BOARD OF TRUSTEES
MENTOR PUBLIC LIBRARY
REGULAR BOARD MEETING at The HUB
MINUTES JULY 17, 2024

I. **CALL TO ORDER/ROLL CALL:** 5:59 p.m. by President, Sarah Strang
- *Present:* Sarah Strang, Mike Scipione, Sue Wilcosky, Jennifer McGee, Andrew Mitcham
- *Excused:* Laurie Kosanovich, Christine Henninger
- *Staff Present:* Cheryl Kuonen, Colleen Snyder, Jen Grill, Sue Fram
- *Others Present:* Ariel Johnson, Manager; Mrs. Mitcham; Keith Segina, staff SEIU Representative

II. **SWEARING-IN OF TRUSTEE MITCHAM**

The swearing-in of Andrew Mitcham was conducted by Ms. Johnson. Mr. Mitcham's term will run from July 2024 through December 2027.

III. **MANAGER PRESENTATION: ARIEL JOHNSON, THE HUB MANAGER**

Ms. Johnson presented to the Board, giving the history of the Mentor High School/Mentor Public Library partnership that enabled the Library's use of the renovated HUB and Makerspace during after-school hours beginning in the fall of 2018. HUB programming, Makerspace opportunities and equipment were reviewed. Ms. Johnson stated that the Makerspace continues to be very popular, and staff enjoy working with patrons and project problem-solving.

IV. **APPROVAL OF MINUTES**

A. **Regular Meeting Minutes of June 19, 2024.**

#24-063 RESOLUTION:
Approval of the Minutes of the Regular Board Meeting of June 19, 2024

#24-063 APPROVAL OF REGULAR MEETING MINUTES OF JUNE 19, 2024

Mrs. Strang tabled the approval of the Minutes due to the lack of a voting quorum. The Regular Board Meeting Minutes of June 19, 2024 will be presented for vote at the August 21, 2024 meeting.

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

VI. **REPORTS**

A. **President's Report – Mrs. Strang**
Mrs. Strang stated that following the recent resignation of a Trustee who was Vice President of the Board of Trustees, the vacant Officer position should be filled, and she presented the names of Trustees who have agreed to serve.

#24-064 RESOLUTION:
On a motion by Mr. Mitcham, seconded by Mr. Scipione, the Board resolved to accept the following Officers effective July 17, 2024:

#24-064 BOARD OFFICERS

Laurie Kosanovich: Vice President
Michael Scipione: Secretary

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

B. Library System – Cheryl Kuonen

i. Director's Report

Director Updates:

- Mrs. Kuonen handed out a corrected page from her Director's Report to include statics from June Community Outreach events.
- Bartlett Tree will be at the Main Library tomorrow to trim the arborvitae hedge on Lauren J Drive. The work is expected to come in under the estimate by $500.
- A patron letter was shared with the Trustees. The patron expressed compliments and thanks for the help given by library staff.

a. Donations

#24-065 RESOLUTION: **#24-065 DONATIONS**
On a motion by Mrs. Strang, seconded by Mrs. Wilcosky, the Board resolved to accept the Donation(s) as presented.

The Trustees acknowledged the receipt of donations 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) Ms. McGee, Mrs. Wilcosky, Mr. Scipione, Mr. Mitcham, Mrs. Strang; Nays (0). Motion carried.

C. Financial – Colleen Snyder, Fiscal Officer

i. Financial Reports, June 2024

#24-066 RESOLUTION: **#24-066 FINANCIAL REPORTS JUNE 2024**
On a motion by Mrs. Strang, seconded by Mr. Scipione, the Board resolved that the Financial Reports for the month of June 2024 be accepted and filed – Cash Reconciliation, Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control Report.

Mrs. Snyder stated that the PLF received in July is $3,000 lower than anticipated for the month.

The Auditor of State released bulletin 2024-005 regarding fraud reporting and training that is required for all public employees and elected officials. OLC states that library staff will start mandatory online training in October 2024. The bulletin will be reviewed at the August Joint Committee meeting.

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

ii. **Ratification of June 2024 Bills**

#24-067 RESOLUTION:
On a motion by Mr. Mitcham, seconded by Ms. McGee, the Board resolved that the Bills paid in June 2024 as evidenced by the June Voucher Summary Reports be approved.

#24-067 RATIFICATION OF JUNE 2024 BILLS

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

iii. **Investments**

#24-068 RESOLUTION:
On a motion by Mrs. Strang, seconded by Mrs. Wilcosky, the Board resolved that the Investments for June 2024 be approved as presented.

#24-068 INVESTMENTS JUNE 2024

Mrs. Snyder stated that interest rates are stable. Star Ohio investments are getting 5.5% return which is slightly higher than current CD rates. The rates were expected to decrease in 2024, so the current rates are higher than anticipated.

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

D. **Board Committees**

i. **Master Plan Updates**

Mrs. Kuonen presented the most recent greenspace plan that includes changes made after feedback was received from the community and Joint Committee. The shelter has been moved to be equidistant from both neighboring houses and an extra row of parking was added to the staff lot on SharonLee. The updated plan will be presented at the Community Meeting on July 30 at the Main Library.

Due to rain, a children's program *Adventures in the Outdoors* had to be held inside, highlighting the need and anticipation of an outdoor shelter.

Land Design is working on a drawing (and legal description if needed) of the lot line common with the neighbor to the east on Mentor Ave. A handshake agreement in 2009 allows the neighbor to use approximately 4' of library land (previously owned by the Reed family) for parking, but no legal documents were produced that we can find. The Board will consider several options to resolve the issue, including a formal easement agreement.

Pillar Construction performed asbestos removal today at the Lauren J house.

On the NOACA website, the Mentor Main Library is listed as a recommended location in Northeast Ohio for EV charging stations. Mrs. Kuonen received a copy of a letter that was sent to Ken Filipiak, City Manager. In Phase 2 of the EV Charging Program the Library is recommended for 4 quick charging stations at $350,000 – the Library would pay 20% of that cost. Grants could be used to cover more of the expense and the

possibility of substituting slower chargers at reduced costs could be explored. Mrs. Kuonen will continue to work on this possible project.

VII. **NEW BUSINESS** – none

VIII. **OLD BUSINESS**

A. **Progress Log** – as presented

III. **PUBLIC PRESENTATION TO THE BOARD** – none

IV. **NEXT MEETING TIME AND PLACE ANNOUNCED:**
The next meeting is at 6:00 p.m. on Wednesday, August 21, 2024 at the Main Library.

V. **ADJOURNMENT**

#24-069 RESOLUTION:
Mrs. Strang adjourned the meeting at 6:42 p.m. without objection.

#24-069
ADJOURNMENT

SUBMITTED BY: _____ **Secretary**

APPROVED BY: Sarah Strang **President**