

**BOARD OF TRUSTEES  
MENTOR PUBLIC LIBRARY  
REGULAR BOARD MEETING  
MINUTES NOVEMBER 15, 2023**

**I. CALL TO ORDER/ROLL CALL: 6:05 p.m. by Vice President, Sue Wilcosky**

- *Present:* Sue Wilcosky, Sarah Strang, Melanie Majikas, Mike Scipione, Tom Davis, Laurie Kosanovich
- *Excused:* Christine Henninger, Colleen Snyder
- *Staff Present:* Cheryl Kuonen, Jen Grill, Sue Fram
- *Guest:* John Rogers, Lake County Land Bank (arrived 6:06 p.m.)
- *Others Present:* Keith Segina, staff SEIU Representative

**II. GUEST: JOHN ROGERS, LAND BANK**

Mr. Rogers as President of the Lake County Land Bank addressed the members of the Library Board and provided the organization’s history and accomplishments since formation of the private not-for-profit 501(C)3 organization in 2012. The Land Bank (a.k.a. Lake County Land Reutilization Corp.) is funded on an annual basis and the Library’s project may be eligible for financial assistance. Mr. Rogers stated that he’s applying now for State funding to cover 75% of the cost under Phase II of the Department of Development, Demolition and Revitalization. If the decision to demolish the Lauren J home is not made in time (vs expensive remodeling), the Land Bank would cover 50% of the cost of asbestos analysis and demolition of the site.

The Land Bank requires that a resolution be approved by the Library Board to authorize the Land Bank as its agent. The Land Bank would then do an asbestos analysis and put the project out for bid. After demolition all costs are totaled and the Library would be asked to remit up to half. Mr. Rogers stated that the average cost to take down a home in Lake County is \$23,000 (with asbestos). Projects are granted acceptance on a first come – first served basis. If the project is not approved the Land Bank could still perform the asbestos analysis regardless of who would be taking the house down.

The Trustees are grateful for the information presented by Mr. Rogers and will continue to discuss options for the Lauren J property.

Mr. Rogers left the meeting at 6:19 p.m.

**III. APPROVAL OF MINUTES**

**A. Approval of the Meeting Minutes of October 18, 2023.**

**#23-100 RESOLUTION:**

On a motion by Mrs. Majikas, seconded by Mr. Davis, the Board resolved that the Minutes of the Regular Board Meeting of October 18, 2023 be adopted as presented.

Roll Call: Ayes (6) Mrs. Kosanovich, Mrs. Wilcosky, Mrs. Strang, Mr. Scipione, Mr. Davis, Mrs. Majikas; Nays (0). Motion carried.

**#23-100  
APPROVAL OF  
THE REGULAR  
MEETING MINUTES  
OF  
OCTOBER 18, 2023**

**IV. PUBLIC COMMENT ON AGENDA ITEMS**

**V. REPORTS**

**A. President's Report – Mrs. Wilcosky**

The Officer Nominating Committee was appointed as follows: Melanie Majikas, Sarah Strang, and Mike Scipione. The Committee will present the Slate of Officers in December which will be voted on at the January Organizational meeting.

**B. Library System – Cheryl Kuonen**

**i. Director's Report**

**Director Updates**

- 4 new cameras and a larger server for the Lake Branch, funded by the Osborne Grant, are hoped to be installed by the end of the year.
- As a successful project of the staff Innovation Committee, a bicycle repair station has been installed at the Headlands Branch thanks to Branch Manager Josh Sebrasky. The Headlands Community is thankful for this handy addition to their neighborhood. A bicycle repair station at the Lake Branch is budgeted for next year.

The Library budgets annually to support staff-generated ideas and 2 other innovative projects are approved and in process. Staff team members associated with selected projects receive 1 extra vacation day (as the Board previously voted to approve).

- A claim from a patron for an incident that occurred in January 2022 has been reopened and additional items were submitted to our insurance company.
- Website visits were up in October, in part due to the Library/League of Women Voters' Candidates & Issues event recordings.

**ii. Donations**

**#23-101 RESOLUTION:**

**On a motion by Mrs. Kosanovich, seconded by Mrs. Wilcosky, the Board resolved to accept the Donation(s) as presented.**

**#23-101  
DONATIONS**

The Library received a monetary anonymous donation from a grateful patron to support the Seed Library.

**Roll Call: Ayes (6) Mrs. Wilcosky, Mr. Scipione, Mr. Davis, Mrs. Kosanovich, Mrs. Majikas, Mrs. Strang; Nays (0). Motion carried.**

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

**i. Financial Reports, October 2023**

**#23-102 RESOLUTION:**

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

**#23-102  
FINANCIAL  
REPORTS  
OCTOBER 2023**

Roll Call: Ayes (6) Mr. Scipione, Mr. Davis, Mrs. Majikas, Mrs. Wilcosky, Mrs. Strang, Mrs. Kosanovich; Nays (0). Motion carried.

**ii. Ratification of October 2023 Bills**

**#23-103 RESOLUTION:**

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

**#23-103  
RATIFICATION  
OF OCTOBER 2023  
BILLS**

Roll Call: Ayes (6) Mr. Davis, Mrs. Majikas, Mr. Scipione, Mrs. Strang, Mrs. Kosanovich, Mrs. Wilcosky; Nays (0). Motion carried.

**iii. Investments**

**#23-104 RESOLUTION:**

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

**#23-104  
INVESTMENTS  
OCTOBER 2023**

Mrs. Kuonen stated that a replacement CD was purchased for one that came due – the interest rate on the new CD is 5.45%. Revenue from interest is up by quite a bit this year.

Roll Call: Ayes (6) Mrs. Wilcosky, Mrs. Strang, Mrs. Kosanovich, Mr. Davis, Mrs. Majikas, Mr. Scipione; Nays (0). Motion carried.

**iv. Special Revenue Advance Return**

**#23-105 RESOLUTION:**

On a motion by the Joint Committee, seconded by Mrs. Strang, the Mentor Public Library Board of Trustees resolved to approve the Return – Advance Out as presented:

**#23-105  
SPECIAL REVENUE  
ADVANCE RETURN**

Return Advance to – The General Fund (Fund 1) \$1,871.15

Return Advance from – The Special Revenue Fund (Fund 2)  
Sub Fund – Libraries Accelerating Learning Grant \$1,871.15

The \$1,871.15 represents the fifth project cash request submitted and received for the Libraries Accelerating Learning Grant. The library has been reimbursed \$70,736.24, which is the total actual expenses through November 3, 2023.

Roll Call: Ayes (6) Mrs. Strang, Mrs. Kosanovich, Mrs. Majikas, Mrs. Wilcosky, Mr. Scipione, Mr. Davis; Nays (0). Motion carried.

**D. Board Committees**

**i. 2024 Board Meeting Dates**

**#23-106 RESOLUTION:**

On a motion by the Joint Committee, seconded by Mr. Davis, the Mentor Public Library Board of Trustees resolved to approve the 2024 Board Meeting Dates as presented.

**#23-106  
2024 BOARD  
MEETING DATES**

Roll Call: Ayes (6) Mrs. Majikas, Mr. Davis, Mrs. Wilcosky, Mr. Scipione, Mrs. Kosanovich, Mrs. Strang; Nays (0). Motion carried.

**VI. NEW BUSINESS**

**A. Architects: Advertisement for Design Services – Cheryl Kuonen**

The Board and Administration discussed the Statements of Qualifications that were received from 5 architectural firms and summarized. The 3 firms chosen for in-person interviews at the Joint Committee’s December 13 meeting are: Studio Techne Architects, Bostwick Design Partnership, and GPD Group. Trustees are asked to bring their questions for the architects to the meeting.

Mrs. Kuonen referenced a threshold change to Ohio Revised Code – Ohio Construction Law effective October 3, 2023 which states that public entities “must reject bids that exceed 20% of the estimated contract amount” (previously 10%). The adjustment was made by the State in reaction to ongoing adverse conditions caused by the COVID pandemic such as materials shortages, etc.

**VII. UNFINISHED BUSINESS**

**A. Progress Log** – as submitted

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

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

The next meeting is at 6:00 p.m. on Wednesday, December 20, 2023 at the Main Library.

**X. ADJOURNMENT**

**#23-107 RESOLUTION:**

Mrs. Wilcosky adjourned the meeting at 6:44 p.m. without objection.

**#23-107  
AJOURNMENT**

SUBMITTED BY:  Secretary

APPROVED BY:  President