BOARD OF TRUSTEES
MENTOR PUBLIC LIBRARY
REGULAR BOARD MEETING
MINUTES DECEMBER 18, 2024

I. CALL TO ORDER/ROLL CALL: 6:06 p.m. by President, Sarah Strang

- *Present:* Sarah Strang, Mike Scipione, Sue Wilcosky, Christine Henninger, Jen McGee, Andrew Mitcham
- *Excused*: Laurie Kosanovich
- *Staff Present:* Cheryl Kuonen, Colleen Snyder, Jen Grill, Sue Fram
- *Others Present:* Keith Segina, staff SEIU Representative; John Ostberg, neighbor

II. APPROVAL OF MINUTES

A. Regular Meeting Minutes of October 16, 2024.

#24-106 RESOLUTION:
The Board of Trustees of the Mentor Public Library resolved that the Minutes of the Regular Board Meeting of October 16, 2024 be adopted as presented.

#24-106 APPROVAL OF REGULAR MEETING MINUTES OF OCTOBER 16, 2024

Mrs. Strang tabled the approval of the October Minutes due to the lack of a voting quorum. The Regular Board Meeting Minutes of October 16, 2024 will be presented for vote in January.

B. Library Records Commission Meeting Minutes of November 20, 2024.

#24-107 RESOLUTION:
On a motion by Mrs. Henninger, seconded by Mr. Mitcham, the Board of Trustees of the Mentor Public Library resolved that the Minutes of the Library Records Commission Meeting of November 20, 2024 be adopted as presented.

Roll Call: Ayes (5) Mrs. Wilcosky, Mr. Mitcham, Mrs. Snyder, Ms. McGee, Mrs. Strang; Abstain (2) Mrs. Henninger, Mr. Scipione; Nays (0). Motion carried.

#24-107 APPROVAL OF LIBRARY RECORDS COMMISSION MEETING MINUTES OF NOVEMBER 20, 2024

C. Regular Meeting Minutes of November 20, 2024.

#24-108 RESOLUTION:
On a motion by Mrs. Henninger, seconded by Ms. McGee, the Board of Trustees of the Mentor Public Library resolved that the Minutes of the Regular Board Meeting of November 20, 2024 be adopted as presented.

Roll Call: Ayes (4) Mrs. Wilcosky, Mr. Mitcham, Ms. McGee, Mrs. Strang; Abstain (2) Mrs. Henninger, Mr. Scipione; Nays (0). Motion carried.

#24-108 APPROVAL OF REGULAR MEETING MINUTES OF NOVEMBER 20, 2024

III. PUBLIC COMMENT ON AGENDA ITEMS – none

IV. REPORTS

A. President's Report – Mrs. Strang

i. Nominating Committee – Mrs. Strang

The Nominating Committee consisting of Ms. McGee and Mr. Mitcham presented the following Slate of Officers which will be voted on at the January 2025 Organizational Meeting: President, Sarah Strang; Vice President, Laurie Kosanovich; Secretary, Mike Scipione.

B. Library System – Cheryl Kuonen

i. Director's Report

Director Updates:

- Special thanks went out to the Facilities staff for their work at all 3 locations through the lake- effect snowstorm that took place November 27 – December 3, during which the Lake County Commissioners issued a State of Emergency for Lake County for heavy snow. The Facilities Manager came in on his vacation day to help clear the snow.
- Cory Blackledge worked to secure 2 grants for the Library:
  - LSTA Grant for the Story Walk at Main, tables, and an activity item for the greenspace, which will be 75% funded by the grant
  - AuntFlow Grant will permit the installation of an additional dispenser at the Main Library in a public restroom. Programming will also be developed in partnership with a local hospital.
- The Holds Lockers at Mentor High School (purchased during COVID with government funding) have seen a significant drop in usage. A $3,500 service agreement that expires October 25, 2025 will not be renewed and no further rust/paint repairs will be made. The lockers will remain in use until they no longer function properly and then will be removed.
- The Lake Branch will close for a few days to have the carpeting replaced; the installation dates are yet to be scheduled.
- The Library's Happy Noon Year coloring pages will be featured in a local artist's coloring book and on their webpage.
- A *Your Town* video featuring Pat Keith's interview with Louis Penfield recorded in the 1980s will be used in a documentary about Frank Lloyd Wright's Penfield House and the Wright House which is being built by the current owners.
- Marco Ciccarelli met with managers recently to discuss departmental details, furniture needs, and workspace configurations.

C. Financial – Colleen Snyder, Fiscal Officer

i. Financial Reports, November 2024

#24-109 RESOLUTION:

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

#24-109 FINANCIAL REPORTS NOVEMBER 2024

Mrs. Snyder stated that the December PLF distribution was received at $37,000 lower than anticipated for the month. The year ends about $20,000 lower than anticipated for the PLF.

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

ii. Ratification of November 2024 Bills

#24-110 RESOLUTION:
On a motion by Mrs. Henninger, seconded by Mrs. Wilcosky, the Board resolved that the Bills paid in November 2024 as evidenced by the November Voucher Summary Reports be approved.

#24-110 RATIFICATION OF NOVEMBER 2024 BILLS

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

iii. Investments

#24-111 RESOLUTION:
On a motion by Mrs. Henninger, seconded by Mr. Scipione, the Board resolved that the Investments for November 2024 be approved as presented.

#24-111 INVESTMENTS NOVEMBER 2024

Mrs. Snyder shared information from a webinar attended this week that included a prediction on interest rates and CDs interest rates over the next couple of years. The rates are not expected to decline as much as was originally anticipated a year ago. The interest rates for CDs are predicted to end the year at about 3.5%.

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

iv. 2024 Amended Appropriations

#24-112 RESOLUTION:
On a motion by the Joint Committee, seconded by Mrs. Henninger, the Board resolved to adopt the 2024 Amended Annual Appropriations Measure as presented.

#24-112 2024 AMENDED APPROPRIATIONS

This resolution amends the appropriations by moving the $80,000 Contingency Fund amount into Transfers and increasing the Transfer amount.

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

v. Fund Transfer

#24-113 RESOLUTION:
On a motion by the Joint Committee, seconded by Mrs. Henninger, the Board resolved to approve the following Fund Transfer:

#24-113 FUND TRANSFER

FUND TRANSFER	FROM	TO
General Fund	$1,355,000	
Building Fund		$1,255,000
Technology Fund		$ 100,000

This resolution moves the appropriated amount of the Transfer from the General Fund to the Building Fund and Technology Fund.

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

vi. Year End Transaction

#24-114 RESOLUTION:

#24-114 YEAR END TRANSACTION

On a motion by the Joint Committee, seconded by Mr. Mitcham, the Mentor Public Library Board of Trustees resolved to delegate the Fiscal Officer the authority to make any and all financial transactions necessary, in order to satisfactorily comply with the Ohio Revised Code compliance standards for the fiscal year-end deadline of December 31, 2024. Further, the Fiscal Officer will present all financial statements and any other related financial reporting at the regularly scheduled meeting in January, 2025 for formal Board adoption and approval.

This annual resolution will allow the Fiscal Officer to make any necessary transaction adjustments for the year end. Any transactions made will be reported to the Board in January.

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

vii. 2025 Temporary Appropriations

#24-115 RESOLUTION:

#24-115 2025 TEMPORARY APPROPRIATIONS

On a motion by the Joint Committee, seconded by Mrs. Henninger, the Mentor Public Library Board of Trustees resolved to adopt the 2025 Temporary Appropriations as presented per ORC 5705.38. Said temporary appropriations shall remain in effect until superseded by the permanent appropriations, which must be adopted no later than April 1, 2025.

The temporary budget will fund Library expenses for the first 3 months of 2025. The full budget will be presented in February or March, including estimates from Lake County which should be received by the end of this year.

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

viii. Request for Advance of Taxes Collected

#24-116 RESOLUTION:

#24-116 REQUEST FOR ADVANCE OF TAXES COLLECTED

On a motion by the Joint Committee, seconded by Mr. Mitcham, the Mentor Public Library Board of Trustees resolved to approve the written request to receive advances of current collection of taxes in 2025 from the County Auditor.

This resolution requests that the County provide the Library with an advance on our levy collections.

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

D. Board Committees

i. Close Library for a Half Day

#24-117 RESOLUTION:

#24-117 CLOSE LIBRARY FOR A HALF DAY

On a motion by the Joint Committee, seconded by Mr. Scipione, the Mentor Public Library Board of Trustees resolved to close all locations of the Mentor Public Library 9:00 a.m. to 1:00 p.m. on Friday, February 28, 2025 so staff may participate in a poverty simulation (previously canceled in December 2024 due to weather). The Library will be open to the public 1:00 – 5:00 p.m.

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

V. NEW BUSINESS – none

VI. UNFINISHED BUSINESS

A. Progress Log – as presented

VII. PUBLIC PRESENTATION TO THE BOARD

Neighbor John Ostberg addressed the Board with concerns regarding sidewalk access on Mentor Ave. following a severe lake-effect snowstorm that took place recently and deposited several feet of snow in a short amount of time. A discussion with the Trustees included the Lake County Commissioners declaring a State of Emergency on December 1, how the Library's driveway is plowed by our snow-removal service, and the City being responsible for sidewalk clearing. The Library staff also clear the sidewalks as much as possible. It was understood that the rate and amount of snowfall was an extreme challenge, and the Library has contacted the snow-removal service for a solution and the City.

Mr. Ostberg also inquired as to when the next Community meeting on the Main Library Master Plan would be held. The Library held 3 public meetings in June, July, and October and no additional public meetings are planned at this time as nothing has changed since the October meeting. The Master Plan was approved at the December 5, 2024 Mentor Planning Commission Meeting. The Library is keeping its website updated.

VIII. EXECUTIVE SESSION

#24-118 RESOLUTION:

#24-118 EXECUTIVE SESSION

On a motion by Mrs. Henninger, seconded by Mr. Scipione, the Mentor Public Library Board of Trustees resolved to enter into Executive Session for matters of employee compensation pursuant to Ohio Revised Code 121.22 (G) (1).

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

The Trustees entered into Executive Session at 6:24 p.m.
Mrs. Kuonen joined the Executive Session at 6:37 p.m.
Mrs. Kuonen left the Executive Session at 6:42 p.m.
Mrs. Snyder joined the Executive Session at 6:42 p.m.
The Trustees, Mrs. Kuonen, Mrs. Snyder and Mrs. Grill returned to Regular Session at 6:45 p.m.

IX. NEXT MEETING TIME AND PLACE ANNOUNCED:

The next meeting is at 6:00 p.m. on Wednesday, January 15, 2025 at the Main Library.

X. ADJOURNMENT

#24-119 RESOLUTION: **#24-119**
Mrs. Strang adjourned the meeting at 6:48 p.m. without objection. **ADJOURNMENT**

SUBMITTED BY: _____Secretary

APPROVED BY: _____President