

**BOARD OF TRUSTEES
MENTOR PUBLIC LIBRARY
REGULAR BOARD MEETING at Lake Branch
MINUTES MAY 15, 2024**

I. CALL TO ORDER/ROLL CALL: 6:03 p.m. by President, Sarah Strang

- *Present:* Sarah Strang, Tom Davis, Laurie Kosanovich, Sue Wilcosky, Jennifer McGee
- *Excused:* Mike Scipione
- *Absent:* Christine Henninger
- *Staff Present:* Cheryl Kuonen, Colleen Snyder, Jen Grill, Sue Fram
- *Others Present:* Cailey Hutchins, Manager; Marco Ciccarelli, StudioTECHNE Architects; Keith Segina, staff SEIU Representative;

**II. MANAGERS PRESENTATION: CAILEY HUTCHINS, MENTOR-ON-THE-LAKE BRANCH
MANAGER**

Mrs. Hutchins presented to the Board, stating that program attendance in 2024 has been climbing across all ages. Patrons are requesting even more adult programs and Mrs. Hutchins touched on upcoming Summer Reading programming and new partnerships. Events are also being planned to celebrate the City of Mentor-on-the-Lake’s 100th Anniversary this year.

III. PRESENTATION BY STUDIO TECHNE

Mr. Ciccarelli discussed 2 concept designs for the Main Library building that were based on patron and library staff feedback (a third concept was previously eliminated by the leadership team). Both concepts involve a reorganization of spaces and flow within the existing walls and exterior expansion to different degrees. Popular requests from patrons included adding more windows and creating cozy and comfortable seating spaces; the Trustees felt that concept 3 addressed this more fully while adding modern updates to the building at the same time.

The greenspace plans were missing the existing conditions plot from Land Design Consultants (delayed due to weather) however 2 good site plan concepts were presented that include a pavilion, programming space, walking paths, and a garage. Plans for the greenspace have been expanded to include the most recent property acquisition on Mentor Ave. that lies between the Main Library and staff parking lot.

During the upcoming weeks the architects will take the information received from the Library Board at today’s meeting to further refine the plans. A review meeting with Library staff is scheduled for June 5.

Mr. Ciccarelli left the meeting at 7:21 p.m.

Cailey Hutchins left the meeting at 7:21 p.m.

IV. APPROVAL OF MINUTES

A. Approval of the Regular Meeting Minutes of April 17, 2024.

#24-045 RESOLUTION:

On a motion by Mrs. Kosanovich, seconded by Mrs. Strang, the Board resolved that the Minutes of the Regular Board Meeting of April 17, 2024 be adopted as presented.

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

**#24-045
APPROVAL OF
REGULAR MEETING
MINUTES OF
APRIL 17, 2024**

V. PUBLIC COMMENT ON AGENDA ITEMS - none

VI. REPORTS

A. President's Report – Mrs. Strang - none

B. Library System – Cheryl Kuonen

i. Donations

#24-046 RESOLUTION:

On a motion by Mrs. Strang, seconded by Ms. McGee, the Board resolved to accept the Donation(s) as presented.

**#24-046
DONATIONS**

The Trustees acknowledged donations received from The Cleveland Clinic and Meijer for the Summer Reading Program and a generous donation for the greenspace project.

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

ii. Director's Report

Director Updates

- The Library was contacted by Cleveland Electric Illuminating Co. that a power pole near the staff parking lot on SharonLee which supplies power to the Main Library requires repair. The maintenance is scheduled for Thursday, June 6 at 8:00 a.m. and is weather-dependent. The maintenance is expected to take 1 hour however 2 hours may be needed if they run into issues. The Main Library opening on June 6 will be delayed until 10:00 a.m. as the power will be off. If the maintenance is completed before 10:00 a.m. the Library will open early.
- Window replacement at the Lake Branch will take place after Summer Reading is over and the building will have to be closed for one day for safety reasons. The work is expected to take 3 days total.
- Membership passes have become very popular, especially the pass to the Holden Arboretum.

C. Financial – Colleen Snyder, Fiscal Officer

i. Financial Reports, April 2024

#24-047 RESOLUTION:

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

**#24-047
FINANCIAL
REPORTS
APRIL 2024**

The PLF distribution for May has been received and it came in about \$19,000 lower than budgeted and currently we are \$34,000 lower than we budgeted for the year. The Office of Budget Management reported that the decrease in the May distribution was due to higher than anticipated tax refunds.

The TIF funds from the City of Mentor have been received in the amount of \$65,000.

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

ii. Ratification of April 2024 Bills

#24-048 RESOLUTION:

On a motion by Mr. Davis, seconded by Ms. McGee, the Board resolved that the Bills paid in April 2024 as evidenced by the April Voucher Summary Reports be approved.

**#24-048
RATIFICATION
OF APRIL 2024
BILLS**

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

iii. Investments

#24-049 RESOLUTION:

On a motion by Mrs. Wilcosky, seconded by Mrs. Strang, the Board resolved that the Investments for April 2024 be approved as presented.

**#24-049
INVESTMENTS
APRIL 2024**

Two CDs were purchased in May at just over 5% interest. So far, the interest rates have not started to decrease this year as was expected.

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

iv. Motion to Accept Grant

#24-050 RESOLUTION:

On a motion by Mrs. Strang, seconded by Mrs. Wilcosky, the Mentor Public Library Board of Trustees resolved to accept the Western Reserve Junior Service League Grant of \$840 for the Aunt Flow Project.

**#24-050
WRJSL GRANT
ACCEPTANCE**

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

v. Special Revenue Advance Return

#24-051 RESOLUTION:

On a motion by Mrs. Kosanovich, seconded by Mr. Davis the Mentor Public Library Board of Trustees resolved to approve the following Return-Advance Out:

**#24-051
SPECIAL REVENUE
ADVANCE RETURN**

Return Advance to – The General Fund (Fund 1) \$3,194.76

Return Advance from – The Special Revenue Fund (Fund 2)
Sub Fund – Libraries Accelerating Learning Grant \$3,194.76

This resolution returns funds from the Special Revenue Fund to the General Fund as payment for expenses are received from the Libraries Accelerating Learning Grant.

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

vi. 2025 Tax Budget

#24-052 RESOLUTION:

On a motion by Mr. Davis, seconded by Mrs. Wilcosky, the Mentor Public Library Board of Trustees resolved that whereas the State/County requires that the Library submit a budget delineating the need for the collection of the voted library milage,

**#24-052
2025 TAX BUDGET**

Now, therefore, be it resolved that the 2025 Tax Budget as presented be adopted and referred to the School Board for approval and submission to the County.

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

D. Board Committees

i. General Policy Handbook

#24-053 RESOLUTION:

On a motion by Ms. McGee, seconded by Mrs. Strang, the Mentor Public Library Board of Trustees resolved to approve the updated General Policy Handbook as presented.

**#24-053
GENERAL POLICY
HANDBOOK**

Mrs. Kuonen added that the policy will be updated on the Library's website.

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

VII. NEW BUSINESS - none

VIII. OLD 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, June 19, 2024 at the Main Library.

XI. ADJOURNMENT

#24-054 RESOLUTION:

Mrs. Strang adjourned the meeting at 7:35 p.m. without objection.

**#24-054
ADJOURNMENT**

SUBMITTED BY: Laurie Kossman Secretary

APPROVED BY: Paul Strang President