

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

- I. **CALL TO ORDER/ROLL CALL:** 5:59 p.m. by Vice President, Mrs. Sue Wilcosky
- *Present:* Sue Wilcosky, Sarah Strang, Melanie Majikas, Thomas Davis, Laurie Kosanovich
 - *Excused:* Christine Henninger, 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 Special Meeting Minutes of January 11, 2023.**

#23-019 RESOLUTION:

On a motion by Mrs. Majikas, seconded by Mr. Davis, the Board resolved that the Minutes of the Special Board Meeting of January 11, 2023 be adopted as corrected.

Roll Call: Ayes (4) Mr. Davis, Mrs. Majikas, Mrs. Strang, Mrs. Wilcosky; Nays (0). Motion carried.

**#23-019
APPROVAL OF
THE SPECIAL
MEETING MINUTES
OF
JANUARY 11, 2023**

- B. **Approval of the Organizational Meeting Minutes of January 18, 2023.**

#23-020 RESOLUTION:

On a motion by Mrs. Strang, seconded by Mrs. Majikas, the Board resolved that the Minutes of the Organizational Board Meeting of January 18, 2023 be adopted as corrected.

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

**#23-020
APPROVAL OF
THE
ORGANIZATIONAL
MEETING MINUTES
OF
JANUARY 18, 2023**

- C. **Approval of the Regular Meeting Minutes of January 18, 2023.**

#23-021 RESOLUTION:

On a motion by Mr. Davis, seconded by Mrs. Strang, the Board resolved that the Minutes of the Regular Board Meeting of January 18, 2023 be adopted as presented.

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

**#23-021
APPROVAL OF
THE REGULAR
MEETING MINUTES
OF
JANUARY 18, 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 has been in touch with patron Kelly Feola, who spoke at last month's Board meeting to request programming for homeschool children. Thanks to the LAL Grant, Early Literature classes are being scheduled at all library locations, however Lake Branch's classes are being scheduled during the day for homeschoolers' convenience. Kim Sidorick, Childrens Department Manager, is working with Ms. Feola to schedule a tour of our Main Library.
- Administration is researching a way to determine the number active library patrons in the Concord area, which consists of both 44060 and 44077 zip codes. The County has determined that there are 6,045 Concord residents in Concord within the Mentor Schools district. Mrs. Kuonen has reached out to Clevnet for help.
- Our new Partnership & Development Manager begins on Monday, February 20. Cory Blackledge comes to us from the Akron Zoo where he was involved in outreach and programs, and has worked with schools, children, and seniors, and has worked on grants. Cory's position will place him out in our community representing the library at special area events such as Kids Fest coming up at Great Lakes Mall in March.
- March 28 is the date for the State of the City presentation at Mentor Area Chamber of Commerce's luncheon meeting. The Library is sponsoring the event, and any Trustees interested in attending should contact Mrs. Kuonen for registration.
- Questions from the Trustees regarding the Library's Behavior Policy have been sent to the County Prosecutor.

ii. Donations

#23-022 RESOLUTION:

On a motion by Mrs. Majikas, seconded by Mrs. Strang, the Board resolved that the donations be accepted as presented.

**#23-022
DONATIONS**

Mrs. Kuonen noted 2 donations are "in memory of" from former Trustee Diane Wantz.

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

C. Financial – Colleen Snyder, Fiscal Officer

i. Financial Reports, January 2023

#23-023 RESOLUTION:

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

**#23-023
FINANCIAL
REPORTS
JANUARY 2023**

The February PLF distribution has been received at \$222,000 which \$11,000 higher than we estimated and \$7,000 more than last year.

Regarding the Libraries Accelerating Learning Grant: in January the Library expended \$26,000 of our own funds and in February the Library expended another \$26,800. About \$53,000 has been expended so far of the \$80,832 provided by the Grant. The Ohio Department of Education is working on their website portal where libraries will be able to request reimbursement, but that function is not working yet (as of this meeting). Mrs. Snyder will keep checking daily in order to request reimbursement as soon as possible.

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

ii. Ratification of January 2023 Bills

#23-024 RESOLUTION:

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

**#23-024
RATIFICATION
OF JANUARY 2023
BILLS**

Mrs. Snyder explained that any check that is written for \$5,000 or more requires a second signature of either the Board President or Vice President.

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

iii. Investments

#23-025 RESOLUTION:

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

**#23-025
INVESTMENTS
JANUARY 2023**

Mrs. Snyder stated that Star Ohio interest rates are close to 4.8% and CDs are about 4.75%. The newest CD replacements were purchased at a 4.65% rate.

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

D. Board Committees – Cheryl Kuonen

i. Revised Meeting Room Policy

#23-026 RESOLUTION:

On a motion by the Committee, seconded by Mr. Davis, the Board resolved to approve the revised Meeting Room Policy as presented.

**#23-026
REVISED MEETING
ROOM POLICY**

Mrs. Kuonen confirmed that although the use of the Library's AV equipment is no-charge, a patron would be charged if the projector remote is not returned. Ms. Pelton added that she cannot recall ever having to order a replacement remote.

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

ii. Settlement Agreement

#23-027 RESOLUTION:

On a motion by the Committee, seconded by Mrs. Strang, the Board resolved to approve the Settlement Agreement with SEIU District 1199 as presented.

**#23-027
SETTLEMENT
AGREEMENT**

Mrs. Kuonen and Mrs. Grill stated that the employee’s wages have been adjusted and nothing has been held up. The first quarterly payment will be made in March.

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

V. NEW BUSINESS – none presented

VI. UNFINISHED BUSINESS -

A. Progress Log – as presented

Mrs. Kuonen updated the Trustees on the staff room construction, stating that the contractors are scheduled to start mobilization on Monday, February 20, which includes bringing in a dumpster, equipment, and supplies. Demolition of the area is scheduled to start the following week.

The City of Mentor requires construction work to be done between the hours of 7:30 am and 7:30 pm due to noise considerations; our contractors do not expect to work past 5:00 pm.

VII. PUBLIC PRESENTATION TO THE BOARD - none

VIII. NEXT MEETING TIME AND PLACE ANNOUNCED:

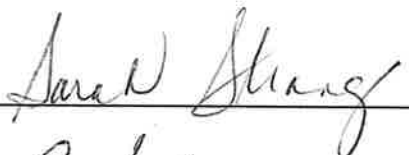
The next meeting is at 6:00 p.m. on Wednesday, March 15, 2023 at the Main Library.

IX. ADJOURNMENT

#23-028 RESOLUTION:

Mrs. Wilcosky adjourned the meeting at 6:21 p.m. without objection.

**#23-028
AJOURNMENT**

SUBMITTED BY:  Secretary

APPROVED BY:  President