

**BOARD OF TRUSTEES
MENTOR PUBLIC LIBRARY
REGULAR BOARD MEETING HELD AT THE LAKE BRANCH
MINUTES AUGUST 17, 2022**

- I. CALL TO ORDER/ROLL CALL:** 5:55 p.m. by Vice President, Mrs. Sue Wilcosky
- *Present:* Sue Wilcosky, Melanie Majikas, Sarah Strang, Lisa Wiener, Thomas Davis
 - *Excused:* Christine Henninger, Sonja Maier
 - *Staff Present:* Cheryl Kuonen, Colleen Snyder, Jen Grill, Sue Fram
 - *Others Present:* Mary Pelton, staff SEIU Representative

II. APPROVAL OF MINUTES

A. Approval of the Regular Meeting Minutes of July 20, 2022.

#22-065 RESOLUTION:

On a motion by Mrs. Majikas, seconded by Mrs. Strang, the Board resolved that the Minutes of the Regular Board Meeting of July 20, 2022 be adopted as presented.

Roll Call: Ayes (5) Mrs. Wilcosky, Mrs. Strang, Mrs. Wiener, Mr. Davis, Mrs. Majikas; Nays (0).
Motion carried.

**#22-065
APPROVAL OF
THE REGULAR
BOARD MEETING
MINUTES OF
JULY 20, 2022**

B. Approval of the Special Meeting Minutes of August 10, 2022.

#22-066 RESOLUTION:

On a motion by Mrs. Wiener, seconded by Mrs. Strang, the Board resolved that the Minutes of the Special Board Meeting of August 10, 2022 be adopted as presented.

Roll Call: Ayes (4) Mrs. Wilcosky, Mrs. Wiener, Mr. Davis, Mrs. Majikas; Abstain (1) Mrs. Strang;
Nays (0). Motion carried.

**#22-066
APPROVAL OF
THE SPECIAL
BOARD MEETING
MINUTES OF
AUGUST 10, 2022**

III. PUBLIC COMMENT ON AGENDA ITEMS – none

IV. REPORTS

A. President's Report – none

B. Library System – Cheryl Kuonen

i. Directors Report

a. Director updates

- Mrs. Kuonen met with Mentor Schools new Superintendent Craig Heath today. Current partnerships were discussed, including Mentor Public Library student cards, The HUB, and Hold Lockers. Mr. Heath visited the Main Library over the summer and noted how busy it was and how helpful the staff were – he was left with a very good impression.

Joe Glavin mentioned to Mr. Heath that a Storybook Walk would be a good addition to the elementary schools. Donations and/or grants will be sought to help cover the cost of the project if it moves forward.

- The Main Library's parking lot is on schedule for the second layer of asphalt tomorrow. Striping will be done on Thursday evening or early on Friday morning and the library will be ready to open on Friday at 9am.
- The managers met with the Library's labor attorney Drew Esposito today on Zoom. Mr. Esposito discussed things managers should know about FMLA, ADA, special accommodations, etc. and when to talk to HR.
- A chart of Lake County libraries history of circulation and percentage of budget spent on library materials vs. total budget, which was included in the Director's Report, was discussed. These numbers along with population are used to calculate the Lake County PLF allocation formulas. Each library gets a lump sum and the remainder is distributed to the libraries based on the allocated percentage. After the lump sum is provided to every library, the remainder funding allocated to each is based on percent spent on materials, population, and circulation. Circulation is based on the library's owning materials only.
- The IT Department is still working to resolve an issue with MachForm and with Office 365/email. The phone system problem has been resolved.

C. Financial – Colleen Snyder, Fiscal Officer

i. Financial Reports, July 2022

#22-067 RESOLUTION:

On a motion by Mrs. Majikas, seconded by Mrs. Wilcosky, the Board resolved that the Financial Reports for the month of July 2022 be accepted and filed – Cash Reconciliation, Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control Report.

**#22-067
FINANCIAL
REPORTS
JULY 2022**

Mrs. Snyder reported that the August PLF was received, and it is \$5,800 above original estimates for the year and is higher than last year. Also, the second half levy proceeds were received today. Mr. Snyder didn't have time to analyze the distribution, but the amount was more than budgeted for this year and last year.

**Roll Call: Ayes (5) Mrs. Wiener, Mr. Davis, Mrs. Majikas, Mrs. Wilcosky, Mrs. Strang; Nays (0).
Motion carried.**

ii. Ratification of July 2022 Bills

#22-068 RESOLUTION:

On a motion by Mrs. Strang, seconded by Mr. Davis, the Board resolved that the Bills paid in July 2022, evidenced by the July Voucher Summary Reports be approved.

**#22-068
RATIFICATION
OF JULY 2022
BILLS**

**Roll Call: Ayes (5) Mr. Davis, Mrs. Majikas, Mrs. Wiener, Mrs. Strang, Mrs. Wilcosky; Nays (0).
Motion carried.**

iii. Investments

#22-069 RESOLUTION:

On a motion by Mrs. Wiener, seconded by Mrs. Strang, the Board resolved that the Investments for July 2022 be approved as presented.

**#22-069
INVESTMENTS
JULY 2022**

Mrs. Snyder stated that no investments have come due this month, however 2 CDs will be maturing next month and will be replaced.

**Roll Call: Ayes (5) Mrs. Wilcosky, Mrs. Strang, Mr. Davis, Mrs. Majikas, Mrs. Wiener; Nays (0).
Motion carried.**

iv. 2022 Amended Annual Appropriations Measure**#22-070 RESOLUTION:**

On a motion by Mr. Davis, seconded by Mrs. Wilcosky, the Mentor Public Library Board of Trustees resolved to adopt the 2022 Amended Annual Appropriations Measure as presented.

**#22-070
2022 AMENDED
ANNUAL
APPROPRIATIONS**

Mrs. Snyder stated that the Building Fund budget was increased from \$705,000 to \$1,105,000, an increase of \$400,000 to cover the purchase of property and any other necessary costs that we may incur from now until the end of the year regarding the property.

**Roll Call: Ayes (5) Mrs. Wiener, Mr. Davis, Mrs. Majikas, Mrs. Strang, Mrs. Wilcosky; Nays (0).
Motion carried.**

D. Board Committees – Cheryl Kuonen**i. Ad-hoc Committee for Board By-Laws**

Mrs. Wilcosky and Mrs. Henninger will join Mrs. Kuonen and Mrs. Snyder to review the Mentor Public Library Board of Trustees' By-Laws for any changes to bring back to the full Board. The by-laws were last updated in 2016.

ii. Strategic Plan Update

- Mrs. Kuonen has met with managers regarding goals and action items for next year.
- After the Library takes ownership of the adjoining property, CT Consultants will be contacted for a feasibility and cost study regarding usage of the building and property in order to make an educated decision on what is best for the library and community.

iii. Project Timeline Updates

- The parking lot will be finished tomorrow. Due dates have been extended for the closed period this week. Lake Branch reported that many of Main's patrons have come to their location this week and viewed the Paulson Room and other improvements made during the renovations of 2 years ago.
- Last week of September – start Headlands Branch remodel; the branch will be closed for 3 weeks. Staff will be relocated or take time off.
- November – Main's public computer desks replacement
- Main's staff lounge – Tentatively in September the Board may be voting on advertising for sealed bids with potential contractor approval vote in

November. If this timeline is kept, construction could begin as early as January.

V. NEW BUSINESS

A. Revised motion for purchase of real estate

#22-071 RESOLUTION:

On a motion by Mrs. Majikas, seconded by Mr. Davis, the Mentor Public Library Board of Trustees resolved as follows:

RESOLUTION AUTHORIZING DIRECTOR TO EXECUTE CONTRACT FOR THE PURCHASE OF REAL ESTATE

**#22-071
REVISED
MOTION FOR
PURCHASE OF
REAL ESTATE**

Whereas the Mentor Public Library's main branch is located at 8215 Mentor Avenue; and

Whereas the main branch is currently landlocked by neighboring houses; and

Whereas the neighboring property was list for sale on August 3, 2022; and

Whereas the Board of Trustees see the opportunity to purchase the neighboring property as an opportunity for future expansion of library services to the community; and

Whereas the Board of Trustees previously authorized the Executive Director, Cheryl Kuonen, to execute the contract for purchase the real property at 7525 Lauren J Drive, Mentor OH 44060 with permanent parcel # 16-B-035-H-00-008-0, which contract has been executed; therefore be it

Resolved that the Board of Trustees approve and authorize the Executive Director, Cheryl Kuonen, to execute any and all documents necessary to complete the purchase of 7525 Lauren J Drive, Mentor OH 44060 with permanent parcel # 16-B-035-H-00-008-0 in the amount of \$340,000.00.

The title company requested changes to the resolution to include Mrs. Kuonen's name (added) as Executive Director, authorizing her to execute any and all documents necessary to complete the purchase. The closing date remains September 12, 2022.

Roll Call: Ayes (5) Mrs. Majikas, Mrs. Wiener, Mrs. Wilcosky, Mrs. Strang, Mr. Davis; Nays (0).
Motion carried.

VI. UNFINISHED BUSINESS – Cheryl Kuonen

A. Progress Log – as presented

VII. PUBLIC PRESENTATION TO THE BOARD – none

VIII. NEXT MEETING TIME AND PLACE ANNOUNCED:

The next meeting date is Wednesday, September 21, 2022 at the Main Library.

Additional discussion:

Mrs. Kuonen contacted Kathy Mitchell, Planning Director for the City of Mentor for information and guidelines regarding a Conditional Use Permit (CUP) for the property at 7525 Lauren J Drive. When the Library takes ownership of the property it will be permitted to maintain the building, add security, keep the van in the garage, do what is needed to get the house in order, and create a temporary path to the house from the parking lot. Occupancy of the building would not be permitted.

Mrs. Mitchell stated that the Library should provide a complete site plan including use of the house, updates to meet code (ADA), fence removal/addition, driveway/parking plan, pathway from house to library, etc. This plan would be presented to the Planning Commission during regular session. The Planning Commission will take the following into consideration for approval of a CUP:

- Impact to neighborhood
- Harmony to neighborhood
- Adverse effect to public welfare

Mrs. Kuonen stated that she will make contact with the adjoining neighbor in the near future when usage plans are more clear. Fencing vs living fence for privacy will be determined.

IX. ADJOURNMENT

#22-072 RESOLUTION:

Mrs. Wilcosky adjourned the meeting at 6:22 p.m. without objection.

**#22-072
ADJOURNMENT**

SUBMITTED BY:  Secretary

APPROVED BY:  President