

**BOARD OF TRUSTEES  
MENTOR PUBLIC LIBRARY  
REGULAR BOARD MEETING  
MINUTES AUGUST 16, 2023**

- I. **CALL TO ORDER/ROLL CALL:** 6:01 p.m. by President, Christine Henninger
- *Present:* Christine Henninger, Sue Wilcosky, Sarah Strang, Thomas Davis, Laurie Kosanovich
  - *Excused:* Melanie Majikas
  - *Staff Present:* Cheryl Kuonen, Colleen Snyder, Jen Grill, Sue Fram
  - *Others Present:* Ragan Snead, NEO/RLS (on Zoom); Jason Nolde, GPD Group (arrived at 6:10 p.m.); Mary Pelton, staff SEIU Representative

II. **APPROVAL OF MINUTES**

A. **Approval of the Meeting Minutes of July 19, 2023.**

**#23-071 RESOLUTION:**

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

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

**#23-071  
APPROVAL OF  
THE REGULAR  
MEETING MINUTES  
OF  
JULY 19, 2023**

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

IV. **SPECIAL GUESTS: Ragan Snead/NEO and Jason Nolde/GPD**

A. **Community Group and Campus Discussion**

Ragan Snead reviewed the 4 questions that were posed to the Citizens Advisory Committee consisting of 16 community members that met on July 20, 2023 at the Main Library. Mrs. Snead mediated the meeting, and Jason Nolde and Mrs. Kuonen were in attendance to answer questions. Site plans prepared by the GPD Group were provided to the committee which presented feasibility plans for the Main Library Campus.

Suggestions on each of the 4 topics:

- Main Library entryway/lobby – accessibility, sight lines, wayfinding, relocate door to front of building
- Childrens Department – programming, a toy library, sensory activities
- Teen space – makerspace equipment, private study room, enclosed teen space
- Outdoor space – a permanent structure (pavilion), rest rooms, adaptable green space, a community garden

The committee’s dialogue also included the discussion of keeping or removing the Lauren J house and Mrs. Snead stated that almost the entire committee understood that removing the house could be the best option for the Library. The opposing opinion

suggested that the home be used for office space or storage. Additional parking was briefly discussed.

Jason Nolde arrived at 6:10 p.m.

Mr. Nolde agreed that it was good that the Library reached out to the community. The committee members were excited about the possibilities for utilization of the property as a whole and the addition of a pavilion with restrooms. Mrs. Snead stated that committee suggestions for the library's interior spaces included a dedicated and enclosed glass-walled teen space with dedicated library staff, creative programming, makerspace equipment, and activities.

Mrs. Kuonen stated that Library staff are excited about the development of the green space and addition of a pavilion for programming potential. However, adding adjoining parking space on the Lauren J property is complicated by the City's requirement to bring the existing main lot up to code which requires traffic islands at both ends of each parking row.

Mrs. Kuonen and Mr. Nolde reviewed with Library Trustees the conditions which must be met for the house to be brought up to code from residential use to use as library space. Requirements for ADA accessibility and necessary structural improvements to the house would be extensive and expensive. Asbestos abatement is an unknown at this time but may be necessary. Roof and window replacement also add to the cost. The house does not have historic significance.

The option to relocate a department to the Lauren J house was determined to be problematic, mainly due to the awkward separation of staff, but also for the need to hire additional staff for minimum occupancy coverage in the building. All ideas are being discussed for reuse of the house. Mrs. Kuonen reviewed conditions in some departments that an addition to the Main Library building would relieve and giving the examples of cramped staff spaces and the need for a passport office.

The Trustees expressed their thanks for the community members' time and valuable suggestions and agreed that this is a large and important decision to be made. The Trustees requested an itemized list of project expenses.

Mrs. Henninger left the meeting at 6:49 p.m.

Mrs. Wilcosky presided over the remainder of the meeting.

The Trustees discussed a possible 2<sup>nd</sup> survey of a larger group of citizens for more feedback but Mr. Nolde suggested other ways to gather patrons' ideas. An open online survey doesn't give objective results. A targeted survey with a 3<sup>rd</sup> party is expensive and cost prohibitive.

Goals set out in the Board's 2022 Strategic Plan support development of Library facilities. Mrs. Snyder added that the 2021 Replacement Reserve Study provides a structured budget plan for building improvements. PLF funding has come in higher than anticipated so our reserves have grown as a result.

With more public information now in hand and information from GPD's Feasibility Study the Trustees will continue to discuss their options, including a multi-year development plan and seeking grants. It was suggested to do the green space first and then the building over the next 2-3 years. The new Trustee will be asked to attend the next Joint Committee meeting.

Mrs. Snead and Mr. Nolde left the meeting at 7:05 p.m.

## **V. REPORTS**

### **A. President's Report – none**

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

#### **i. Director's Report**

##### **Director Updates**

- A dying apple tree on the Lauren J property will be removed.
- Administration has set aside \$5,000 to fund 3 staff ideas from the Innovation Committees.
- The Mentor-on-the-Lake Branch sign is nearing completion and will be ready to install soon. After completion of the Lake Branch sign Willowleaf Studios will design and build a new Main Library sign.
- The 25<sup>th</sup> Anniversary celebration of the Lake Branch will take place on Saturday, August 26 from 1:00-3:00 p.m. A magician and carnival activities are planned for the lawn space.
- The HUB staff were on hand yesterday for the High School's "walk the schedule" day for students. Next week, Ariel and Cory will be at the "meet the teacher" event.
- As part of our partnership with Lake Catholic High School discarded teen books have been delivered for their use and student library cards are being distributed. Teachers will receive a review of the Library's databases.
- Free reading glasses provided by the Kirtland Kiwanis Club for our patrons have been very popular.
- Ed and Morgan will begin replacing PCs and installing Cassie at the Headlands Branch on Monday.
- The Library is partnering with The League of Women Voters to hold 2 events in October prior to the November elections. One event will be held at the Lake Branch regarding Mentor-on-the-Lake issues, and the other event will be held at the Main Library to present School Board candidates and Concord issues. If needed security will be provided by the Library.
- In September the Library is offering Hollywood-themed programming.
- Mrs. Kuonen highlighted the funding spreadsheet included in her report which shows Mentor Public Library is nearing pre-COVID circulation numbers.

#### **ii. Donations**

**#23-072 RESOLUTION:**

**On a motion by the Joint Committee, seconded by Mr. Davis, the Mentor Public Library Board of Trustees resolved to accept the \$10,000 donation from Bill and Chris Robertson to be used for development of the green space at the Library's Main Campus located at 8215 Mentor Avenue.**

**#23-072  
DONATIONS**

This very generous donation has been made by a member of the Rotary Club who reached out to fellow member Jason Lea. The donation will be held in the Building Fund until the time in which the Library develops and executes a formal plan for the outdoor space.

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

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

**i. Financial Reports, June 2023**

**#23-073 RESOLUTION:**

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

**#23-073  
FINANCIAL  
REPORTS  
JULY 2023**

Mrs. Snyder stated that the August distribution of the PLF has been received which was about \$3,000 lower than budgeted but overall the PLF is still higher than we anticipated.

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

**ii. Ratification of July 2023 Bills**

**#23-074 RESOLUTION:**

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

**#23-074  
RATIFICATION  
OF JULY 2023 BILLS**

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

**iii. Investments**

**#23-075 RESOLUTION:**

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

**#23-075  
INVESTMENTS  
JULY 2023**

Mrs. Snyder stated that a 2-year CD has been purchased with maturity in August 2025 at 5% interest.

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

Mrs. Snyder added that we will be receiving a large distribution for the 2<sup>nd</sup> half levy which will go mostly into the Star Ohio account that has been getting a pretty high rate of return.

**iv. Special Revenue Fund Advance Return**

**#23-076 RESOLUTION:**

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

**Return Advance to – The General Fund (Fund I) \$3,010**

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

**Sub Fund – Libraries Accelerating Learning Grant \$3,010**

Mrs. Snyder stated that this resolution returns the advance back to the General Fund from the Special Library Fund for reimbursement of cash requests.

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

**D. Board Committees – none**

Mrs. Kuonen noted PLA Magazine’s “Four Key Messages” included in the packet and Trustees affirmed that the Library has a legal obligation to serve everybody in the community.

**VI. NEW BUSINESS**

**VII. UNFINISHED BUSINESS**

**A. Progress Log – as submitted**

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

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

The next meeting is at 6:00 p.m. on Wednesday, September 20, 2023 at the Main Library.

**X. ADJOURNMENT**

**#23-077 RESOLUTION:**

**Mrs. Wilcosky adjourned the meeting at 7:19 p.m. without objection.**

**#23-076  
SPECIAL REVENUE  
FUND ADVANCE  
RETURN**

**#23-077  
AJOURNMENT**

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

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