

**BOARD OF TRUSTEES
MENTOR PUBLIC LIBRARY
REGULAR BOARD MEETING
MINUTES APRIL 19, 2023**

- I. **CALL TO ORDER/ROLL CALL:** 6:02 p.m. by President, Mrs. Christine Henninger
- *Present:* Christine Henninger, Sue Wilcosky, Sarah Strang, Melanie Majikas, Thomas Davis
 - *Present on Zoom:* Laurie Kosanovich
 - *Excused:* Lisa Wiener
 - *Staff Present:* Cheryl Kuonen, Colleen Snyder, Jen Grill, Sue Fram
 - *Others Present:* Dawn Gainer, Senior Interior Designer and Ivan Valentic, Senior Landscape Architect, GPD Group; Mary Pelton, staff SEIU Representative
- II. **GUEST PRESENTATION: IVAN VALENTIC AND DAWN GAINER FROM GPD GROUP**

GPD designers Ms. Gainer and Mr. Valentic reviewed their Mentor Library Design Ideation (Feasibility Study) dated April 19, 2023. Four design options were presented for reorganizing the Main Library’s campus, including building interiors and outdoor spaces, to accommodate current and future needs of the Main Library. Options #1, #2A, and #2B utilize the Lauren J house as office space. Option #3 proposes a 4,000 sq. ft. addition on the south side of the existing Main Library building and demolition of the Lauren J house. All options remove the existing garage and reconfigure the Read property to create flexible outdoor program space and expand the Story Book Walk. A Budget Study based on this initial Design Ideation was included in the presentation and discussed.

Discussion will continue in future Library Board meetings.

The Trustees thanked Dawn and Ivan for their presentations, and they left the meeting at 7:01 p.m.

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

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

i. **Financial Reports, March, 2023**

#23-037 RESOLUTION:

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

**#23-037
FINANCIAL
REPORTS
MARCH 2023**

The April PLF distribution has been received and is in line with last year and budget estimates. Over the last 18 months or so we had been experiencing significant increases over the budget and previous years. It is unclear if the distribution is leveling off, but we will keep an eye on it.

The levy proceeds first half distribution was received in March. It was \$47,000 higher than budgeted and \$40,000 higher than last year. The total collections that the County received were higher than anticipated for the first half.

Passport revenue for the first quarter of this year is \$5,500 higher than it was for the first quarter of last year, indicating a significant increase in those services.

The auditors were onsite this week and completed field work. The remainder of their work will be done offsite and then we expect to hear back from them in the next 2 weeks.

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

ii. Ratification of March 2023 Bills

#23-038 RESOLUTION:

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

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

**#23-038
RATIFICATION
OF MARCH 2023
BILLS**

iii. Investments

#23-039 RESOLUTION:

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

Mrs. Snyder stated that in the month of April 2 CDs matured, 2 CDs were purchased to replace them, and one 2-year CD was purchased. The rates on longer term CDs incrementally decrease with length of CD so they are not as high as a one-year CD would be.

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

**#23-039
INVESTMENTS
MARCH 2023**

iv. Special Revenue Fund Advance

#23-040 RESOLUTION:

On a motion by Mrs. Henninger, seconded by Mrs. Wilcosky, the Mentor Public Library Board of Trustees resolved to approve the Return – Advance Out as follows:

Return Advance to – The General Fund (Fund 1) \$55,168.20

Return Advance from – The Special Revenue Fund (Fund 2)

Sub Fund – Libraries Accelerating Learning Grant \$55, 168.20

The \$55,168.20 is the amount that has been submitted and received for the Libraries Accelerating Learning Grant. The Grant is a reimbursing grant, which means the money is received after the

**#23-040
SPECIAL REVENUE
FUND ADVANCE**

expense has occurred. In January, the Board approved an advance to the Special Revenue Fund for this grant in the amount of \$80,832 to cover the reimbursable expenses.

Mrs. Snyder stated that she has submitted a second project request of \$9,290.43 which should be received shortly. Total expenses for the grant year-to-date are \$64,458.63.

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

v. LSTA Grant

#23-041 RESOLUTION:

On a motion by Mr. Davis, seconded by Mrs. Strang, the Mentor Public Board of Trustees resolved to accept the Library Services and Technology Act (LSTA) Grant FY2022. This grant is to help with costs associated with Summer Library Programs, a Services to Targeted populations project. The library has been awarded the full proposal amount of \$999.

**#23-041
LSTA GRANT**

This grant will be tracked in the Special Revenue Fund:

- 2 – Special Revenue Fund
- 204-LSTA Grant

This grant was submitted by the Childrens Department Manager and was approved for the full amount of the request.

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

V. APPROVAL OF MINUTES

A. Approval of the Meeting Minutes of March 15, 2023.

#23-042 RESOLUTION:

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

**#23-042
APPROVAL OF
THE REGULAR
MEETING MINUTES
OF
MARCH 15, 2023**

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

VI. REPORTS

A. President’s Report - none

B. Library System – Cheryl Kuonen

i. Directors Report

Director updates

- The House Budget proposal out today sets the PLF permanently at 1.7%. The lowest 2 income tax brackets are proposed to be combined and the State Income Tax rate of that new bracket is proposed to be reduced from 3.226% to 2.75%. This would result in a loss of \$1B from the GRF, or \$17M from the

PLF (this represents a 3-4% loss). OLC has asked library officials to contact their representatives to request the PLF be 1.76% or to offset the reduction by holding libraries harmless. (HB1 is no longer being considered.)

Mrs. Henninger left the meeting at 7:09 p.m.

- Mrs. Kuonen and Mrs. Snyder will attend Legislative Day in Columbus on Wednesday, April 26 and will be meeting with Representative Dan Troy, Senator Jerry Cirino, and possibly Representative Jamie Callender.
- Senator Cirino was at the Main Library on Monday, April 17 and read to the children attending Snappy Little Story Time.
- The Lake Branch lobby remodel is complete with fresh paint and a new display and public info rack that is already attracting attention.
- One side of the Lake Branch leak repair has been completed and the other side will be done next week when more shingles are received.
- Two large evergreen trees on the border of the Read property and the neighbor to the east will be removed as they are reaching end-of-life and dropping branches.
- Two diseased crabapples at the entrance of the Main Library will be removed and replaced with a different species of tree.
- The lilac hedge at Main that was rejuvenation-pruned last fall by licensed arborists from Bartlett Tree is looking very good this spring.
- The staff room remodel is on schedule - painting and flooring are being done this week.
- Per the Replacement Reserve Study, quotes are being gathered for window replacement in the lighthouse at Branch.
- During busy times at Main, first floor patrons are being directed to quieter sections of the library.
- Reading Rockstars for homeschoolers began at the Lake Branch on Tuesday but was only attended by 1 student. The program will be re-evaluated when the Lake Branch/homeschool portion is completed in May.
- Mrs. Kuonen will be unable to attend the May Board Committee meeting, however 2 policies will be presented for discussion: Sponsorship Policy and Public Social Media Policy.
- The Library is donating old computers to PCs for People. They wipe clean and repurpose them for low-income individuals in Lake County. A listening session is scheduled for April 24 at the Lake Branch.

a. Donations

#23-043 RESOLUTION:

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

**#23-043
DONATIONS**

Mrs. Kuonen noted that a local baker closed her business and donated 49 cake pans to the Library of Things.

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

C. Board Committees – Cheryl Kuonen – none

VII. NEW BUSINESS – none presented

VIII. UNFINISHED BUSINESS - none

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, May 17, 2023 at the Lake Branch.

XI. ADJOURNMENT

#23-044 RESOLUTION:

Mrs. Wilcosky adjourned the meeting at 7:23 p.m. without objection.

**#23-044
AJOURNMENT**

SUBMITTED BY:  Secretary

APPROVED BY:  President

