

**BOARD OF TRUSTEES
MENTOR PUBLIC LIBRARY
REGULAR BOARD MEETING
MINUTES OCTOBER 18, 2023**

- I. **CALL TO ORDER/ROLL CALL:** 6:00 p.m. by President, Christine Henninger
- *Present:* Christine Henninger, Sue Wilcosky, Sarah Strang, Melanie Majikas, Mike Scipione, Tom Davis, Laurie Kosanovich
 - *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 September 20, 2023.**

#23-088 RESOLUTION:

On a motion by Mrs. Kosanovich, seconded by Mrs. Henninger, the Board resolved that the Minutes of the Regular Board Meeting of September 20, 2023 be adopted as presented.

Roll Call: Ayes (7) Mrs. Kosanovich, Mrs. Wilcosky, Mrs. Strang, Mr. Scipione, Mr. Davis, Mrs. Majikas, Mrs. Henninger; Nays (0). Motion carried.

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

IV. **REPORTS**

- A. **President’s Report** – no report
- B. **Library System – Cheryl Kuonen**

i. **Director’s Report**

Director Updates

- The State Library of Ohio’s summary of Mentor Public Library statistics for 2022 was briefly discussed. Total circulation was over 1.1M items in 2022.
- Mrs. Kuonen spoke with John Rogers of the Lake County Land Bank. He offered that the Land Bank could cover a minimum of 50% of the costs to take down the home on Lauren J Drive. A resolution for the Board to review is being prepared for the November Joint Committee meeting. The Land Bank requires a statement from the Library Board to document the rationality of purpose and expenses as related to the choice of renovating the home vs. demolition.

Discussion that questioned use of the Lauren J home by The Friends of Mentor Public Library revealed why the Read House did not work out well for that purpose and that we would expect the same issues at this home. ADA compliance, public restrooms, and structural support are important factors that would need to be addressed in order to use the home for that function.

**#23-088
APPROVAL OF
THE REGULAR
MEETING MINUTES
OF
SEPTEMBER 20,
2023**

The Friends have developed a good working procedure for volunteer management of a very successful Ongoing Book Sale on the Main Library's first floor.

C. Financial – Colleen Snyder, Fiscal Officer

i. Financial Reports, September 2023

#23-089 RESOLUTION:

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

**#23-089
FINANCIAL
REPORTS
SEPTEMBER 2023**

Mrs. Snyder stated that the October PLF distribution was about \$15,000 higher than estimated for the month.

Roll Call: Ayes (7) Mr. Scipione, Mr. Davis, Mrs. Majikas, Mrs. Wilcosky, Mrs. Strang, Mrs. Kosanovich, Mrs. Henninger; Nays (0). Motion carried.

ii. Ratification of September 2023 Bills

#23-090 RESOLUTION:

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

**#23-090
RATIFICATION
OF SEPTEMBER
2023 BILLS**

Roll Call: Ayes (7) Mr. Davis, Mrs. Majikas, Mr. Scipione, Mrs. Strang, Mrs. Kosanovich, Mrs. Wilcosky, Mrs. Henninger; Nays (0). Motion carried.

iii. Investments

#23-091 RESOLUTION:

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

**#23-091
INVESTMENTS
SEPTEMBER 2023**

Mrs. Snyder stated that she moved \$50,000 from the Star Ohio account into the working capital account to cover a timing shortfall between when CDs were coming due and CDs were being purchased.

Roll Call: Ayes (7) Mrs. Wilcosky, Mrs. Strang, Mrs. Kosanovich, Mr. Davis, Mrs. Majikas, Mr. Scipione, Mrs. Henninger; Nays (0). Motion carried.

iv. Motion to Accept Grant

#23-092 RESOLUTION:

On a motion by the Joint Committee, seconded by Mrs. Wilcosky, the Mentor Public Library Board of Trustees resolved to accept The Jerome T. Osborne and Georgeanne S. Osborne Charitable Trust approved grant of \$5,000 for Security Cameras at the Lake Branch.

**#23-092
OSBORNE
CHARITABLE TRUST
GRANT
ACCEPTANCE**

This grant will be tracked in the Special Revenue Fund:

2 – Special Revenue Fund

208 – Miscellaneous Grants

The Library was awarded more than requested, totaling \$5,000. The additional funds will allow the Library to purchase an additional camera (5 total) for the Lake Branch and a larger hard drive than originally specified.

Roll Call: Ayes (7) Mrs. Strang, Mrs. Kosanovich, Mrs. Majikas, Mrs. Wilcosky, Mr. Scipione, Mr. Davis, Mrs. Henninger; Nays (0). Motion carried.

v. Motion to Amend 2023 Appropriations

#23-093 RESOLUTION:

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

**#23-093
AMEND 2023
APPROPRIATIONS**

Mrs. Snyder stated that this resolution approves the addition of the grant into the 2023 Annual Appropriations; the Special Revenue Fund is increased by \$5,000.

Roll Call: Ayes (7) Mrs. Wilcosky, Mr. Scipione, Mr. Davis, Mrs. Kosanovich, Mrs. Majikas, Mrs. Strang, Mrs. Henninger; Nays (0). Motion carried.

vi. Appointing Signer for Vehicle Purchase

#23-094 RESOLUTION:

On a motion by the Joint Committee, seconded by Mrs. Henninger, the Mentor Public Library Board of Trustees resolved to approve the attached authorized signers resolution for MBS Securities.

**#23-094
APPOINTING
SIGNER FOR
VEHICLE PURCHASE**

After speaking with the dealership, a resolution is required to authorize Mrs. Snyder and/or Mrs. Kuonen to execute the purchase of a vehicle for the Library. The final purchase price with the trade-in is \$37,500 and is tax-free.

Roll Call: Ayes (7) Mr. Scipione, Mr. Davis, Mrs. Kosanovich, Mrs. Majikas, Mrs. Strang, Mrs. Wilcosky, Mrs. Henninger; Nays (0). Motion carried.

D. Board Committees

i. Advertisement for Design Services

#23-095 RESOLUTION:

On a motion by the Joint Committee, seconded by Mrs. Henninger, the Mentor Public Library Board of Trustees resolved to approve the language in the Advertisement for Design Services as presented.

**#23-095
ADVERTISEMENT
FOR DESIGN
SERVICES**

Mrs. Kuonen spoke with the Prosecutor's Office and explained that the advertisement will be posted in the library, sent to architectural firms that the Library has on file, and advertised in various media outlets.

Roll Call: Ayes (7) Mr. Davis, Mrs. Strang, Mrs. Majikas, Mrs. Wilcosky, Mrs. Kosanovich, Mr. Scipione, Mrs. Henninger; Nays (0). Motion carried.

V. NEW BUSINESS

VI. UNFINISHED BUSINESS

A. **Progress Log** – as submitted

Mrs. Kuonen reviewed the grants that would apply to construction projects on the Main Library Campus:

- Cleveland Foundation – The Library has submitted a written request to request a \$100,000 grant.
- LSTA Grant – This is a federal grant not for construction but can be used for purchasing items such as picnic tables, a new storybook walk, and furniture. Mrs. Kuonen will inquire if this grant can be used for landscaping.

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, November 15, 2023 at the Main Library.


IX. ADJOURNMENT

#23-096 RESOLUTION:

Mrs. Henninger adjourned the meeting at 6:20 p.m. without objection.

**#23-096
AJOURNMENT**

SUBMITTED BY:  Secretary

APPROVED BY:  President