BOARD OF TRUSTEES
MENTOR PUBLIC LIBRARY
REGULAR BOARD MEETING AT THE HUB
MINUTES JULY 16, 2025

I. CALL TO ORDER/ROLL CALL: 6:01 p.m. by President, Sarah Strang

- *Present:* Sarah Strang, Laurie Kosanovich, Andrew Mitcham, Sue Wilcosky, Jen McGee, Teresa Ackerman
- *Staff Present:* Cheryl Kuonen, Colleen Snyder, Jen Grill, Sue Fram
- *Others Present:* Ariel Johnson, HUB Manager; Keith Segina, staff SEIU Representative

II. HUB MANAGER – ARIEL JOHNSON

Ms. Johnson presented to the Board and offered an updated 2025 YTD infographic, which showed a 13.3% increase in total appointments and a 15.4% increase in unique user appointments for the MakerSpace equipment this year. The increased usage this year, and subsequent fees, is also bringing in 51% more dollars collected for Mentor High School.

Ms. Johnson left the meeting at 6:08 p.m.

III. APPROVAL OF MINUTES

A. Regular Board Meeting Minutes of June 18, 2025

#25-059 RESOLUTION:
On a motion by Mr. Mitcham, seconded by Mrs. Wilcosky, the Board of Trustees of the Mentor Public Library resolved that the Minutes of the Regular Board Meeting of June 18, 2025 be adopted as presented.

#25-059 APPROVAL OF REGULAR MEETING MINUTES OF JUNE 18, 2025

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

III. PUBLIC COMMENT ON AGENDA ITEMS – none

IV. REPORTS

A. President's Report –Sarah Strang

Mrs. Strang attended the Mentor Rocks concert recently and commented on the fun interactions Jason Lea had with the young patrons at the Pop-Up Library during the event.

Mrs. Strang also gave a shout-out to the Summer Reading sign-ups as Children's is exceeding last year's numbers - as of yesterday it has 1,514 signups with 2 weeks to go.

B. Library System – Cheryl Kuonen

i. Donations

#25-060 RESOLUTION: **#25-060 DONATIONS**

On a motion by Mrs. Kosanovich, seconded by Mr. Mitcham, the Board of Trustees of the Mentor Public Library resolved to accept the donation(s) as presented.

Mrs. Kuonen noted the receipt of a donation in memory of Anne Lock and "Rudder" – a Paws to Read dog. Branch Manager Josh Sebrasky reported that Headlands Branch now has a special Paws to Read shelf, new Paws to Read books and stickers, and they will order a plaque and two small programmable dogs.

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

ii. Director's Report

Director Updates:

- The Main Library is the collection point once again for a Community Baby Shower in September, to be held at the Maple Elementary School in Painesville.
- Clevnet worked with Overdrive to modify how the statistic on eBooks is collected. The library participates in the Overdrive Advantage Plan. We purchase titles and our patrons receive them first; after all holds are filled then they go out to Clevnet patrons. Previously they could not separate out the Clevnet patron circulations, but now Overdrive can and our statistics are up substantially this month thanks to the correction. Clevnet will adjust the statistics back to January 2025 to show the correct checkout totals.
- Headlands Branch will be holding a Craft Supply Swap on Saturday, July 19. The Branch has received many donations that are being dropped off this week.
- Staff managers are working on a solution to track patrons that sign up for programs and do not show up without advance notice of cancelation. Doing so denies patrons on the waitlist the opportunity to attend. Starting in mid-August, patrons who miss two programs without calling to cancel their registration will be placed on a waitlist for the next program they sign up to attend. Public announcement of this procedure will be posted.
- An independent trainer who formerly worked for FCMS, will be conducting mediation training for the Labor/Management Committee.

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

i. Financial Reports, June 2025

#25-061 RESOLUTION: **#25-061 FINANCIAL REPORTS JUNE 2025**

On a motion by Mrs. Kosanovich, seconded by Mr. Mitcham, the Board resolved that the Financial Reports for the month of June 2025 be accepted and filed – Cash Reconciliation, Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control Report.

The first distribution for the PLF in the new Biennium Budget was received in July at $3,000 lower than we anticipated. Michelle Frances of OLC noticed that the total distribution from the State was lower than anticipated, so she has reached out to the Ohio Department of Taxation.

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

ii. Ratification of June 2025 Bills

#25-062 RESOLUTION:
On a motion by Mrs. Wilcosky, seconded by Ms. McGee, the Board resolved that the Bills paid in June 2025 as evidenced by the June Voucher Summary Reports be approved.

#25-062 RATIFICATION OF JUNE 2025 BILLS

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

iii. Investments

#25-063 RESOLUTION:
On a motion by Mrs. Ackerman, seconded by Mr. Mitcham, the Board resolved that the Investments for June 2025 be approved as presented.

#25-063 INVESTMENTS JUNE 2025

At the end of June, $200,000 was redeemed from Star Ohio for operating expenses for the month of July. We anticipate receiving about $400,000 in July's second half advance of the levy distribution. The remainder will be received in August.

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

D. Board Committees

i. State Budget
Mrs. Kuonen updated the Trustees that the State Representatives are being called back on July 21 and will be voting on three items in the Budget to possibly override the governor's veto. Libraries will need to educate their communities on how they operate and how the levy money is used.

ii. Garfield Room
Renovation work will start on August 4. The wall panels are scheduled to be installed during the week of September 15. Mrs. Kuonen is attending a construction meeting next week.

iii. Approval of Revised Meeting Room and Display Table (new) Policies

#25-064 RESOLUTION:
On a motion from the Joint Committee, seconded by Ms. McGee, the Mentor Public Library Board of Trustees resolved to approve the revised Meeting Room and new Display Table policies as presented.

#25-064 APPROVAL OF MEETING ROOM AND DISPLAY TABLE POLICIES

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

iv. Approval of MOU Regarding 2026 Health Insurance

#25-065 RESOLUTION:
On a motion from the Joint Committee, seconded by Mr. Mitcham, the Mentor Public Library Board of Trustees resolved to approve the MOU regarding health insurance for 2026 as presented.

#25-065 APPROVAL OF MOU FOR 2026 HEALTH INSURANCE

The Union has scheduled a vote on the Health Insurance MOU for this Friday, July 18.

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

v. Approval of MOU Regarding Mediation Options

#25-066 RESOLUTION:
On a motion from the Joint Committee, seconded by Ms. McGee, the Mentor Public Library Board of Trustees resolved to approve the MOU regarding mediation options as presented.

#25-066 APPROVAL OF MOU FOR MEDIATION OPTIONS

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

V. NEW BUSINESS - none

VI. UNFINISHED BUSINESS

A. Progress Log - as presented

VII. PUBLIC PRESENTATION - none

VIII. NEXT MEETING TIME AND PLACE ANNOUNCED:
The next meeting is at 6:00 p.m. on Wednesday, August 20, 2025 at the Main Library.

IX. ADJOURNMENT

#25-067 RESOLUTION:
Mrs. Strang adjourned the meeting at 6:29 p.m. without objection.

#25-067 ADJOURNMENT

SUBMITTED BY: _____Secretary

APPROVED BY: _____President