BOARD OF TRUSTEES
MENTOR PUBLIC LIBRARY
REGULAR BOARD MEETING
MINUTES SEPTEMBER 18, 2024

I. **CALL TO ORDER/ROLL CALL:** 5:59 p.m. by President, Sarah Strang

- *Present:* Sarah Strang, Laurie Kosanovich, Mike Scipione, Sue Wilcosky, Jen McGee, Andrew Mitcham
- *Excused*: Christine Henninger
- *Staff Present:* Cheryl Kuonen, Colleen Snyder, Jen Grill, Sue Fram
- *Others Present:* Judy Schulz, Circulation Services Manager; Marco Ciccarelli, Architect StudioTECHNE; Keith Segina, staff SEIU Representative

II. **STAFF PRESENTATION: JUDY SCHULZ, CIRCULATION SERVICES MANAGER**

Mrs. Schulz presented to the Board, outlining the responsibilities and duties her department of 13 staff handle at the Circulation Desk, in the Media Room, and Drive-thru customer service. Highlighting a few items: student library cards are provided for all Mentor and Lake Catholic school students annually, and 12 staff are U. S. official passport agents, completing over 760 passports so far this year. The department also manages transit materials, membership passes, hotspots, the Library of Things, puzzles, and games.

III. **PRESENTATION BY StudioTECHNE**

Architect Marco Ciccarelli reviewed updated plans for the staff parking lot on Sharon Lee Drive. Following a meeting with City officials earlier in September, the driveway exit to Mentor Ave. will be retained for safety purposes and by request from the Mentor Fire Department but will have a right-turn-only rollover berm installed. Mr. Ciccarelli and Mrs. Kuonen will meet by Zoom tomorrow to discuss details of the interior plans.

Mr. Ciccarelli reviewed the placement of the outdoor shelter in the green space, noting that the location exceeds lot line requirements and should have no impact on the neighbors.

The Community Meeting with StudioTECHNE is scheduled for Wednesday, October 2 at 6:30 p.m. in the Village Room.

Mr. Ciccarelli left the meeting at 6:20 p.m.

III. **APPROVAL OF MINUTES**

A. **Regular Meeting Minutes of August 21, 2024.**

#24-078 RESOLUTION:
On a motion by Mrs. Wilcosky, seconded by Mr. Mitcham, the Board resolved that the Minutes of the Regular Board Meeting of August 21, 2024 be adopted as presented.

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

#24-078
APPROVAL OF REGULAR MEETING MINUTES OF AUGUST 21, 2024

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

V. **REPORTS**

A. **President's Report – Mrs. Strang**
Mrs. Strang related her observation from yesterday in the Main Library parking lot: In a 15-minute period 7 cars coming from the neighborhood did not completely stop at the stop sign at the Lauren J/SharonLee intersection; none of those cars came out from the Library itself.

B. **Library System – Cheryl Kuonen**

i. **Director's Report**

Director Updates:

- Mrs. Kuonen attended OLC's "The Road Ahead" meeting which included discussion on the State Budget. Of 251 Ohio public library systems, 48 do not have a levy and rely 100% on State funding. The Public Library Fund (PLF) will be $30M less than last year and less than year 2000 funding levels. It is currently 1.7% of the State's general revenue. Ohio Libraries are requesting a 2% increase as, unlike schools and city/county government entities, libraries must fund building maintenance and improvements from their own budgets. Libraries are separate political subdivisions and therefore not included in revenue received from sales tax, gambling, lotteries, or marijuana sales. Mentor Public Library's funding comes from State money (PLF) and the levy.
- The Candidates and Issues Forum will take place at the Main Library on Tuesday, October 1. Senator Jerry Cirino and Representative Dan Troy will be there.
- The new hotspots are 5G and are proving to be very good in connectivity-challenged locations.
- Clevnet's new Message Bee will begin sending our library's newsletter at the end of September.
- The next informational program provided for homeschoolers will be Delve into Databases on Friday, September 27 at the Headlands Community Center.
- Mrs. Kuonen will be meeting with Ben and Julia from Laketran about the new Main Library Master Plan.
- Management staff met with Don Yarman of OPLIN on Zoom regarding CIPA (Children's Internet Protection Act) and public internet filtering. The open DNS cloud domain service blocks the bad stuff and a lot of malware. Of note: 80% of the State's population reside in areas where the libraries are filtered. Other libraries report that they are rarely asked to turn the filter off, although staff may accommodate that request easily. Changing Mentor Public Library to a filtering library does not require a policy change by the Board of Trustees; only a motion would be needed to be passed. Beginning filtering would not only provide the Library more discounts from E-Rate but would allow Cory to apply for more grants.
- Mrs. Kuonen reviewed the results of the traffic survey at the Main Library entrances and exits using "host tube" counters which was conducted Saturday, August 24 to Friday, August 30, 2024. During the busiest times (such as during

story time hours) the study recorded 1 car per minute in an hour. The Mentor Ave. exit diverts over 100 cars per day on average from exiting through the neighborhood.

a. **Donations**

#24-079 DONATIONS

#24-079 RESOLUTION:
On a motion by Mrs. Strang, seconded by Mrs. Wilcosky, the Board resolved to accept the Donation(s) as presented.

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

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

i. **Financial Reports, August 2024**

#24-080 FINANCIAL REPORTS AUGUST 2024

#24-080 RESOLUTION:
On a motion by Mrs. Wilcosky, seconded by Mr. Scipione, the Board resolved that the Financial Reports for the month of August 2024 be accepted and filed – Cash Reconciliation, Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control Report.

Mrs. Snyder stated that "The Road Ahead" meeting that Mrs. Kuonen attended is one of several meetings on funding in the next few months. Mrs. Snyder and Mrs. Gill will be attending the one in mid-October and will share any new information with Trustees.

The PLF for September was received and was $6,000 higher than budgeted; this has helped to reduce the year-to-date PLF deficit which now stands at about $24,000 compared to budget.

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

ii. **Ratification of August 2024 Bills**

#24-081 RATIFICATION OF AUGUST 2024 BILLS

#24-081 RESOLUTION:
On a motion by Mr. Mitcham, seconded by Mr. Scipione, the Board resolved that the Bills paid in August 2024 as evidenced by the August Voucher Summary Reports be approved.

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

iii. **Investments**

#24-082 INVESTMENTS AUGUST 2024

#24-082 RESOLUTION:
On a motion by Mr. Mitcham, seconded by Mrs. Wilcosky, the Board resolved that the Investments for August 2024 be approved as presented.

Funds received in August from the second half levy distribution were invested in Star Ohio and used to purchase an additional CD.

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

iv. **Budget Commission resolution**

#24-083 BUDGET COMMISSION

#24-083 RESOLUTION:
On a motion by the Joint Committee, seconded by Mr. Scipione, the Board resolved that the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying such to the County Auditor be approved as presented.

Mrs. Snyder stated that the County does not yet have our new effective rate for the 2024 tax year/2025 collection year, but we hope to receive that information at the end of December.

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

D. **Board Committees**

i. **Master Plan Updates**
The moderated Community Meeting with StudioTECHNE will take place at the Main Library on Wednesday, October 2, 2024. Several Trustees will be attending. Mr. Ciccarelli will present the interior and exterior plans. A letter is expected from the City of Mentor later this week. Mrs. Kuonen's presentation will help dispel myths, address the residents' concerns, and present our solutions.

ii. **StudioTECHNE Contract**

#24-084 StudioTECHNE CONTRACT

#24-084 RESOLUTION:
On a motion by Mrs. Kosanovich, seconded by Mrs. Wilcosky, the Board of Trustees of the Mentor Public Library resolved to approve the AIA contract from StudioTECHNE for professional architectural and engineering services for the Main Library green space and improvements.

Administration agreed that Mr. Ciccarelli has been creative, flexible, and responsive in making adjustments to the Master Plan to address concerns without asking for additional fees. They support moving forward with StudioTECHNE.

Mrs. Snyder will present an appropriations adjustment at the October Joint Committee meeting for the contracted amount. A resolution to approve the budget adjustment for the year will be on the October Board agenda.

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

VI. **NEW BUSINESS** – none

VII. **UNFINISHED BUSINESS**

Mrs. Schulz left the meeting at 6:49 p.m.

A. **Progress Log –** as presented
Mrs. Kuonen stated that the Lauren J yard was graded and seeded on Monday, and staff have been watering.

A request came from the Land Bank for us to supply more information for the State to support funding the project. Mrs. Kuonen has submitted a detailed letter of the project's purpose and reasoning.

IX. PUBLIC PRESENTATION TO THE BOARD – none

X. NEXT MEETING TIME AND PLACE ANNOUNCED:
The next meeting is at 6:00 p.m. on Wednesday, October 16, 2024 at the Main Library.

XI. ADJOURNMENT

#24-085 RESOLUTION:
Mrs. Strang adjourned the meeting at 6:51 p.m. without objection.

#24-085
ADJOURNMENT

SUBMITTED BY: _____ **Secretary**

APPROVED BY: Sarah Strang **President**