

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

- I. **CALL TO ORDER/ROLL CALL:** 5:59 p.m. by President, Mrs. Christine Henninger
- *Present:* Christine Henninger, Sue Wilcosky, Sarah Strang, Melanie Majikas, Thomas Davis, Laurie Kosanovich
  - *Excused:* Lisa Wiener
  - *Staff Present:* Cheryl Kuonen, Colleen Snyder, Jen Grill, Sue Fram
  - *Others Present:* Mary Pelton, staff SEIU Representative

II. **APPROVAL OF MINUTES**

- A. **Approval of the Meeting Minutes of February 15, 2023.**

**#23-029 RESOLUTION:**

On a motion by Mrs. Majikas, seconded by Mr. Davis, the Board resolved that the Minutes of the Regular Board Meeting of February 15, 2023 be adopted as presented.

Roll Call: Ayes (5) Mrs. Kosanovich, Mrs. Wilcosky, Mrs. Strang, Mr. Davis, Mrs. Majikas; Abstain (1) Mrs. Henninger; Nays (0). Motion carried.

**#23-029  
APPROVAL OF  
THE REGULAR  
MEETING MINUTES  
OF  
FEBRUARY 15, 2023**

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

IV. **REPORTS**

- A. **President's Report** - none

B. **Library System – Cheryl Kuonen**

i. **Directors Report**

a. **Director updates**

- Mrs. Kuonen watched a recording online as OLC testified in the House Finance Subcommittee on Higher Education. The discussion included the Governor's original budget bill of 1.7% for libraries, infrastructure for libraries, and the need for money for building repairs. There was a lot of positive support for libraries.
- The House Ways and Means Committee held a meeting on the budget bill HB1 today which included discussion on the complications of HB920. A story on Cleveland.com is posted regarding impact of HB1 on the State budget.
- Today is the opening day of the Seed Library for 2023.
- The Red Cross Blood Drive at the Lake Branch today has all appointments filled.
- Positive feedback has been received regarding Aunt Flow products in the Lake Branch public restrooms.
- Staff are at work preparing for the April 2024 total solar eclipse. Childrens Manager Kim Sidorick attended training on Tuesday. Avon, OH is the direct

center of the eclipse shadow and path through our area, however Mentor is included in the total blackout area.

- The Headlands Branch will be hosting a Happy Birthday Party on Saturday, March 25 after hearing from patrons who had no special event on their big day. The event is open to all ages.
- A water tank on the 1<sup>st</sup> floor of the Main Library has been replaced.
- Small fact sheets were made for the Trustees to provide handy access of the MPL 2022 statistics when asked about our library.
- 5 chicks that hatched last week will be in Main's Childrens Department through this Saturday.

Mrs. Kuonen reviewed the Library Card Policy regarding young patrons: A juvenile under the age of 18 requesting a library card without a parent (or legal guardian) present may get a juvenile restricted card which permits check out of 3 books but no AV items may be checked out. If/when the parent (or legal guardian) accompanies a juvenile, the juvenile may get a full-use library card.

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

#### i. Financial Reports, February 2023

##### **#23-030 RESOLUTION:**

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

**#23-030  
FINANCIAL  
REPORTS  
FEBRUARY 2023**

The March PLF distribution has been received and was \$8,800 higher than what we had budgeted.

The Special Revenue Fund expenses of \$55,000 were from monies made available to begin project purchases on the Libraries Accelerating Reading Grant. The Library submitted a request for cash reimbursement - ODE accepted our submission, a voucher was created, and we can expect to receive our reimbursement for these expenses in the next couple of weeks.

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

#### ii. Ratification of February 2023 Bills

##### **#23-031 RESOLUTION:**

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

**#23-031  
RATIFICATION  
OF FEBRUARY 2023  
BILLS**

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

#### iii. Investments

**#23-032 RESOLUTION:**

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

**#23-032  
INVESTMENTS  
FEBRUARY 2023**

Mrs. Snyder stated that Star Ohio interest rates are at 4.8% - 4.9% and CD interest rates are at 5% - 5.25%. After the first half levy distribution is received next week, Mrs. Snyder will be looking at purchasing CDs at the higher rates and 18-month or 2-year terms.

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

**iv. Staff Room Renovation appliance allowance and additional contingency**

**#23-033 RESOLUTION:**

On a motion by the Joint Committee, seconded by Mrs. Henninger, the Mentor Public Library Board of Trustees resolved to remove the purchase of furniture and appliances from the contract with Northstar Construction for the Main Library staff break room remodel. The Mentor Public Library will purchase these items directly and a change order will be issued and signed. The original contract amount was \$236,120 which included \$10,000 for contingency and a furniture/appliance allowance of \$15,000. The contract total will stay at \$236,120 and the \$15,000 will now be applied towards additional contingency, if needed.

**#23-033  
STAFF ROOM  
RENOVATION  
APPLIANCE  
ALLOWANCE AND  
CONTINGENCY**

Mrs. Snyder noted that the staff break room project contingency now totals \$25,000. The furniture and appliances will be purchased separately from the Building Fund.

Mrs. Kuonen updated the Board on staff break room furnishings. She has selected appliances at Snow Brothers that total approximately \$4,200 which is about \$1,000 less than expected. A 2<sup>nd</sup> quote has been received for the staff room furniture that is very similar to the Library Design quote. She is working with another company for a better-priced quote on certain special chairs that were included in both the other quotes.

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

**v. 2023 Appropriations**

**#23-034 RESOLUTION:**

On a motion by the Joint Committee, seconded by Mrs. Henninger, the Board resolved to approve the 2023 Annual Appropriations Measure as presented.

**#23-034  
2023  
ANNUAL  
APPROPRIATIONS**

Mrs. Snyder presented the 2023 Annual Appropriations Measure and noted it includes changes discussed in Committee regarding the Building Fund.

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

**D. Board Committees – Cheryl Kuonen**

**i. Revised Behavior and Conduct Policy**

**#23-035 RESOLUTION:**

On a motion by the Committee, seconded by Mrs. Strang, the Board resolved to approve the revised Behavior Policy as presented.

**#23-035  
REVISED BEHAVIOR  
AND CONDUCT  
POLICY**

Mrs. Kuonen noted that the revised policy includes the changes discussed in Committee.

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

V. **NEW BUSINESS** – none presented

VI. **UNFINISHED BUSINESS** -

A. **Progress Log** – as presented

Mrs. Kuonen mentioned that Jason Nolde of GPD Group will attend the Board’s Committee meeting in April and will present the draft Feasibility Study for review and discussion.

We have received the document changes for the kitchen area (eliminating one refrigerator) and childrens restrooms (reusing hands-free faucets due to cost of new). Dan from CT has received a quote for the tile for the childrens restroom which needs to be reviewed and may be lower.

Libraries Accelerating Learning Grant - Tudor.com had 20 users in February. We plan to continue promoting the website to all age groups and will do a big push in August when school starts.

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

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

The next meeting is at 6:00 p.m. on Wednesday, April 19, 2023 at the Main Library.

IX. **ADJOURNMENT**

**#23-036 RESOLUTION:**

Mrs. Henninger adjourned the meeting at 6:18 p.m. without objection.

**#23-036  
AJOURNMENT**

SUBMITTED BY:  Secretary

APPROVED BY:  President