

**BOARD OF TRUSTEES  
MENTOR PUBLIC LIBRARY  
REGULAR BOARD MEETING (held at The HUB)  
MINUTES JULY 19, 2023**

- I. **CALL TO ORDER/ROLL CALL:** 6:01 p.m. by President, Christine Henninger
- *Present:* Christine Henninger, Sue Wilcosky, Sarah Strang, Melanie Majikas, Thomas Davis
  - *Absent:* Lisa Wiener, Laurie Kosanovich (arrived at 6:16 p.m.)
  - *Staff Present:* Cheryl Kuonen, Colleen Snyder, Sue Fram
  - *Others Present:* Mary Pelton, staff SEIU Representative

II. **APPROVAL OF MINUTES**

- A. **Approval of the Meeting Minutes of June 21, 2023.**

**#23-063 RESOLUTION:**

On a motion by Mrs. Majikas, seconded by Mrs. Wilcosky, the Board resolved that the Minutes of the Regular Board Meeting of June 21, 2023 be adopted as presented.

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

**#23-063  
APPROVAL OF  
THE REGULAR  
MEETING MINUTES  
OF  
JUNE 21, 2023**

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

IV. **REPORTS**

- A. **President's Report** – none

- B. **Library System** – Cheryl Kuonen

i. **Director's Report**

**Director Updates**

- As of today 1,493 children have signed up for Summer Reading which has overtaken last year's total children's registration of 1,359.
- The Main Library's staff stairwell painting is scheduled to begin tomorrow.
- On Sunday, August 20 the Headlands and Lake branch parking lots will be seal coated, weather dependent.
- Replacement windows have been received for the Lake Branch and will be installed at the end of August. There is a slight delay with installation as the company must rent a lift truck.
- MPL will be in the Lake County Fair Parade on Tuesday, July 25; Kim Sidorick and Cory Blackledge will have a table in the kids' area on the fairgrounds. The Concord Days Parade is on Saturday, August 12 and the Mentor CityFest Parade is on Saturday, August 19.
- The Citizens Advisory Committee meeting on Thursday, July 21 will be held in the James R. Garfield Room at 6:30 p.m. due to weather concerns.

- Mrs. Kuonen will be attending the CLEVNET IT meeting on Friday, July 21. A cyber security expert will be presenting, and Administration is interested in the insurance portion of his talk.
- Mrs. Kuonen reviewed the details of Service Animal permissions in the library as the ADA laws are sometimes questioned, most recently this week.
- Mrs. Kuonen shared an email from a parent and reiterated that libraries do not serve in place of a parent and we encourage parents to be involved with their children’s selection of materials.
- The Library Speakers Consortium/online author events have had good participation by our patrons.

**ii. Donations**

**#23-064 RESOLUTION:**

**On a motion by Mrs. Henninger, seconded by Mrs. Wilcosky, the Board resolved that the Donations be accepted as presented.**

**#23-064  
DONATIONS**

Mrs. Kuonen stated that a framed piece was donated by former Childrens Services Manager, Dennis Heritage, and will be hung in our newly renovated staff area.

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

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

**i. Financial Reports, June 2023**

**#23-065 RESOLUTION:**

**On a motion by Mrs. Strang, seconded by Mrs. Henninger, the Board resolved that the Financial Reports for the month of June 2023 be accepted and filed – Cash Reconciliation, Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control Report.**

**#23-065  
FINANCIAL  
REPORTS  
JUNE 2023**

Mrs. Snyder mentioned the audit release notification to Trustees and stated that there were no findings. The Audit will be reviewed at the August Joint Committee meeting.

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

**ii. Ratification of June 2023 Bills**

**#23-066 RESOLUTION:**

**On a motion by Mrs. Henninger, seconded by Mrs. Wilcosky, the Board resolved that the Bills paid in June 2023 evidenced by the June Voucher Summary Reports be approved.**

**#23-066  
RATIFICATION  
OF JUNE 2023 BILLS**

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

iii. Investments

**#23-067 RESOLUTION:**

On a motion by Mrs. Strang, seconded by Mrs. Majikas, the Board resolved that the Investments for June 2023 be approved as presented.

**#23-067  
INVESTMENTS  
JUNE 2023**

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

iv. Special Revenue Fund Advance Return

**#23-068 RESOLUTION:**

On a motion by the Joint Committee, seconded by Mr. Davis the Mentor Public Library Board of Trustees resolved to accept the PLA Digital Literacy Workshop Incentives Grant, supported by AT&T. This grant is part of an expanded national initiative and collaboration between PLA and AT&T to help families build online skills and learn about Affordable Connectivity Program (ACP). The library has been awarded \$1,500. The Press release from PLA was presented.

**#23-068  
GRANT  
ACCEPTANCE**

This grant will be tracked in the Special Revenue Fund:

- 2 – Special Revenue Fund
- 207 – PLA Grants

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

v. Amended 2023 Appropriations

**#23-069 RESOLUTION:**

On a motion by the Joint Committee, seconded by Mrs. Strang the Mentor Public Library Board of Trustees resolved to adopt the 2023 Amended Annual Appropriations Measure as presented.

**#23-069  
AMENDED 2023  
APPROPRIATIONS**

Mrs. Snyder stated that the 2023 Amended Annual Appropriations now includes the PLA Digital Literacy Workshop Incentives Grant.

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

D. Board Committees

i. Ohio Ethics Handout – Colleen Snyder

A copy of the *Ohio Ethics Law and Related Statutes* and the *Ohio Ethics Law Overview* was given to each Trustee along with a sign-off sheet acknowledging receipt of the documents.

Mrs. Kosanovich arrived at 6:16 p.m.

V. **NEW BUSINESS** - none

VI. **UNFINISHED BUSINESS**

**A. Progress Log – as presented**

Other items discussed:

- A reminder that Regan Snead will attend the August 16 Board Meeting to review the results of the Citizens Advisory Committee meeting taking place on Thursday, July 20. Architect Jason Nolde will also attend the August 16 Board Meeting to join the discussion.
- Staff room renovation:
  - Two upholstered chairs belonging to another customer and incorrectly shipped from the warehouse to our staff room will be swapped out for the correct chairs on Friday, July 21. Scratched metal bases will be replaced on 4 table chairs.
  - The vending machine for the staff room will be delivered in the next few weeks.
  - Staff feedback regarding the staff room renovation has been very positive. Staff appreciate the individual rest rooms as well as the quiet rooms for private conversations.

**VII. PUBLIC PRESENTATION TO THE BOARD - none**

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

The next meeting is at 6:00 p.m. on Wednesday, August 16, 2023 at the Main Library.

**IX. ADJOURNMENT**

**#23-070 RESOLUTION:**

**Mrs. Henninger adjourned the meeting at 6:23 p.m. without objection.**

**#23-070  
AJOURNMENT**

SUBMITTED BY: \_\_\_\_\_ Secretary

APPROVED BY: \_\_\_\_\_ President