

**BOARD OF TRUSTEES  
MENTOR PUBLIC LIBRARY  
REGULAR BOARD MEETING  
MINUTES MAY 17, 2023**

- I. **CALL TO ORDER/ROLL CALL:** 5:59 p.m. by Vice President, Sue Wilcosky
- *Present:* Sue Wilcosky, Sarah Strang, Melanie Majikas, Thomas Davis
  - *Excused:* Christine Henninger, Lisa Wiener, Laurie Kosanovich
  - *Staff Present:* Cheryl Kuonen (on Zoom), Colleen Snyder, Jen Grill, Sue Fram
  - *Others Present:* Lisa Layton, staff SEIU Representative  
Cailey Hutchins, Lake Branch Manager

II. **APPROVAL OF MINUTES**

- A. **Approval of the Meeting Minutes of April 19, 2023.**

**#23-045 RESOLUTION:**

On a motion by Mrs. Majikas, seconded by Mrs. Strang, the Board resolved that the Minutes of the Regular Board Meeting of April 19, 2023 be adopted as presented.

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

**#23-045  
APPROVAL OF  
THE REGULAR  
MEETING MINUTES  
OF  
APRIL 19, 2023**

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

IV. **REPORTS**

- A. **President’s Report** – none

- B. **Library System** – Cheryl Kuonen

i. **Director’s Report**

**Director Updates**

- Some Clevnet numbers are missing on the spreadsheet.
- Shred Day went well with the time modification and will be scheduled again in 2024.
- We are introducing a new children’s email newsletter *Early Word* which will be out next week for June.
- Mrs. Kuonen stated that she received emailed pictures of the staff room renovation from Craig. Cabinets are being installed and look really good.
- Lake County Libraries are planning a Haunted Holiday Cooperative Passport.
- We do not have any information yet regarding Ohio’s new law (HB 23) that allows “enhanced” drivers licenses to be used as passports to Canada and Mexico, and what the result would be for passport applications.

**a. Donations**

**#23-046 RESOLUTION:**

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

**#23-046  
DONATIONS**

Mrs. Kuonen added that this donation is in memory of a Headlands Branch patron.

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

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

**i. Financial Reports, April 2023**

**#23-047 RESOLUTION:**

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

**#23-047  
FINANCIAL  
REPORTS  
APRIL 2023**

The May PLF distribution has been received and was down \$7,000 from what we had estimated. The State indicated that it is more than likely due to a shortfall in personal income taxes collected and the shortfall should be righted in May.

OLC testified yesterday in front of the Ohio Senate Finance Committee regarding HB33. The bill is currently moving through the Senate, and when passed it will go back to the House with hopes there will be a bill by the end of June to vote on.

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

**ii. Ratification of April 2023 Bills**

**#23-048 RESOLUTION:**

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

**#23-048  
RATIFICATION  
OF APRIL 2023  
BILLS**

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

In answer to a question, Mrs. Snyder and Mrs. Kuonen stated that the library places ads in publications within the Mentor Public Schools and also purchases radio spots when school teams are in the playoffs and games are broadcast.

**iii. Investments**

**#23-049 RESOLUTION:**

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

**#23-049  
INVESTMENTS  
APRIL 2023**

Mrs. Snyder had no updates from the Joint Committee meeting of May 10, 2023.

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

iv. Tax Budget

**#23-050 RESOLUTION:**

On a motion by the Joint Committee, seconded by Mrs. Strang, 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 millage,

Now, therefore be it resolved that the 2024 Tax Budget be adopted and referred to the School Board for submission to the County as presented.

Mrs. Snyder stated that nothing had changed since the review in the Joint Committee on May 10, 2023. The Tax Budget will be sent to Mentor School Board tomorrow and will most likely be an agenda item for their June or early July meeting.

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

v. 2023 Amended Appropriations

**#23-051 RESOLUTION:**

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

Mrs. Snyder stated that the 2023 Appropriations were reviewed in the Joint Committee and the LSTA grant expenses were added.

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

D. Board Committees – Sue Wilcosky

i. Social Media Policy – Jen Grill, Cheryl Kuonen

**#23-052 RESOLUTION:**

On a motion by the Joint Committee, seconded by Mrs. Strang, the Mentor Public Library Board resolved to approve the policy on use of Mentor Public Library’s Social Media as presented.

The policy will be posted on the Library’s website and in the About section of our Social Media. We will create a separate post for patrons’ attention that the library has updated its policies.

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

ii. Sponsorship Policy – Jen Grill, Cheryl Kuonen

**#23-053 RESOLUTION:**

On a motion by the Joint Committee, seconded by Mr. Davis, the Mentor Public Library Board resolved to approve the policy on Sponsorships as presented.

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

**#23-050  
TAX BUDGET**

**#23-051  
2023 AMENDED  
ANNUAL  
APPROPRIATIONS  
MEASURE**

**#23-052  
SOCIAL MEDIA  
POLICY**

**#23-053  
SPONSORSHIP  
POLICY**

Mrs. Kuonen added that our Library seems to be ahead of the curve as no other libraries that were contacted had this policy yet, and thanked Cory Blackledge for his work on developing it.

V. **NEW BUSINESS** – none presented

VI. **UNFINISHED BUSINESS**

A. **GPD Campus Discussion**

Mrs. Kuonen suggested that a more thorough discussion would take place at the June Board meeting, however mentioned that the Trustees should contemplate the pros and cons of whether to use or not use the Lauren J house as a part of the campus plan.

Consideration will be made of forming a focus group involving 6-12 members of the community. Mrs. Kuonen will look into this and place the item on the Joint Committee agenda for the June meeting for further discussion.

B. **Progress Log**

Mrs. Kuonen updated the Trustees that the staff room renovation is on schedule and should be ready along with the Childrens restrooms by the end of the month. However due to delayed doors the staff restrooms will not be completed as soon. Mrs. Snyder added that the construction team has been really good and have kept everything very clean.

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, June 21, 2023 at the Main Library.

IX. **ADJOURNMENT**

**#23-054 RESOLUTION:**

Mrs. Wilcosky adjourned the meeting at 6:18 p.m. without objection.

**#23-054  
AJOURNMENT**

SUBMITTED BY:  Secretary

APPROVED BY:  President