

**BOARD OF TRUSTEES
MENTOR PUBLIC LIBRARY
REGULAR BOARD MEETING
MINUTES DECEMBER 20, 2023**

I. CALL TO ORDER/ROLL CALL: 6:30 p.m. by Vice President, Sue Wilcosky

- *Present:* Sue Wilcosky, Sarah Strang, Melanie Majikas, Tom Davis
- *Also Present:* Jen McGee, incoming Trustee
- *Excused:* Christine Henninger, Laurie Kosanovich, Mike Scipione
- *Staff Present:* Cheryl Kuonen, Colleen Snyder, Jen Grill, Craig Mossbrugger, Sue Fram
- *Others Present:* Keith Segina, staff SEIU Representative

II. APPROVAL OF MINUTES

A. Approval of the Annual Records Commission Meeting Minutes of November 15, 2023.

#23-108 RESOLUTION:

On a motion by Mrs. Strang, seconded by Mrs. Majikas, the Board resolved that the Minutes of the Annual Records Commission Meeting of November 15, 2023 be adopted as corrected.

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

B. Approval of the Regular Meeting Minutes of November 15, 2023.

#23-109 RESOLUTION:

On a motion by Mr. Davis, seconded by Mrs. Strang, the Board resolved that the Minutes of the Regular Board Meeting of November 15, 2023 be adopted as corrected.

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

III. PUBLIC COMMENT ON AGENDA ITEMS - none

IV. REPORTS

A. President's Report – Mrs. Wilcosky

On behalf of the entire Board, Mrs. Wilcosky thanked Mrs. Majikas for serving as a Trustee and for all her hard work during her 7 years of service.

i. Nominating Committee – Mrs. Majikas

The Officer Nominating Committee presented the following Slate of Officers: Sarah Strang, President; Tom Davis, Vice President; Laurie Kosanovich, Secretary. The Slate of Officers will be voted on at the January Organizational meeting.

B. Library System – Cheryl Kuonen

i. Donations

**#23-108
APPROVAL OF
THE ANNUAL
RECORDS
COMMISSION
MEETING MINUTES
NOVEMBER 15,
2023**

**#23-109
APPROVAL OF
THE REGULAR
MEETING MINUTES
OF
NOVEMBER 15,
2023**

#23-110 RESOLUTION:

On a motion by Mrs. Strang, seconded by Mrs. Majikas, the Board resolved to accept the Donation(s) as presented.

**#23-110
DONATIONS**

The Trustees acknowledged a second donation from an anonymous patron to fund the Spice Club, who has requested that the program run for 12 months rather than for 10 months.

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

ii. Director’s Report

Director Updates

- The Hartford Insurance claim from a patron for an incident that occurred in January 2022 has been settled.

iii. Facilities Report – Craig Mossbrugger

- Mr. Mossbrugger explained a sewer back-up issue that took place on Friday, December 15 at the Main Library. County Sewer workers were called to clear a clog located somewhere between SharonLee and the Main Library.
- The Headlands Branch repair is complete from damage which occurred in November due to a delivery truck and power pole mishap. The insurance payment has been received. Mrs. Kuonen is awaiting word from First Energy on repair/replacement of 3 power poles damaged during the incident.

C. Financial – Colleen Snyder, Fiscal Officer

i. Financial Reports, November 2023

#23-111 RESOLUTION:

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

**#23-111
FINANCIAL
REPORTS
NOVEMBER 2023**

The PLF distribution for December was \$205,000, about \$10,000 more than the estimate for the month.

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

ii. Ratification of November 2023 Bills

#23-112 RESOLUTION:

On a motion by Mrs. Strang, seconded by Mrs. Majikas, the Board resolved that the Bills paid in November 2023 evidenced by the November Voucher Summary Reports be approved.

**#23-112
RATIFICATION
OF NOVEMBER
2023 BILLS**

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

iv. Investments

#23-113 RESOLUTION:

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

**#23-113
INVESTMENTS
NOVEMBER 2023**

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

iv. 2023 Amended Annual Appropriations Measure

#23-114 RESOLUTION:

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

**#23-114
2023 AMENDED
ANNUAL
APPROPRIATIONS
MEASURE**

Discussions have taken place in the Joint Committee for the past several months with regards to amending the 2023 Annual Appropriations to accommodate the upcoming Main Library Campus project.

The original appropriations included a transfer of \$840,000 from the General Fund. The \$1,160,000 increase was from an additional \$165,000 in revenue for the year, \$315,000 less in expenses, \$80,000 of unused contingency and \$600,000 from the General Fund’s unreserved balance. This resolution amends the 2023 Annual Appropriations to reflect a \$2,000,000 transfer. The interfund transfer increased from \$840,000 to \$2,000,000 and the contingency of \$80,000 decreased to \$0 (as the contingency was part of the increased transfer amount). The net increase in the total appropriations is \$1,080,000.

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

v. Fund Transfer

#23-115 RESOLUTION:

On a motion by the Joint Committee, seconded by Mr. Davis, the Mentor Public Library Board of Trustees resolved to approve the following Fund Transfer:

**#23-115
FUND TRANSFER**

FUND TRANSFER	FROM	TO
General Fund	\$2,000,000	
Building Fund		\$1,900,000
Technology Fund		\$ 100,000

This resolution moves the appropriated amount of \$2,000,000 from the General Fund as follows: \$1,900,000 into the Building Fund and \$100,000 into the Information and Technology Fund.

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

vi. Year End Transaction

#23-116 RESOLUTION:

On a motion by the Joint Committee, seconded by Mrs. Majikas, 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, 2023. Further, the Fiscal Officer will

**#23-116
YEAR END
TRANSACTION**

present all financial statements and any other related financial reporting at the regularly scheduled meeting in January, 2024 for formal Board adoption and approval.

This annual year-end resolution authorizes the Fiscal Officer to make any necessary financial adjustments for the end of the year. Any adjustments made will be reported at the January Board meeting.

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

vii. 2024 Temporary Appropriations

#23-117 RESOLUTION:

On a motion by the Joint Committee, seconded by Mrs. Strang, the Mentor Public Library Board of Trustees resolved to adopt the 2024 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, 2024.

**#23-117
TEMPORARY
APPROPRIATIONS**

This resolution adopts Temporary Appropriations for 2024 that were based on one fourth of the previous year's Appropriations and applied to the first quarter of 2024.

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

viii. Request for Advance of Taxes Collected

#23-118 RESOLUTION:

On a motion by the Joint Committee, seconded by Mrs. Majikas, the Mentor Public Library Board of Trustees resolved to approve the written request to receive advances of current collection of taxes in 2024 from the County Auditor as presented.

**#23-118
REQUEST FOR
ADVANCE OF TAXES
COLLECTED**

This is a request to the County Auditor for an advance of the taxes collected for 2024.

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

D. Board Committees

i. Land Bank Demolition

#23-119 RESOLUTION:

The Board of Trustees, in and for the Mentor Public Library, met this day in regular session with the following members present:

**#23-119
LAND BANK
DEMOLITION**

Trustees: Sue Wilcosky, Sarah Strang, Tom Davis, and Melanie Majikas

Trustee Davis presented the following resolution and moved its adoption.

RESOLUTION AUTHORIZING THE LAKE COUNTY LAND REUTILIZATION CORPORATION TO DEMOLISH THE BUILDING LOCATED AT 7525 Lauren J Drive IN MENTOR, OHIO, PARCEL# 16-B-035-H-00-008-0.

WHEREAS, the Board of Trustees hereby finds and determines that all formal actions relative to the adoption of this resolution were taken in an open

meeting of this Mentor Public Library Board of Trustees, and that all the deliberations of this Board of Trustees and of its committees, if any, which resulted in formal actions, were taken in meetings open to the public, in full compliance with applicable legal requirements, including Section 121.22 of the Revised Code; and

WHEREAS, the Mentor Public Library Board of Trustees authorize the Lake County Land Reutilization Corporation to demolish the building located at 7525 Lauren J Drive Mentor, Ohio, Parcel # 16-B-035-H-00-008-0; and

WHEREAS, the Lake County Land Reutilization Corporation (Land Bank) was formed by Lake County pursuant to O.R.C. 1724 to act on behalf of and cooperate with the county and county entities exercising the powers and performing the duties of a county with respect to land reutilization under Chapter 5722 of the ORC; and

WHEREAS, the Mentor Public Library has determined that the expense to repair and renovate to meet ADA requirements and the needs of the Library is not economically prudent to the actual use of the building. The Mentor Public Library Board of Trustees is recommending removal of the structure so the land may be used for outdoor events, programs, or other library purposes.

NOW, THEREFORE, BE IT RESOLVED, that the Mentor Public Library Board of Trustees, in and for the Mentor Public Library, hereby authorizes the Lake County Land Reutilization Corporation, to demolish the building located at located at 7525 Lauren J Drive Mentor, Ohio, for public purposes. The Lake County Land Reutilization Corporation will manage the demolition process on behalf of the Mentor Public Library Board of Trustees and the Board of Trustees will reimburse the Lake County Land Reutilization Corporation 50% of the cost after successful demolition.

BE IT FURTHER RESOLVED, that the Fiscal Officer is hereby directed to forward certified copies of this resolution to the Lake County Land Reutilization Corporation.

Trustee Strang seconded the resolution and the roll being called upon its adoption, the vote resulted as follows:

"AYES": Sue Wilcosky, Sarah Strang, Tom Davis, and Melanie Majikas

"NAYS": None

Resolution adopted as corrected,
Sarah Strang, Secretary

FISCAL OFFICER CERTIFICATION

I, Colleen Snyder, duly appointed Fiscal Officer of the Mentor Public Library, do hereby certify that this is a true and accurate copy of a resolution adopted by said

Board on December 20, 2023,

WITNESS my hand this December 20, 2023 in Mentor, Ohio.

Colleen Snyder, Fiscal Officer
Mentor Public Library

ii. **Authorization to Negotiate Design Services**

Motion tabled by unanimous consent.

V. **NEW BUSINESS** - none

VI. **UNFINISHED BUSINESS**

A. **Progress Log**

Trustees asked about the status of the item: *Concord Service Area*. The retail/business portion of our Concord service area is small (Rt. 84/Mentor Ave.) and not near the newer commercial area. Mentor Public Library currently shares programming with Morley Library at the Concord Community Center. Mrs. Kuonen stated that following the receipt of preliminary architectural plans for the Main Library Campus, including a budget, discussion could resume about service to Concord.

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

VIII. **EXECUTIVE SESSION**

#23-120 RESOLUTION:

On a motion by Mr. Davis, seconded by Mrs. Strang, the Mentor Public Library Board of Trustees resolved to adjourn to Executive Session for matters of preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment as related to Ohio Revised Code 121.22 (G)(4).

**#23-120
EXECUTIVE
SESSION**

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

The Board of Trustees entered into Executive Session at 7:03 p.m.

The Board of Trustees resumed Regular Session at 7:25 p.m.

Present: Sue Wilcosky, Sarah Strang, Melanie Majikas, Tom Davis

Also Present: Jen McGee, incoming Trustee

Staff Present: Cheryl Kuonen, Colleen Snyder, Jen Grill

IX. **EXECUTIVE SESSION**

Postponed by unanimous consent.

X. NEXT MEETING TIME AND PLACE ANNOUNCED:

- A Special Meeting is scheduled for Wednesday, January 10, 2024 at 6:00 p.m., prior to the Joint Committee meeting.
- The Organizational Meeting will be at 6:00 p.m. on Wednesday, January 17, 2024 at the Main Library, immediately followed by the Regular Meeting.

XI. ADJOURNMENT

#23-121 RESOLUTION:

Mrs. Wilcosky adjourned the meeting at 7:26 p.m. without objection.

**#23-121
AJOURNMENT**

SUBMITTED BY: _____ Secretary

APPROVED BY: *Sarah Strong* President

