

**BOARD OF TRUSTEES  
MENTOR PUBLIC LIBRARY  
REGULAR BOARD MEETING  
MINUTES FEBRUARY 21, 2024**

**I. CALL TO ORDER/ROLL CALL: 6:00 p.m. by President, Sarah Strang**

- *Present:* Sarah Strang, Tom Davis, Laurie Kosanovich, Sue Wilcosky, Jennifer McGee
- *Excused:* Christine Henninger, Mike Scipione
- *Staff Present:* Cheryl Kuonen, Colleen Snyder, Jen Grill, Sue Fram
- *Others Present:* Jason Lea, Manager; Keith Segina, staff SEIU Representative

**II. MANAGERS PRESENTATION: JASON LEA, COMMUNITY ENGAGEMENT COORDINATOR**

Mr. Lea presented to the Board, describing his duties as the point person in marketing and how he interacts with staff and the public. His media posts and public appearances are large contributors to keeping our library in patrons' minds and our community aware of the services that we provide.

Mr. Lea left the meeting at 6:07 p.m.

**III. APPROVAL OF MINUTES**

**A. Approval of the Special Meeting Minutes of January 10, 2024.**

**#24-020 RESOLUTION:**

On a motion by Mrs. Wilcosky, seconded by Ms. McGee, the Board resolved that the Minutes of the Special Board Meeting of January 10, 2024 be adopted as corrected.

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

**#24-020  
APPROVAL OF  
SPECIAL MEETING  
MINUTES OF  
JANUARY 10, 2024**

**B. Approval of the Organizational Meeting Minutes of January 17, 2024.**

**#24-021 RESOLUTION:**

On a motion by Mr. Davis, seconded by Mrs. Wilcosky, the Board resolved that the Minutes of the Organizational Board Meeting of January 17, 2024 be adopted as presented.

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

**#24-021  
APPROVAL OF  
ORGANIZATIONAL  
MEETING  
MINUTES OF  
JANUARY 17, 2024**

**C. Approval of the Regular Meeting Minutes of January 17, 2024.**

**#24-022 RESOLUTION:**

On a motion by Mrs. Kosanovich, seconded by Ms. McGee, the Board resolved that the Minutes of the Regular Board Meeting of January 17, 2024 be adopted as corrected.

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

**#24-022  
APPROVAL OF  
REGULAR MEETING  
MINUTES OF  
JANUARY 17, 2024**

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

**V. REPORTS**

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

Mrs. Strang distributed and discussed an article from ALA's *Tools For Trustees*: "Tales From a New Trustee, What does a library Trustee do?" which describes duties and responsibilities of a Trustee including oversight of resources, advocacy, and developing Strategic Plans and policies. The page will be added to the Trustee Orientation Notebook for new Trustees.

**B. Library System – Cheryl Kuonen**

**i. Director's Report**

**Director Updates**

- Clevnet anticipates moving to a different mobile app and web catalog at the end of October, 2024. (This will replace the app that stopped working in mid-December.)
- All-staff meetings were held on February 20, and special guest speaker Dione DeMitro presented on "Communication". Mrs. Kuonen read from a *Library Journal* article "Hungry for Connection" which cited statistics on loneliness and demographics, and the resulting health and social issues it causes. Libraries play an important part in connecting and supporting the community.
- Mrs. Kuonen has joined United Way's Lake County Community Impact Committee which determines the allocation of funds to area non-profits in order to best serve Lake County residents.
- Two porta-potties are being rented for public use at the Lake Branch on Eclipse Day Monday, April 8.

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

**i. Financial Reports, January 2024**

**#24-023 RESOLUTION:**

**On a motion by Mrs. Wilcosky seconded by Mrs. Strang, the Board resolved that the Financial Reports for the month of January 2024 be accepted and filed – Cash Reconciliation, Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control Report.**

**#24-023  
FINANCIAL  
REPORTS  
JANUARY 2024**

The February 2024 levy advance was received today at \$300,000 which is \$200,000 lower than expected. Mrs. Snyder has contacted the county and is awaiting a response and reason for the decrease.

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

**ii. Ratification of January 2024 Bills**

**#24-024 RESOLUTION:**

On a motion by Mr. Davis, seconded by Mrs. Wilcosky, the Board resolved that the Bills paid in January 2024 evidenced by the January Voucher Summary Reports be approved.

**#24-024  
RATIFICATION  
OF JANUARY 2024  
BILLS**

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

**iii. Investments**

**#24-025 RESOLUTION:**

On a motion by Mrs. Wilcosky, seconded by Ms. McGee, the Board resolved that the Investments for January 2024 be approved as presented.

**#24-025  
INVESTMENTS  
JANUARY 2024**

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

**iv. Amended 2024 Temporary Appropriations**

**#24-026 RESOLUTION:**

On a motion by Mrs. Wilcosky, seconded by Mrs. Strang, the Board resolved to adopt the Amended 2024 Temporary Appropriations. Said amended temporary appropriations shall remain in effect until superseded by the permanent appropriations, which must be adopted no later than April 1, 2023.

**#24-026  
AMENDED  
TEMPORARY  
APPROPRIATIONS**

The amended appropriations increase the Building and Repair Fund from \$240,000 to \$555,000 in anticipation of a real estate purchase.

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

Also included in the Finance packet were 2 items of correspondence from the Ohio Auditor of State Keith Faber. The March 9, 2023 memo alerts public entities to be aware of email compromise “re-direct” schemes and cybercriminal activity. Mrs. Snyder explained the library’s processes for payments made by check and ACH and verifications that are in place for security. The September 30, 2022 bulletin clarifies the impact of Senate Bill No. 15 with regards to when certain fiscal officers are liable for the loss of public funds. The liability is now based on the officials “care” and due diligence in handling the public funds and no longer total liability in a loss. Mrs. Snyder attends CPIM (Center for Public Investment Management) training yearly, which always includes cybersecurity training.

Mrs. Kuonen added that library staff are required to attend internal cybersecurity training sessions posted on Niche Academy and any staff-requested payroll disbursement changes are double-verified by the Finance and HR offices.

**D. Board Committees**

**i. StudioTECHNE Contract**

**#24-027 RESOLUTION:**

On a motion by the Joint Committee, seconded by Mr. Davis, the Board of Trustees of the Mentor Public Library resolved to approve the presented AIA contract from Studio TECHNE for professional architectural and engineering services for the Main Library green space and improvements.

**#24-027  
STUDIO TECHNE  
CONTRACT**

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

**iii. Purchase of Real Estate**

**#24-028 RESOLUTION:**

On a motion by the Joint Committee, seconded by Ms. McGee:

**#24-028  
AUTHORIZATION  
FOR DIRECTOR TO  
EXECUTE A  
CONTRACT FOR  
PURCHASE OF REAL  
ESTATE**

**RESOLUTION AUTHORIZING DIRECTOR TO EXECUTE CONTRACT FOR THE PURCHASE OF REAL ESTATE**

Whereas the Mentor Public Library’s main branch is located at 8215 Mentor Avenue;

Whereas the family of the neighboring property approached the library regarding the library’s interest in purchasing;

Whereas this property is located between two parcels owned by the library;

Whereas the Board of Trustees sees purchasing the neighboring property as an opportunity to connect current library owned properties and for future expansion of library services to the community;

Whereas the Board of Trustees has expressed interest in obtaining the real property at 8197 Mentor Ave, Mentor OH 44060 with permanent parcel # 16-B-035D000010 for many years;

Resolved that the Board of Trustees approve and authorize the director to execute a contract for the purchase of 8197 Mentor Ave, Mentor OH 44060 with permanent parcel # 16-B-035D000010 in the amount of \$308,250;

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

Mrs. Kuonen detailed the steps to be taken with the sellers moving forward, while keeping the family’s needs in consideration.

**VI. NEW BUSINESS**

**iv. Revised Bereavement Benefits**

**#24-029 RESOLUTION:**

On a motion by Mrs. Kosanovich, seconded by Mrs. Wilcosky, the Board of Trustees of the Mentor Public Library resolved to allow non-bargaining unit staff to follow the same bereavement language in the Bargaining Unit contract and take up to five (5) days of bereavement for the loss of an employee’s spouse, child, stepchild, parent, or stepparent.

**#24-029  
REVISED  
BEREAVEMENT  
BENEFITS**

This change will take effect immediately and is a revision to the Library’s Personnel Policy Manual.

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

**VII. OLD BUSINESS**

A. Progress Log – as presented

**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, March 20, 2024 at the Main Library.

**X. ADJOURNMENT**

**#24-030 RESOLUTION:**

Mrs. Strang adjourned the meeting at 6:34 p.m. without objection.

**#24-030  
ADJOURNMENT**

SUBMITTED BY: *Rawie Kosanovich* Secretary

APPROVED BY: *Sarah Strang* President