

**BOARD OF TRUSTEES
MENTOR PUBLIC LIBRARY
REGULAR BOARD MEETING
MINUTES JUNE 21, 2023**

- I. **CALL TO ORDER/ROLL CALL:** 6:01 p.m. by Vice President, Sue Wilcosky
- *Present:* Sue Wilcosky, Sarah Strang, Melanie Majikas, Thomas Davis
 - *Excused:* Christine Henninger
 - *Absent:* Lisa Wiener, Laurie Kosanovich
 - *Staff Present:* Cheryl Kuonen, Colleen Snyder, Sue Fram
 - *Others Present:* Mary Pelton, staff SEIU Representative

II. **APPROVAL OF MINUTES**

- A. **Approval of the Meeting Minutes of May 17, 2023.**

#23-055 RESOLUTION:

On a motion by Mrs. Majikas, seconded by Mr. Davis, the Board resolved that the Minutes of the Regular Board Meeting of May 17, 2023 be adopted as presented.

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

**#23-055
APPROVAL OF
THE REGULAR
MEETING MINUTES
OF
MAY 17, 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

- Our Butterfly Garden volunteer has been maintaining the garden; the milkweed she planted has multiplied very well!
- Cory Blackledge was awarded his first grant from ALA for technology training. Mrs. Snyder will provide more information and the paperwork at the July Committee Meeting and the resolution for vote to accept this grant will be presented at the July Board meeting. The appropriations will also be amended. We are awaiting notification on the other grant that was submitted and Cory is currently working on 2 additional grants.
- An issue that occurred in May between the Aqua Ohio and Mentor-on-the-Lake Branch properties is in the process of being resolved with the MOL Police, City of MOL, and Aqua Ohio. Mrs. Kuonen has contacted Mentor's Planning and Zoning Department and Cailey Hutchins has contacted Aqua Ohio. Options such as removing one fence are being considered but would require approval from the City of Mentor-on-the-Lake.

- Summer Reading participation is good and at about the same number as last year. Mrs. Kuonen stated that it is not unusual for families to participate in summer reading programs at more than one library district.

C. Financial – Colleen Snyder, Fiscal Officer

i. Financial Reports, May 2023

#23-056 RESOLUTION:

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

**#23-056
FINANCIAL
REPORTS
MAY 2023**

The quote for repair of the Main Library’s HVAC chiller compressor and coil came in at \$27,500. It will take 3 weeks for the parts to come in. The chiller is a 2006 unit and the Replacement Reserve Study schedules the replacement of the chiller in 2030 with a budget of \$105,000. Estimates to replace the whole unit now are \$110,000 which is over the threshold and would have to be bid. However the parts that have failed still need to be fixed as a whole unit replacement has a 36-week lead time. The Building Fund is budgeted in the amount of \$16,000 for replacement of the exterior sign at the Main Library – the estimate came in \$11,500 under budget as the decision was made to eliminate an electronic sign due to City regulations. Savings from the sign project and several others that are coming in under budget can be used toward the cost for the repair of the HVAC chiller. The remaining \$16,000 could come from the Contingency Fund, leaving an \$8,000 balance in the Contingency Fund.

A draft of the 2022 financial statements from the auditor has been received, and we are waiting for final approval from the independent accounting firm and Auditor of State. No changes were made from what Mrs. Snyder submitted to the Auditor of State. Trustees will receive the link to the financial reports when the Auditor of State has approved our audit.

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

ii. Ratification of May 2023 Bills

#23-057 RESOLUTION:

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

**#23-057
RATIFICATION
OF MAY 2023 BILLS**

Mrs. Snyder reported that a check was cut today to Northstar in the amount of \$74,000 for the 4th payout of the staff room renovation. \$48,000 remains on the purchase order which represents the retainage, contingency, and a couple of small items that had not been previously billed.

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

iii. Investments

#23-058 RESOLUTION:

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

**#23-058
INVESTMENTS
MAY 2023**

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

iv. Special Revenue Fund Advance Return

#23-059 RESOLUTION:

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

Return Advance to – The General Fund (Fund 1) \$9,290.43

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

Sub Fund – Libraries Accelerating Learning Grant \$9,290.43

Mrs. Snyder stated that this returns money that we had received in reimbursements for the Grant.

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

D. Board Committees – Sue Wilcosky

i. 2024 Holidays Calendar – Cheryl Kuonen

#23-060 RESOLUTION:

On a motion by the Joint Committee, seconded by Mr. Davis, the Mentor Public Library Board resolved to approve the 2024 Holidays Calendar as presented.

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

**#23-059
SPECIAL REVENUE
FUND ADVANCE
RETURN**

**#23-060
2024 HOLIDAYS
CALENDAR**

V. NEW BUSINESS

A. HUB Closures

#23-061 RESOLUTION:

On a motion by Mr. Davis, seconded by Mrs. Strang, the Mentor Public Library Board resolved to approve closing The HUB on days when Mentor High School is closed due to a recognized Holiday and will not be staffed by any Mentor School employees.

Bill Wade, CFO for Mentor Schools, contacted Mrs. Kuonen regarding upcoming school closing days. If The HUB remained open for Library use on school closed days the Library would be required to pay 1 ½ staff time for a facilities person. Mrs. Kuonen reviewed the closed days in the upcoming 2023/2024 school calendar on which the Library would be open: July 3, 2023; and in 2024: January 15 (MLK Day), February 19 (Presidents Day), and April 1 (Easter Monday). HUB library staffs' schedules would be adjusted or their work hours transferred to the Main Library.

Additionally, The HUB will be closed the Thursdays of July 20 and July 27 next month for the school's routine deep clean.

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

VI. UNFINISHED BUSINESS

A. Citizens Advisory Committee

**#23-061
HUB CLOSURES**

Mrs. Kuonen stated that Regan Snead of NEO/RLS will lead the discussion regarding the Mentor Campus with Mentor citizens on July 20 at 6:30 PM at the Lauren J house. Ms. Snead will return for the August Board Meeting to lead a conversation with the Trustees and review pro /con comments gathered at the Citizens Advisory Committee meeting.

Mrs. Kuonen added that the Main Library building cannot accommodate an addition to the East side due to the utilities located there and increased cost to move them.

B. Progress Log – as presented

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, July 19, 2023 at The HUB.

IX. ADJOURNMENT

#23-062 RESOLUTION:

Mrs. Wilcosky adjourned the meeting at 6:27 p.m. without objection.

**#23-062
AJOURNMENT**

SUBMITTED BY: *Sam Alang* Secretary

APPROVED BY: *S. King* President