BOARD OF TRUSTEES
MENTOR PUBLIC LIBRARY
REGULAR BOARD MEETING
MINUTES JANUARY 15, 2025

I. CALL TO ORDER/ROLL CALL: 6:09 p.m. by President, Sarah Strang

- *Present:* Sarah Strang, Laurie Kosanovich, Sue Wilcosky, Christine Henninger, Andrew Mitcham, Jen McGee
- *Excused*: Mike Scipione, Colleen Snyder
- *Staff Present:* Cheryl Kuonen, Jen Grill, Sue Fram
- *Others Present:* Marco Ciccarelli, StudioTECHNE Architect

II. PRESENTATION BY STUDIO TECHNE

Mr. Ciccarelli presented the most recent renderings of the Main Library renovation concepts and updated the Trustees on the floor plans of departments on the first and second floors. He brought a 3D model of a proposed tree structure for the children's playroom on the second floor. Mr. Ciccarelli is working toward the final drawings that will be used for budgeting, permitting, and construction, and in February plans to present budget numbers as related to the details of the construction and design concepts.

Mrs. Kuonen added that she has heard back from Paul Abbey of Rooted In Trees, and that our greenspace project is good to go. They plan to initially plant 6 trees, possibly oaks, and other complimentary trees.

Mr. Ciccarelli left the meeting at 6:26 p.m.

III. APPROVAL OF MINUTES

A. Regular Meeting Minutes of October 16, 2024.

#25-005 RESOLUTION:
On a motion by Mrs. Henninger, seconded by Mrs. Strang, the Board of Trustees of the Mentor resolved that the Minutes of the Regular Board Meeting of October 16, 2024 be adopted as presented.

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

#25-005 APPROVAL OF REGULAR MEETING MINUTES OF OCTOBER 16, 2024

B. Regular Meeting Minutes of December 18, 2024.

#25-006 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 Regular Board Meeting of December 18, 2024 be adopted as presented.

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

#25-006 APPROVAL OF REGULAR MEETING MINUTES OF DECEMBER 18, 2024

IV. PUBLIC COMMENT ON AGENDA ITEMS – none

V. REPORTS

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

B. Library System – Cheryl Kuonen

i. Donations

#25-007 RESOLUTION: **#25-007**
On a motion by Mrs. Henninger, seconded by Mrs. Kosanovich, the Board of Trustees of the Mentor Public Library resolved to accept the Donation(s) as presented. **DONATIONS**

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

ii. Director's Report

Director Updates:

- Neighbor John Ostberg spoke during Public Comment at the City of Mentor's City Council Meeting of January 7, 2025 to bring awareness that City trucks are plowing snow onto Mentor Avenue's sidewalks, and requested that the City address the situation as homeowners cannot keep up with the removal. Mrs. Kuonen stated that In the spring we will replace the base of the "do not enter" sign at the end of the drive-thru driveway so it can be removed in winter and facilitate better snow removal by Johnson's plows.
- Friends' President Bonnie Cameron will check on February dates to meet with the Library Board of Trustees at one of their regular meetings.
- Two of the Children's staff were complimented on their presentation about Summer Reading decorating at the Regional Library meeting.
- Headlands Manager Josh Sebrasky has come up with a clever spring reading challenge (spring equinox to summer solstice) where a leaf is earned by reading a book on a subject listed on a tree branch. This will be a system-wide program.
- The Library is open on Martin Luther King Day January 20. The *Goldilocks and the Three Bears Puppet Show* will be presented for children at the Main Library.
- Mrs. Kuonen shared the 2024 HUB Use Stats compiled by Ariel Johnson, HUB Manager. Approximately 3–4 programs per week are presented in the high school makerspace.
- NewsBank and AWE statistics are missing in the submitted reports as the companies are having issues gathering numbers.

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

i. Financial Reports, December 2024

#25-008 RESOLUTION:

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

#25-008 FINANCIAL REPORTS DECEMBER 2024

Mrs. Kuonen stated that Mrs. Snyder has closed out the year and opened the 2025 budgets for managers to begin purchasing. The levy income had been relatively consistent throughout the last several years. Highlighted on the General Fund Revenue spreadsheet was that $50,000+ was taken in for passports and photos in 2024.

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

ii. Ratification of December 2024 Bills

#25-009 RESOLUTION:

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

#25-009 RATIFICATION OF DECEMBER 2024 BILLS

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

iii. Investments

#25-010 RESOLUTION:5

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

#25-010 INVESTMENTS DECEMBER 2024

Interest rates have gone down slightly but not as much as anticipated. Interest income for 2024 was high and may not be as high in 2025, but higher than projected a year ago.

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

VI. NEW BUSINESS – none

VII. UNFINISHED BUSINESS

A. Progress Log – as presented

VIII. CONTRACT AMENDMENTS

#25-011 RESOLUTION:

On a motion by Mrs. Henninger, seconded by Ms. McGee, the Board of Trustees of the Mentor Public Library resolved to approve a contract amendment for Cheryl Kuonen, Executive Director for 2025 as presented.

#25-011 CONTRACT AMENDMENT EXECUTIVE DIRECTOR

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

Mrs. Kuonen thanked the Board.

#25-012 RESOLUTION: **#25-012**

On a motion by Mrs. Henninger, seconded by Mr. Mitcham, the Board of Trustees of the Mentor Public Library resolved to approve a contract amendment for Colleen Snyder, Fiscal Officer for 2025 as presented. **CONTRACT AMENDMENT FISCAL OFFICER**

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

Mrs. Kuonen thanked the Board on behalf of Colleen Snyder.

IX. NEXT MEETING TIME AND PLACE ANNOUNCED:

The next meeting is at 6:00 p.m. on Wednesday, February 19, 2025 at the Main Library.

X. ADJOURNMENT

#25-013 RESOLUTION: **#25-013**

Mrs. Strang adjourned the meeting at 6:42 p.m. without objection. **ADJOURNMENT**

SUBMITTED BY: _____Secretary

APPROVED BY: _____President