BOARD OF TRUSTEES
MENTOR PUBLIC LIBRARY
REGULAR BOARD MEETING
MINUTES NOVEMBER 20, 2024

I. **CALL TO ORDER/ROLL CALL:** 6:02 p.m. by President
- *Present:* Sarah Strang, Sue Wilcosky, Jen McGee, Andrew Mitcham
- *Excused*: Laurie Kosanovich, Mike Scipione, Christine Henninger
- *Staff Present:* Cheryl Kuonen, Colleen Snyder, Jen Grill, Sue Fram
- *Others Present:* Amy Senning, Manager; Keith Segina, staff SEIU Representative

II. **STAFF PRESENTATION: AMY SENNING, ADULT REFERENCE SERVICES MANAGER**
Mrs. Senning presented to the Board, reviewing duties of the librarians of which customer service is a main focus. Currently the department is planning 2025 programming and organizing partnership events and the Seed Library.

Mrs. Senning left the meeting at 6:07 p.m.

III. **APPROVAL OF MINUTES**

A. **Regular Meeting Minutes of September 18, 2024.**

#24-096 RESOLUTION:
On a motion by Ms. McGee, seconded by Mrs. Strang, the Board of Trustees of the Mentor Public Library resolved that the Minutes of the Regular Board Meeting of September 18, 2024 be adopted as presented.

Roll Call: Ayes (4) Mr. Mitcham, Ms. McGee, Mrs. Wilcosky, Mrs. Strang; Nays (0). Motion carried.

#24-096 APPROVAL OF REGULAR MEETING MINUTES OF SEPTEMBER 18, 2024

B. **Regular Meeting Minutes of October 16, 2024.**

#24-097 RESOLUTION:
The Board of Trustees of the Mentor Public Library resolved that the Minutes of the Regular Board Meeting of October 16, 2024 be adopted as presented.

#24-097 APPROVAL OF REGULAR MEETING MINUTES OF OCTOBER 16, 2024

Mrs. Strang tabled the approval of the Minutes due to the lack of a voting quorum. The Regular Board Meeting Minutes of October 16, 2024 will be presented for vote in December.

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

V. **REPORTS**

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

i. **Conditional Use Permit Public Hearing**

Mrs. Strang noted that the Public Hearing of the Municipal Planning Commission will take place on Thursday, December 5 at 7:00p.m. in the Mentor City Hall Council Chambers to review the Library's *Conditional Use Permit to Allow the Expansion of a Public Library Facility at 8215 Mentor Avenue*. Mrs. Strang and Mrs. Kuonen will attend. Other Trustees are invited to attend as well as any other persons that wish to speak in favor of the Mentor Library Master Plan. City officials met today to review items on the Planning Commission agenda.

Two letters have been received in support of the Library's project: Ben Capelle, Chief Executive Officer at Laketran and Dr. Joseph Glavan, Director of Workforce Development at Mentor Schools. Both letters have been submitted to the Planning Commission.

ii. **Nominating Committee**

The Officer Nominating Committee was appointed as follows: Jen McGee and Andrew Mitcham. 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:

- Sue Wilcosky has submitted her name to be reappointed to the Mentor Public Library Board, which will be voted upon at the December 10 meeting of the Mentor Schools Board.
- Marco Ciccarelli feels that the engineering documents for the Main Campus Master Plan will be ready for the Board's February meeting so that they can vote on language to advertise for sealed bids. Due to the size of the project, Mr. Ciccarelli recommends a bid period of 4 weeks.
- Hoopla usage has jumped recently. As costs to the library are based per use, starting in January patrons will be limited to 15 items, down from 20 per month. (Before COVID the limit was 10 per month and then increased during the pandemic.)
- The Library is discontinuing Flipster due to low usage; the funding will be used for NewsBank which is very popular.
- There are new ADA requirements for public websites which are effective in April 2026. In 2025 the Library will be working on website compliancy and a policy will be developed as required.
- Overdrive stopped providing MP3 access to books on CDs for download earlier this month. The Libby app can be used in its place.
- A Cleveland Clinic meeting was held at the Library today with area agencies.
- The Headlands Branch will be open on Wednesday, November 27 from 9:00 a.m. to 5:00 p.m. (normal hours are 1:00 – 9:00 p.m.) and they will be holding special Thanksgiving story times and other holiday activities.

ii. **Donations**

#24-098 RESOLUTION:
On a motion by Mrs. Wilcosky, seconded by Mr. Mitcham, the Board resolved to accept the Donation(s) as presented.

#24-098 DONATIONS

Roll Call: Ayes (4) Ms. McGee. Mrs. Wilcosky, Mr. Mitcham, Mrs. Strang; Nays (0). Motion carried.

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

i. **Financial Reports, October 2024**

#24-099 RESOLUTION:
On a motion by Mrs. Wilcosky, seconded by Mrs. Strang, the Board resolved that the Financial Reports for the month of October 2024 be accepted and filed – Cash Reconciliation, Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control Report.

#24-099 FINANCIAL REPORTS OCTOBER 2024

The November distribution of the PLF was received and was $4,000 higher than anticipated. We have received almost $17,000 more for the year compared to budget.

Roll Call: Ayes (4) Mr. Mitcham, Ms. McGee, Mrs. Wilcosky, Mrs. Strang; Nays (0). Motion carried.

ii. **Ratification of October 2024 Bills**

#24-100 RESOLUTION:
On a motion by Mrs. Strang, seconded by Ms. McGee, the Board resolved that the Bills paid in October 2024 as evidenced by the October Voucher Summary Reports be approved.

#24-100 RATIFICATION OF OCTOBER 2024 BILLS

Roll Call: Ayes (4) Mr. Mitcham, Ms. McGee, Mrs. Wilcosky, Mrs. Strang; Nays (0). Motion carried.

iii. **Investments**

#24-101 RESOLUTION:
On a motion by Mr. Mitcham, seconded by Mrs. Strang, the Board resolved that the Investments for October 2024 be approved as presented.

#24-101 INVESTMENTS OCTOBER 2024

$200,000 from Star Ohio was redeemed and deposited into the checking account to supplement funds available for general operating expenses; levy distributions are received only twice per year and the last distribution was received in August.

Roll Call: Ayes (4) Mrs. Wilcosky, Mr. Mitcham, Ms. McGee, Mrs. Strang; Nays (0). Motion carried.

iv. **Special Revenue Advance Return**

#24-102 RESOLUTION:

#24-102 SPECIAL REVENUE ADVANCE RETURN

On a motion by Ms. McGee, seconded by Mrs. Wilcosky, the Board resolved to approve the following Return – Advance Out:

Return Advance to – The General Fund (Fund I) $5,180.13

Return Advance from – The Special Revenue Fund (Fund 2)
Sub Fund – Libraries Accelerating Learning Grant $5,180.13

This resolution moves the unused funds from the Special Revenue Fund/Libraries Accelerating Learning Grant back to the General Fund.

Roll Call: Ayes (4) Mrs. Wilcosky, Mr. Mitcham, Ms. McGee, Mrs. Strang; Nays (0). Motion carried.

D. Board Committees

i. 2025 Board Meeting Dates

#24-103 RESOLUTION:

#24-103 2025 BOARD MEETING DATES

On a motion by the Joint Committee, seconded by Mr. Mitcham, the Board resolved to accept the 2025 Board Meeting Dates as presented.

Roll Call: Ayes (4) Mr. Mitcham, Mrs. Wilcosky, Ms. McGee, Mrs. Strang; Nays (0). Motion carried.

ii. Filtering

#24-104 RESOLUTION:

#24-104 FILTERING

On a motion by Ms. McGee, seconded by Mr. Mitcham, the Mentor Public Board of Trustees resolves to approve internet filtering for public computers provided by the Ohio Public Library Information Network (OPLIN) free of charge through Open DNS. The Library will now be in compliance with the Children's Internet Protection Act (CIPA) and will be potentially eligible for additional e-rate funding and additional federal grants*.

***Part of CIPA compliance requires that adult patrons may request filtering to be turned off.**

Roll Call: Ayes (4) Mrs. Wilcosky, Mr. Mitcham, Ms. McGee, Mrs. Strang; Nays (0). Motion carried.

VI. NEW BUSINESS – none

VII. UNFINISHED BUSINESS

A. Progress Log – as presented

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, December 18, 2024 at the Main Library.

XI. ADJOURNMENT

#24-105 RESOLUTION: **#24-105 ADJOURNMENT**

Mrs. Strang adjourned the meeting at 6:24 p.m. without objection.

SUBMITTED BY: _____ **Secretary**

APPROVED BY: Sarah Strang **President**