

**BOARD OF TRUSTEES
MENTOR PUBLIC LIBRARY
REGULAR BOARD MEETING
MINUTES MARCH 20, 2024**

- I. **CALL TO ORDER/ROLL CALL:** 5:59 p.m. by President, Sarah Strang
- *Present:* Sarah Strang, Tom Davis, Laurie Kosanovich, Sue Wilcosky, Jennifer McGee, Christine Henninger (arrived at 6:03 p.m.)
 - *Excused:* Mike Scipione
 - *Staff Present:* Cheryl Kuonen, Colleen Snyder, Jen Grill, Sue Fram
 - *Others Present:* Pam Rose, Manager; Keith Segina, staff SEIU Representative
- II. **MANAGERS PRESENTATION: PAM ROSE, TECHNICAL SERVICES AND MATERIALS MANAGER**
Mrs. Rose presented to the Board, describing her departments' duties as the caretakers of ordering and cataloging incoming and outgoing library materials. Department staff also handle the distribution of donated materials.

Mrs. Henninger arrived at 6:03 p.m.
Mrs. Rose left the meeting at 6:10 p.m.

III. **APPROVAL OF MINUTES**

A. **Approval of the Special Meeting Minutes of February 14, 2024.**

#24-031 RESOLUTION:

On a motion by Mrs. Henninger, seconded by Mrs. Wilcosky, the Board resolved that the Minutes of the Special Board Meeting of February 14, 2024 be adopted as presented.

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

**#24-031
APPROVAL OF
SPECIAL MEETING
MINUTES OF
FEBRUARY 14, 2024**

B. **Approval of the Regular Meeting Minutes of February 21, 2024.**

#24-032 RESOLUTION:

On a motion by Mrs. Henninger, seconded by Mrs. Wilcosky, the Board resolved that the Minutes of the Regular Board Meeting of February 21, 2024 be adopted as presented.

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

**#24-032
APPROVAL OF
REGULAR MEETING
MINUTES OF
FEBRUARY 21, 2024**

IV. **PUBLIC COMMENT ON AGENDA ITEMS** - none

V. **REPORTS**

A. **President's Report – Mrs. Strang**

Referring to the article from last month, Mrs. Strang discussed comments made by online respondents of suggestions for Trustees that included using your Library, getting

to know the front-line workers and staff, attending Trustee learning events, advocacy, and fundraising.

B. Library System – Cheryl Kuonen

i. Director’s Report

Director Updates

- Today, flushing the incoming water lines corrected a valve problem and so the backflow to the fire sprinkler system was installed.
- We have noticed that there is an increase in no-shows at Library programs at all locations and in all age brackets. A note will be added to the patron’s confirmation reminder to please call if they need to cancel; this would allow someone from the wait list to attend.
- The HUB will be closed on the Mondays of April 1 and April 8 due to the schools being closed.
- The Headlands Branch Adopt-a-Grandparent programs with local daycares and assisted living facilities has been very well received and have had good participation.
- The chick eggs arrived today in the Childrens Department! They will need to sit for 24 hours and will be placed in the incubator tomorrow.
- April 1 is National Fun Day and donuts will be provided for staff.
- CT Consultants will be at the Lauren J house tomorrow to test for asbestos.
- Of 1100 registrants for eclipse glasses, less than 200 glasses are left to be picked up by April 3. On April 4, the remaining eclipse glasses will be handed out randomly at the Library.
- A moving truck was seen at the yellow house today. Our contact with the family let us know that they were waiting for out-of-state family members to approve the sales contract for Library purchase.
- Of 7 libraries on Tuesday’s ballot, 5 levies passed.
- Circulation has increased this year, and each month has been consistently higher than last year.

a. Donations

#24-033 RESOLUTION:

On a motion by Mrs. Henninger, seconded by Mrs. Strang, the Board resolved to accept the Donation(s) as presented.

**#24-033
DONATIONS**

The Trustees acknowledged a generous donation from Debbie Davis, member of The Friends of the Mentor Public Library. Her donation will support the 2024 summer reading program. A reading girl statue was donated anonymously and will be saved for the new greenspace. Framed Susan Chaffee prints were donated by a patron as they included the old and new library buildings in the sketches.

Roll Call: Ayes (6) Mrs. Henninger, Mrs. Kosanovich, Ms. McGee, Mrs. Wilcosky, Mr. Davis, Mrs. Strang; Nays (0). Motion carried.

Mrs. Kuonen added that we are awaiting a response from the State on a grant for the summer reading program. We are also waiting to hear from the Western Reserve Junior Service League regarding a grant for feminine products for the new dispensers installed at Main and the Headlands Branch. An Eclipse Programs Sponsorship has been awarded from the Lake County Visitor's Bureau which is a 50/50 match.

C. Financial – Colleen Snyder, Fiscal Officer

i. Financial Reports, February 2024

#24-034 RESOLUTION:

On a motion by Mrs. Henninger seconded by Mr. Davis, the Board resolved that the Financial Reports for the month of February 2024 be accepted and filed – Cash Reconciliation, Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control Report.

**#24-034
FINANCIAL
REPORTS
FEBRUARY 2024**

Mrs. Snyder noted that the Library's Financial records for 2023 have been submitted to the Auditor of State and are now available on their website. Also, a notice that our statements are ready to be observed was posted in the News-Herald.

Roll Call: Ayes (6) Mr. Davis, Ms. McGee, Mrs. Wilcosky, Mrs. Henninger, Mrs. Kosanovich, Mrs. Strang; Nays (0). Motion carried.

ii. Ratification of February 2024 Bills

#24-035 RESOLUTION:

On a motion by Mrs. Henninger, seconded by Mrs. Strang, the Board resolved that the Bills paid in February 2024 evidenced by the February Voucher Summary Reports be approved.

**#24-035
RATIFICATION
OF FEBRUARY 2024
BILLS**

Roll Call: Ayes (6) Mr. Davis, Ms. McGee, Mrs. Henninger, Mrs. Kosanovich, Mrs. Wilcosky, Mrs. Strang; Nays (0). Motion carried.

iii. Investments

#24-036 RESOLUTION:

On a motion by Mrs. Henninger, seconded by Mrs. Wilcosky, the Board resolved that the Investments for February 2024 be approved as presented.

**#24-036
INVESTMENTS
FEBRUARY 2024**

We are expecting to receive the first half levy distribution at the end of March, which will be invested.

Roll Call: Ayes (6) Mrs. Wilcosky, Mrs. Henninger, Mrs. Kosanovich, Mr. Davis, Ms. McGee, Mrs. Strang; Nays (0). Motion carried.

iv. Amended 2024 Annual Appropriations

#24-037 RESOLUTION:

On a motion by the Joint Committee, seconded by Mrs. Kosanovich, the Board resolved to adopt Amended 2024 Temporary Appropriations as presented.

**#24-037
AMENDED 2024
ANNUAL
APPROPRIATIONS**

Roll Call: Ayes (6) Mr. Davis, Mrs. Kosanovich, Ms. McGee, Mrs. Henninger, Mrs. Wilcosky, Mrs. Strang; Nays (0). Motion carried.

D. Board Committees – none

VI. NEW BUSINESS - none

VII. OLD BUSINESS

A. Progress Log – as presented

B. **General Policy Handbook** - Mrs. Kuonen reported that she has heard back from the County Prosecutor's office today and the draft Handbook will be presented to the Joint Committee for review in April and May.

VIII. PUBLIC PRESENTATION TO THE BOARD – none

IX. NEXT MEETING TIME AND PLACE ANNOUNCED:

The next meeting is at 6:00 p.m. on Wednesday, April 17, 2024 at the Main Library.

X. ADJOURNMENT

#24-038 RESOLUTION:

Mrs. Strang adjourned the meeting at 6:29 p.m. without objection.

**#24-038
ADJOURNMENT**

SUBMITTED BY:  Secretary

APPROVED BY:  President