**BOARD OF TRUSTEES**
**MENTOR PUBLIC LIBRARY**
**REGULAR BOARD MEETING**
**MINUTES FEBRUARY 19, 2025**

**I. CALL TO ORDER/ROLL CALL:** 6:02 p.m. by President, Sarah Strang

- *Present:* Sarah Strang, Laurie Kosanovich, Sue Wilcosky, Andrew Mitcham, Jen McGee
- *Excused*: Christine Henninger
- *Staff Present:* Cheryl Kuonen, Colleen Snyder, Jen Grill, Sue Fram
- *Others Present:* Friends of the Mentor Public Library – Bonnie Cameron, Board President; Paulette Spehek, Treasurer; Suzanne Miller, Secretary; Mary Horn, Volunteer Coordinator; Keith Segina, staff SEIU Representative

**II. INTRODUCTIONS: FRIENDS OF THE LIBRARY BOARD**

Introductions were made between the Library Trustees and Friends members, and each President spoke about the duties and goals of their organization. Mrs. Strang described Library Board as overseeing library funding, fiscal responsibility in spending, and taking into consideration the needs of the entire community. Trustees also attend library programs and represent the Library at various community events. Mrs. Cameron explained the Friends' support of the Library with monies raised in the Ongoing Booksale; close to $9,000 were raised last year. Friends' members may also assist with Library programs as needed.

Discussion included the Library's Main Campus Project timeline, and donations and grants that have been received so far. Mrs. Snyder added that decisions will have to be made soon regarding which alternates would be included in the project as we are going out to bid in the next few months. The Friends suggested a donation(s) could be made towards a piece of a project(s). Mrs. Kuonen suggested that naming rights on one project is also an option.

**III. APPROVAL OF MINUTES**

**A. Organizational Board Meeting Minutes of January 15, 2025**

**#25-014 RESOLUTION:**
**On a motion by Mrs. Kosanovich, seconded by Mr. Mitcham, the Board of Trustees of the Mentor resolved that the Minutes of the Regular Board Meeting of January 15, 2025 be adopted as presented.**

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

**#25-014 APPROVAL OF ORGANIZATIONAL MEETING MINUTES OF JANUARY 15, 2025**

**B. Regular Board Meeting Minutes of January 15, 2025**

**#25-015 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 Regular Board Meeting of January 15, 2025 be adopted as presented.**

**#25-015 APPROVAL OF REGULAR MEETING MINUTES OF JANUARY 15, 2025**

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

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

**V. REPORTS**

**A. President's Report – Mrs. Strang** – none

The Trustees look forward to welcoming a new Board member in March. Mr. Mitcham volunteered to fill the Secretary position, and a resolution will be presented at that meeting to approve.

**B. Library System – Cheryl Kuonen**

**i. Director's Report**

**Director Updates:**

- Mrs. Kuonen and Mrs. Snyder attended the Ohio Library Council State Budget webinar last week. OLC is asking for library administrative personnel and Boards to contact their State Representatives (Representative Jamie Callender, Representative Dan Troy, Senator Jerry Cirino) to remind them of all the services that libraries provide to their communities. Governor Mike DeWine has proposed a PLF increase from 1.7% to 1.75% in his 2025 State Budget and is focused on raising literacy. The Public Library Fund is a substantial percentage of, or sometimes the only, funding that 251 Ohio library systems receive; it comprises one-third of Mentor Public Library's revenue.
- The Library is partnering with Sylvan Learning Center on Kindergarten Readiness programming for parents and children. Laketran is offering us a discount to advertise on several buses where we will advertise literacy programs our Library will be providing this year.
- Mrs. Kuonen attended the annual AWT meeting where Senator Cirino spoke, and she also talked with other legislators in attendance.
- The City of Mentor will be working on establishing a turn lane on SharonLee to Mentor Ave. this year. The Library Trustees will need to approve of giving up a small portion of land for the turn lane.
- Two applications have been received by the Mentor School Board to fill our vacant Trustee position.
- The streetside digital sign at Main was reinstalled today by Ruff Neon. The LED sign board is new, and Ruff Neon did an excellent job refreshing and repainting the case and vinyl lettering.
- OLC will be holding a Library Trustee Workshop in person and online on Saturday, March 8. Trustees, please let Mrs. Kuonen know if you are interested in attending.
- Assistant Circulation Manager Grace Connolly presented a webinar for OLC on our Library of Things that was well attended.

**C. Financial – Colleen Snyder, Fiscal Officer**

**i. Financial Reports, January 2025**

**#25-016 RESOLUTION:**
**On a motion by Mrs. Strang, seconded by Ms. McGee, the Board resolved that the Financial Reports for the month of January 2025 be accepted and filed – Cash Reconciliation, Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control Report.**

**#25-016 FINANCIAL REPORTS JANUARY 2025**

Mrs. Snyder and Mrs. Kuonen attended the OLC budget webinar last week. In 2018 when the levy was passed, we were receiving about $1.7M from the PLF; in 2022 and 2023 it reached almost $2.3M. The additional funding over those years of $2.2M has helped the Building Fund balance with respect to the Reserve/Replacement Study and will be used toward the Main Library Campus project. Mrs. Snyder stated that we knew the PLF was not going to keep growing and so we have prepared for that.

The 2024 Financial Reports will be submitted to the State Auditor next week.

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

**ii. Ratification of January 2025 Bills**

**#25-017 RESOLUTION:**
**On a motion by Mrs. Wilcosky, seconded by Mrs. Strang, the Board resolved that the Bills paid in January 2025 as evidenced by the January Voucher Summary Reports be approved.**

**#25-017 RATIFICATION OF JANUARY 2025 BILLS**

Mrs. Snyder noted the 2025 policy payment to our new insurance company Liberty Mutual was made via ACH after the original check was lost in the mail. A Liberty representative was at the Main Library today to see our building and approved of the good condition.

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

**iii. Investments**

**#25-018 RESOLUTION:**
**On a motion by Mrs. Kosanovich, seconded by Mrs. Wilcosky, the Board resolved that the Investments for January 2025 be approved as presented.**

**#25-018 INVESTMENTS JANUARY 2025**

We will be receiving the advance for the first half of the real estate taxes this week. The advance is expected to be about $200,000 less than previous years, but the remainder will be dispersed in March or April and will be invested.

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

**iv. 2025 Appropriations**

**#25-019 RESOLUTION:** **#25-019 2025 ANNUAL APPROPRIATIONS**

**On a motion by the Joint Committee, seconded by Mrs. Kosanovich, the Mentor Public Library Board of Trustees resolved to approve the 2025 Annual Appropriations Measure as presented.**

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

**v. Acceptance of Grants**

**#25-020 RESOLUTION:** **#25-020 ACCEPTANCE OF GRANTS**

**On a motion by the Joint Committee, seconded by Mr. Mitcham, the Mentor Public Library Board of Trustees resolved to accept the following grants:**

- **LSTA Green Space Grant in the amount of $11,123. The library has been awarded an Ohio LSTA Competitive Grant in the category of Library as Community Anchor. The purpose of the Library as Community Anchor category is to support the role libraries play in strengthening their communities and providing a destination for learning, engagement, social support, and expression. This can include areas of employment help, economic development support, civic engagement, gathering spaces, and support for the mental health of those served. The library is required to match $3. 707 for a total cost of $14,830.**
- **PLA 2024-2025 Digital Literacy Workshop Incentive in the amount of $5,000. The grant is supported by AT&T and is designed to foster public library adoption of 8 core DigitalLearn basic topics and conducting workshops on the topics.**

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

**D. Board Committees**

**i. Easement Agreement**

**#25-021 RESOLUTION:** **#25-021 EASEMENT AGREEMENT**

**On a motion by the Joint Committee, seconded by Ms. McGee the Mentor Public Library Board of Trustees authorized the Director, Cheryl Kuonen, to work with the County Prosecutor to draft an easement agreement.**

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

**VI. NEW BUSINESS** - none

**VII. UNFINISHED BUSINESS**

**A. Progress Log –** as presented

**IX. NEXT MEETING TIME AND PLACE ANNOUNCED:**

The next meeting is at 6:00 p.m. on Wednesday, March 19, 2025 at the Main Library.
A new trustee should be in place for the March meeting and will replace Mr. Scipione.

**X. ADJOURNMENT**

**#25-022 RESOLUTION:** **#25-022**

Mrs. Strang adjourned the meeting at 6:40 p.m. without objection. **ADJOURNMENT**

**SUBMITTED BY: _____Secretary**

**APPROVED BY: _____President**