcham
- *Staff Present:* Cheryl Kuonen, Colleen Snyder, Jen Grill, Sue Fram
- *Others Present:* Ariel Johnson, staff notary; Keith Segina, staff SEIU Representative

II. **INTRODUCTION AND SWEARING IN OF NEW TRUSTEE**
Ms. Johnson administered the Oath of Office to incoming Trustee Christopher Gallagher.

Ms. Johnson left the meeting at 6:02 p.m.

The Trustees and Administration welcomed Mr. Gallagher, introduced themselves, and shared their positions and history with the library.

III. **APPROVAL OF MINUTES**

A. Regular Board Meeting Minutes of July 16, 2025

#25-071 APPROVAL OF REGULAR MEETING MINUTES OF JULY 16, 2025

#25-071 RESOLUTION:
On a motion by Mrs. Kosanovich, seconded by Ms. McGee, the Board of Trustees of the Mentor Public Library resolved that the Minutes of the Regular Board Meeting of July 16, 2025 be adopted as presented.

Roll Call: Ayes (5) Mrs. Kosanovich, Mrs. Wilcosky, Ms. Ackerman, Ms. McGee, Mrs. Strang; Abstain (1) Mr. Gallagher; Nays (0). Motion carried.

B. Special Board Meeting Minutes of August 13, 2025

#25-072 APPROVAL OF SPECIAL MEETING MINUTES OF AUGUST 13, 2025

#25-072 RESOLUTION:
On a motion by Mrs. Kosanovich, seconded by Mrs. Wilcosky, the Board of Trustees of the Mentor Public Library resolved that the Minutes of the Special Board Meeting of August 13, 2025 be adopted as presented.

Roll Call: Ayes (5) Mrs. Kosanovich, Mrs. Wilcosky, Ms. Ackerman, Ms. McGee, Mrs. Strang; Abstain (1) Mr. Gallagher; Nays (0). Motion carried.

III. **PUBLIC COMMENT ON AGENDA ITEMS –** none

IV. **REPORTS**

A. President's Report –Sarah Strang

Mrs. Strang reminded everyone that September is Library Card Sign-Up Month; spread the word and encourage people to sign up so they know all that libraries do.

B. Library System – Cheryl Kuonen

i. Director's Report

Director Updates:

- New library cardholders who sign up in September will be entered into a basket raffle.
- Leadership Lake County has accepted the Main Library's project of a Sensory Room for the Children's Department, to be installed during the Main Campus Project renovations. They will help us design the room and determine what appropriate components to include. Leadership is allowed to fundraise up to $2,000 for the project which will not cover all the costs. Mrs. Kuonen and Children's Manager Kim Sidorick will be meeting with the team in September.
- A patron who visited to apply for a passport commented that she frequents The HUB and enjoys making projects there.
- Over 20 people attended the reception held for Paws to Read therapy dog Rudder at the Headlands Branch on August 18. A special memorial collection of dog-themed materials was dedicated.
- Renovations in the Garfield Room at Main continue. Cabinets were installed this week, and flooring will be installed beginning on Monday. The project is on time for completion August 31. Wall panels, which require a longer lead-time, are currently scheduled to be installed during the week of September 15.
- Mrs. Kuonen will be presenting for OLC next week on *Building Facilities for New Directors.*
- A power surge on the evening of Sunday, August 17 caused loss of power in the neighborhood. The Main Library lost partial power which caused an issue with the HVAC system - a heat pump on one of the 2 boilers failed and overheated. Public opening was delayed on Monday to 1:00 p.m. after the HVAC system was restored.
- The City of Mentor and Mentor Arts Commission auctioned off hand-painted storybook benches at Springbrook Gardens Park on August 20. Staff member Gillian DiPofi was selected as one of five local artists and painted *The Picture of Dorian Gray* by Oscar Wilde on a bench.
- The Craft Swap at the Headlands Branch was very successful. Many items were donated, and 45 residents came to take supplies.
- Summer Reading participation was very good this year: 1,540 children, 363 adults, and 130 teens signed up.

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

i. Financial Reports, July 2025

#25-073 FINANCIAL REPORTS JULY 2025

<u>#25-073 RESOLUTION:</u>

On a motion by Mrs. Strang, seconded by Mrs. Ackerman, the Board resolved that the Financial Reports for the month of July 2025 be accepted and filed – Cash Reconciliation, Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control Report.

The accounting software will move to the cloud this Friday. The Finance Office has been looking at a test database, and everything looks good for a smooth transition.

Mrs. Snyder attended the Lake County Budget Commission meeting on September 18. The Lake County Auditor presides over the meeting, and he expects that there may be some changes next year from Columbus.

Roll Call: Ayes (5) Ms. Ackerman, Ms. McGee, Mrs. Wilcosky, Mrs. Kosanovich, Mrs. Strang; Abstain (1) Mr. Gallagher; Nays (0). Motion carried.

ii. Ratification of July 2025 Bills

#25-074 RESOLUTION: **#25-074**
On a motion by Mrs. Kosanovich, seconded by Ms. McGee, the Board resolved that the Bills paid in July 2025 as evidenced by the July Voucher Summary Reports be approved. **RATIFICATION OF JULY 2025 BILLS**

Mrs. Snyder explained that included in this month's Bills Paid are payments to other libraries. The payments are for the previous year fees collected on behalf of other Clevnet libraries. The library also received payments from other libraries who collected on our behalf.

Roll Call: Ayes (5) Ms. McGee, Ms. Ackerman, Mrs. Kosanovich, Mrs. Wilcosky, Mrs. Strang; Abstain (1) Mr. Gallagher; Nays (0). Motion carried.

iii. Investments

#25-075 RESOLUTION: **#25-075**
On a motion by Mrs. Ackerman, seconded by Mrs. Kosanovich, the Board resolved that the Investments for July 2025 be approved as presented. **INVESTMENTS JULY 2025**

MBS Securities expects one or possibly two Federal rate decreases by the end of the year. Additional CDs may be purchased from Star Ohio to lock in higher CD rates.

Roll Call: Ayes (5) Mrs. Wilcosky, Mrs. Kosanovich, Ms. McGee, Ms. Ackerman, Mrs. Strang; Abstain (1) Mr. Gallagher; Nays (0). Motion carried.

iv. Grant Acceptance

#25-076 RESOLUTION: **#25-076**
On a motion by Mrs. Wilcosky, seconded by Ms. McGee, the Mentor Public Library Board of Trustees resolved to accept the Flight Path Grant from Tangled Bank Studios LLC. The Flight Path outreach campaign aims to engage library communities around the science of birds and migration. Tangled Bank Studios and The Space Science Institute's Star Library Education Network have launched a multi-year initiative to bring high-quality, free, life science resources, activities and films to public libraries. **FLIGHT PATH GRANT**

The grant from Flight Path is in the amount of $500.

Roll Call: Ayes (5) Mrs. Wilcosky, Mrs. Ackerman, Mrs. Kosanovich, Ms. McGee, Mrs. Strang; Abstain (1) Mr. Gallagher; Nays (0). Motion carried.

D. Board Committees

i. Master Plan Project

Mrs. Kuonen contacted Marco Ciccarelli to update him on items discussed by the trustees during the Joint Committee meeting. Mr. Ciccarelli submitted a letter to Board President Sarah Strang stating internal changes he is making to improve coordination and communication – this letter was shared with the other trustees.

Mr. Ciccarelli expects to send new structural drawings to Mrs. Kuonen on Friday and have structural plans completed on September 15. Following this timeline, advertisement for bids could be posted on September 17th and 24th with a bid opening on October 9th. The Board could then vote to accept a contractor at their meeting on October 15.

Mrs. Kuonen and members of the Board caught up Mr. Gallagher on the circumstances behind the recent delays.

ii. 2026 Calendar

#25-077 RESOLUTION:

On a motion by the Joint Committee, seconded by Mrs. Kosanovich, the Mentor Public Library Board of Trustees resolved to accept 2026 Calendar as presented.

#25-077 APPROVAL OF 2026 CALENDAR

Roll Call: Ayes (5) Mrs. Kosanovich, Mrs. Wilcosky, Mrs. Ackerman, Ms. McGee, Mrs. Strang; Abstain (1) Mr. Gallagher; Nays (0). Motion carried.

IV. NEW BUSINESS

Regarding property taxes, Mrs. Kuonen explained an informational handout prepared for the Lake County Taxing District as it relates to Mentor Public Library. The chart provides values for our Library's 2-Mil continuous levy and details the overall revenue breakdown for years 2022-2024.

VI. UNFINISHED BUSINESS

A. Progress Log - as presented

VII. PUBLIC PRESENTATION - none

VIII. NEXT MEETING TIME AND PLACE ANNOUNCED:

The next meeting is at 6:00 p.m. on Wednesday, September 17, 2025 at the Main Library.

IX. ADJOURNMENT

#25-078 RESOLUTION:

Mrs. Strang adjourned the meeting at 6:39 p.m. without objection.

#25-078 ADJOURNMENT

SUBMITTED BY: _____Secretary

APPROVED BY: _____President