BOARD OF TRUSTEES
MENTOR PUBLIC LIBRARY
REGULAR BOARD MEETING
MINUTES JUNE 19, 2024

I. **CALL TO ORDER/ROLL CALL:** 6:02 p.m. by President, Sarah Strang
- *Present:* Sarah Strang, Tom Davis, Sue Wilcosky, Jennifer McGee
- *Excused:* Mike Scipione, Christine Henninger
- *Absent:* Laurie Kosanovich (arrived 6:03 p.m.)
- *Staff Present:* Cheryl Kuonen, Colleen Snyder, Jen Grill, Sue Fram
- *Others Present:* Josh Sebrasky, Manager; Marco Ciccarelli, StudioTECHNE Architect; Keith Segina, staff SEIU Representative

II. **MANAGERS PRESENTATION: JOSH SEBRASKY, HEADLANDS BRANCH MANAGER**
Mr. Sebrasky presented to the Board, stating that Headlands Branch has had a lot of success with program attendance and outreach visits over the last several years. Larger Branch programs are now offered and held at the Headlands Community Center thanks to a strong relationship and the Center recently obtaining a 501(c)3 status.

Mrs. Kosanovich arrived at 6:03 p.m.

Josh Sebrasky left the meeting at 6:08 p.m.

III. **PRESENTATION BY STUDIO TECHNE**
Mr. Ciccarelli reviewed updated plans for the Mentor Main Library Campus after gaining additional input from library managers and staff that attended a meeting on June 5. Mr. Ciccarelli and Mrs. Kuonen met with City of Mentor officials on June 3 to present the overall concepts for combining all the properties into one campus. The City was pleased to see that the plans eliminate both driveway exits to Mentor Ave. They have requested that we call the greenspace structure a "shelter" rather than a "pavilion".

Mr. Ciccarelli will attend the June 20 meeting of the Teen Advisory Board to collect ideas for the proposed Teen Space. An open-to-all Community Meeting is scheduled for residents on June 26 at 6:30 p.m. to present the Main Library Campus plans to the public for the first time. StudioTECHNE will have exterior and possibly 3D drawings at the July 10 Joint Committee meeting.

Mr. Ciccarelli left the meeting at 6:33 p.m.

IV. **APPROVAL OF MINUTES**

A. **Approval of the Regular Meeting Minutes of May 15, 2024.**

#24-055 APPROVAL OF REGULAR MEETING MINUTES OF MAY 15, 2024

#24-055 RESOLUTION:
On a motion by Mr. Davis, seconded by Mrs. Wilcosky, the Board resolved that the Minutes of the Regular Board Meeting of May 15, 2024 be adopted as presented.

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

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

VI. **REPORTS**

A. **President's Report – Mrs. Strang**
Mrs. Strang stated that she and Mrs. Wilcosky attended the Main Library's wine tasting program at Ferrante Winery and that they were very impressed with how well organized the event was. The Ferrante staff were very welcoming and accommodating.

B. **Library System – Cheryl Kuonen**

i. **Donations**

#24-056 RESOLUTION: **#24-056 DONATIONS**
On a motion by Mrs. Wilcosky, seconded by Ms. McGee, the Board resolved to accept the Donation(s) as presented.

The Trustees acknowledged donations being received in memory of Robert Elegante who was a Mentor Public Library Trustee and served during the 1980-1991 Main Library expansion.

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 Land Bank was contacted for a demolition timeline, but we have not heard back. In the meantime, the Mentor Fire Department will use the Lauren J house for smoke training next week.
- Mrs. Kuonen finished Donuts With the Director open office hours with library staff at all the branches and said she received good questions and favorable comments about the Main Library Campus plans.
- Bartlett Tree was at the Main Library yesterday to clean up lilacs that had been hit by a car last week. The patron dropped off a check to cover the damage.

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

i. **Financial Reports, May 2024**

#24-057 RESOLUTION: **#24-057 FINANCIAL REPORTS MAY 2024**
On a motion by Mr. Davis seconded by Mrs. Strang, the Board resolved that the Financial Reports for the month of May 2024 be accepted and filed – Cash Reconciliation, Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control Report.

Mrs. Snyder is preparing a presentation regarding property taxes for the July 10 Joint Committee Meeting.

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

ii. Ratification of May 2024 Bills

#24-058 RESOLUTION:
On a motion by Mrs. Kosanovich, seconded by Mrs. Wilcosky, the Board resolved that the Bills paid in May 2024 as evidenced by the May Voucher Summary Reports be approved.

#24-058 RATIFICATION OF MAY 2024 BILLS

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

iii. Investments

#24-059 RESOLUTION:
On a motion by Mrs. Strang, seconded by Mrs. Wilcosky, the Board resolved that the Investments for May 2024 be approved as presented.

#24-059 INVESTMENTS MAY 2024

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

iv. Special Revenue Fund Advance Return

#24-060 RESOLUTION:
On a motion by the Joint Committee, seconded by Mrs. Kosanovich the Mentor Public Library Board of Trustees resolved to approve the following Return-Advance Out:

#24-060 SPECIAL REVENUE ADVANCE RETURN

Return Advance to – The General Fund (Fund 1) $600.87

Return Advance from – The Special Revenue Fund (Fund 2)
Sub Fund – Libraries Accelerating Learning Grant $600.87

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

D. Board Committees

i. 2025 Calendar

#24-061 RESOLUTION:
On a motion by the Joint Committee, seconded by Ms. McGee, the Mentor Public Library Board of Trustees resolved to approve the 2025 Calendar as presented.

#24-061 2025 HOLIDAYS CALENDAR

Roll Call: Ayes (5) Mrs. Kosanovich, Mrs. Wilcosky, Ms. McGee, Mr. Davis, 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, July 17, 2024 at The HUB in Mentor High School.

Mrs. Strang announced that Mr. Davis has resigned his position on the Board of Trustees. As this was his last meeting, Mr. Davis was thanked for his service and valuable input during his tenure. Mr. Davis stated that he enjoyed his time as a Trustee.

XI. **ADJOURNMENT**

#24-062 RESOLUTION:
Mrs. Strang adjourned the meeting at 6:45 p.m. without objection.

#24-062
ADJOURNMENT

SUBMITTED BY: _____ **Secretary**

APPROVED BY: _____ **President**