

**BOARD OF TRUSTEES  
MENTOR PUBLIC LIBRARY  
REGULAR BOARD MEETING HELD AT THE HUB, Mentor High School  
MINUTES JULY 20, 2022**

**I. CALL TO ORDER/ROLL CALL: 6:01 p.m. by Vice President, Mrs. Sue Wilcosky**

- *Present:* Sue Wilcosky, Sonja Maier, Melanie Majikas, Lisa Wiener, Thomas Davis
- *Excused:* Christine Henninger
- *Absent:* Sara Strang (joined meeting at 6:10 p.m.)
- *Staff Present:* Cheryl Kuonen, Colleen Snyder, Jen Grill, Sue Fram
- *Others Present:* Ariel Johnson, HUB Manager; Andy Rose, Treasurer, Citizens for Mentor Public Library

**II. SWEARING IN OF TRUSTEE DAVIS**

The swearing-in of Mr. Davis was conducted by Mrs. Johnson. Mr. Davis' term will run July 2022 through December 2027.

**III. PAC PRESENTATION: ANDY ROSE**

Mr. Rose, as Treasurer for Citizens for Mentor Public Library, stated that the PAC has \$4,090.69 in the bank as of the end of June, no debt, and no obligations. The PAC receives contributions occasionally and the Friends of Mentor Public Library donate to the PAC fund in the amount of \$500 annually.

Mr. Rose suggested that more money would be needed to run an effective levy campaign, whenever that would happen, in order to support the purchase of mailers, yard signs, a social media page, and advertisements. He suggested that the Library should plan several fundraisers well in advance of need. Mr. Rose would be happy to review the PAC finances with the Board again at any time.

Mrs. Strang arrived at 6:10 p.m.

Mrs. Kuonen, who ran the renewal campaign in November 2017, stated that the Library was able to run the campaign on approximately \$4,000 with the Trustees' help, and received 70% support from the community. She agreed that a more dynamic online presence would be needed for the next levy campaign and fundraisers should be planned.

**IV. MANAGER PRESENTATION: ARIEL JOHNSON, HUB MANAGER**

Mrs. Johnson welcomed the Trustees to the HUB and gave an overview of her job responsibilities at The HUB and at the Main Library. Members of the community are very enthusiastic about the equipment that has been made available to them. A tour was given of The HUB spaces including the Green Screen Room and MakerSpace. Mrs. Johnson explained each piece of MakerSpace equipment and had examples of projects that have been produced.

**IV. APPROVAL OF MINUTES**

**A. Approval of the Regular Meeting Minutes of June 15, 2022.**

**#22-053 RESOLUTION:**

On a motion by Mrs. Strang, seconded by Mrs. Maier, the Board resolved that the Minutes of the Regular Board Meeting of June 15, 2022 be adopted as presented.

Roll Call: Ayes (5) Mrs. Maier, Mrs. Wilcosky, Mrs. Strang, Mrs. Wiener, Mrs. Majikas; Abstain (1) Mr. Davis; Nays (0). Motion carried.

**#22-053  
APPROVAL C  
THE REGULAR  
BOARD MEETING  
MINUTES OF  
JUNE 15, 2022**

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

**VII. REPORTS**

**A. President's Report – none**

**B. Library System – Cheryl Kuonen**

**i. Directors Report**

**a. Director updates**

- Mrs. Kuonen and Mrs. Fram met with Paul Abbey of People for Trees to assess the condition of the lilac hedge bordering the SharonLee neighbors. Mr. Abbey was very enthusiastic about the ability to rejuvenate the hedge over a 3-year period and will put us in contact with an arborist. Mr. Abbey also offered to donate 4 "Albert F. Holden" Lilacs to fill in a gap where lilacs had been removed to remove a large tree.
- The Library is planning for the April 2024 eclipse, at which the total blackout will pass directly over our area. Free 3D glasses will be applied for and the Library will also purchase any more that are needed for special event programs.
- A large maple tree in serious decline on the Main lawn/Read property was removed today.
- The curb work scheduled for this week and ahead of the paving work has been delayed due to illness at the company. The paving work is still on target to begin August 15 and public notices will be posted starting this Friday.
- Attention was called to the spreadsheet that shows the increase in circulation and door traffic for June, which is up from 19,502 in May to 25,339 in June.

**b. Donations**

**#22-054 RESOLUTION:**

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

Mrs. Kuonen explained that the total generous donations made in honor of Headlands patron Carol Illner will be used to purchase a chair in her memory for the Headlands Branch remodel and designated with a plaque.

Roll Call: Ayes (6) Mrs. Strang, Mrs. Maier, Mrs. Majikas, Mrs. Wilcosky, Mrs. Wiener, Mr. Davis; Nays (0). Motion carried.

**#22-054  
DONATIONS**

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

**i. Financial Reports, June 2022**

**#22-055 RESOLUTION:**

**On a motion by Mrs. Wiener, seconded by Mrs. Majikas, the Board resolved that the Financial Reports for the month of June 2022 be accepted and filed – Cash Reconciliation, Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control Report.**

**#22-055  
FINANCIAL  
REPORTS  
JUNE 2022**

Mrs. Snyder reported that the levy advance was received today in the amount of \$500,000 and the remainder is expected next month.

**Roll Call: Ayes (6) Mrs. Wiener, Mr. Davis, Mrs. Majikas, Mrs. Wilcosky, Mrs. Strang, Mrs. Maier; Nays (0). Motion carried.**

**ii. Ratification of June 2022 Bills**

**#22-056 RESOLUTION:**

**On a motion by Mrs. Majikas, seconded by Mr. Davis, the Board resolved that the Bills paid in June 2022, evidenced by the June Voucher Summary Reports be approved.**

**#22-056  
RATIFICATION  
OF JUNE 2022  
BILLS**

**Roll Call: Ayes (6) Mr. Davis, Mrs. Majikas, Mrs. Wiener, Mrs. Strang, Mrs. Maier, Mrs. Wilcosky; Nays (0). Motion carried.**

**iii. Investments**

**#22-057 RESOLUTION:**

**On a motion by Mrs. Wiener, seconded by Mrs. Strang, the Board resolved that the Investments for June 2022 be approved as presented.**

**#22-057  
INVESTMENTS  
JUNE 2022**

Mrs. Snyder reiterated that the CD interest rates are increasing, and we are getting good returns on the Star Ohio investments.

**Roll Call: Ayes (6) Mrs. Wilcosky, Mrs. Strang, Mrs. Maier, Mr. Davis, Mrs. Majikas, Mrs. Wiener; Nays (0). Motion carried.**

**D. Board Committees – Cheryl Kuonen**

**i. Revised Personnel Policy Manual**

**#22-058 RESOLUTION:**

**On a motion by the Board Committee, seconded by Mrs. Majikas, the Mentor Public Library Board of trustees resolved to approve the updated employee Personnel Policy and Procedure Manual by Clemans, Nelson & Associates, Inc. as presented.**

**#22-058  
PERSONNEL  
POLICY MANUAL  
REVISED**

**Roll Call: Ayes (6) Mrs. Wilcosky, Mrs. Strang, Mrs. Wiener, Mrs. Majikas, Mrs. Maier, Mr. Davis; Nays (0). Motion carried.**

Mrs. Kuonen stated that Administration will be meeting with the SEIU tomorrow to request an MOU amendment to the contract to include the Juneteenth floating holiday.

ii. **Strategic Plan 2022-2025**

**#22-059 RESOLUTION:**

On a motion by the Board Committee, seconded by Mrs. Strang, the Mentor Public Library Board of trustees resolved to approve the Strategic Plan with an effective date of August 1, 2022 to December 31, 2025 as prepared by NEO-RLS and as presented.

**#22-059  
STRATEGIC PLAN  
2022-2025**

Mrs. Kuonen noted that an additional item in Goal 3 was added to “Explore the viability of expanding service in the Concord/South Mentor geographic area.” as discussed in Committee. Mrs. Kuonen plans to arrange a user survey for more information on impact in the area.

Roll Call: Ayes (6) Mrs. Strang, Mrs. Wilcosky, Mrs. Wiener, Mrs. Maier, Mrs. Majikas, Mr. Davis; Nays (0). Motion carried.

iii. **2023 Holidays Calendar**

**#22-060 RESOLUTION:**

On a motion by the Board Committee, seconded by Mr. Davis, the Mentor Public Library Board of trustees resolved to approve the 2023 Calendar as presented.

**#22-060  
2023 HOLIDAYS  
CALENDAR**

Roll Call: Ayes (6) Mrs. Wiener, Mrs. Wilcosky, Mrs. Strang, Mrs. Majikas, Mrs. Maier, Mr. Davis; Nays (0). Motion carried.

VIII. **NEW BUSINESS** - none

IX. **UNFINISHED BUSINESS** – Cheryl Kuonen

A. **Parking Lot update** – already discussed

B. **Headlands Branch remodel update** – Mrs. Kuonen stated that the project is still on track and public notice will go out mid-August. The manufacturer’s project timeline is being confirmed.

C. **Progress Log** – as presented

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

XI. **NEXT MEETING TIME AND PLACE ANNOUNCED:**

The next meeting date is Wednesday, August 17, 2022 at 6:00 p.m. and will be held at the Lake Branch due to Main’s parking lot construction project.

XII. **ADJOURNMENT**

**#22-061 RESOLUTION:**

Mrs. Wilcosky adjourned the meeting at 6:45 p.m. without objection.

**#22-061  
ADJOURNMENT**

SUBMITTED BY: \_\_\_\_\_ Secretary

APPROVED BY:  \_\_\_\_\_ President