BOARD OF TRUSTEES
MENTOR PUBLIC LIBRARY
REGULAR BOARD MEETING
MINUTES AUGUST 21, 2024

I. **CALL TO ORDER/ROLL CALL:** 6:01 p.m. by President, Sarah Strang

- *Present:* Sarah Strang, Laurie Kosanovich, Sue Wilcosky, Christine Henninger, Andrew Mitcham
- *Excused:* Mike Scipione
- *Absent:* Jen McGee (arrived at 6:03 p.m.)
- *Staff Present:* Cheryl Kuonen, Colleen Snyder, Jen Grill, Sue Fram
- *Others Present:* Andy Rose, Treasurer Citizens for Mentor Public Library PAC; Keith Segina, staff SEIU Representative; neighborhood resident

II. **PAC TREASURER, ANDY ROSE**

Mr. Rose presented the Citizens for Mentor Public Library semi-annual report dated July 27, 2024, which shows a balance of $5,190.69. A clean audit followed the submission of the report. There was no income during the last semi-annual period, however Mr. Rose anticipates an annual donation of $500 from the Friends of Mentor Public Library in the second half of the year.

Ms. McGee arrived at 6:03 p.m.

Mrs. Kuonen stated that at some point a small fundraising event should be planned as $5,000 is not sufficient to run a campaign.

Mr. Rose left the meeting at 6:04 p.m.

III. **APPROVAL OF MINUTES**

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

#24-070 RESOLUTION:
On a motion by Mrs. Henninger, seconded by Mr. Mitcham, the Board resolved that the Minutes of the Regular Board Meeting of June 19, 2024 be adopted as corrected.

Roll Call: Ayes (5) Mrs. Wilcosky, Mr. Mitcham, Mrs. Kosanovich, Ms. McGee, Mrs. Strang; Abstain (1) Mrs. Henninger; Nays (0). Motion carried.

#24-070 APPROVAL OF REGULAR MEETING MINUTES OF JUNE 19, 2024

B. **Regular Meeting Minutes of July 17, 2024.**

#24-071 RESOLUTION:
On a motion by Mr. Mitcham, seconded by Mrs. Henninger, the Board resolved that the Minutes of the Regular Board Meeting of July 17, 2024 be adopted as corrected.

Roll Call: Ayes (4) Mrs. Wilcosky, Mr. Mitcham, Ms. McGee, Mrs. Strang; Abstain (2) Mrs. Kosanovich, Mrs. Henninger; Nays (0). Motion carried.

#24-071 APPROVAL OF REGULAR MEETING MINUTES OF JULY 17, 2024

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

V. **REPORTS**

A. **President's Report – Mrs. Strang** – none

B. **Library System – Cheryl Kuonen**

i. **Director's Report**

Director Updates:

- The Adult Services Department's special theme for September is "gardening". T-shirts have been ordered for staff to promote themed programming.
- The Parade Committee received a 2nd Place Best Theme award at the CityFest Parade on Saturday, August 18.
- A Sleepover at the Library for winners of the kids Summer Reading Program was postponed due to the August storm power outage but has been rescheduled for Friday September 6.
- A Homeschool Advisory Board program is being held at the Headlands Community Center on August 28. Homeschool families are invited to attend to help develop library homeschool programming.
- The City of Mentor-on-the-Lake is celebrating its 100-Year Anniversary this year. Special programming events are being held at the Lake Branch, and the Library will be a sponsor for a dinner celebration in October at which Cailey Hutchins has been invited to speak.
- Mentor Police will be performing SWAT training at the yellow house on Mentor Ave. on Thursday, August 29.
- Paperwork is being drawn up to hire a local muralist to paint the lobby stairwell at the Main Library.
- Please note that the NewsBank statistics are missing from the databases report – NewsBank has not yet sent the totals for June and July.

a. **Donations**

#24-072 RESOLUTION:

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

#24-072 DONATIONS

The Trustees acknowledged the receipt of donations of a Memory Care Kit from a local Girl Scout and a photograph of the James A. Garfield home from a patron.

Roll Call: Ayes (6) Mrs. Henninger, Mrs. Kosanovich, Ms. McGee, Mrs. Wilcosky, Mr. Mitcham, Mrs. Strang; Nays (0). Motion carried.

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

i. **Financial Reports, July 2024**

#24-073 RESOLUTION:
On a motion by Mrs. Henninger, seconded by Mrs. Wilcosky, the Board resolved that the Financial Reports for the month of July 2024 be accepted and filed – Cash Reconciliation, Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control Report.

#24-073 FINANCIAL REPORTS JULY 2024

The 2nd half distribution for the levy collection was received in August.

Mrs. Snyder attended the Budget Commission meeting on Monday, August 19 and the Library's 2025 Tax Budget was approved.

Roll Call: Ayes (6) Mr. Mitcham, Ms. McGee, Mrs. Wilcosky, Mrs. Henninger, Mrs. Kosanovich, Mrs. Strang; Nays (0). Motion carried.

ii. Ratification of July 2024 Bills

#24-074 RESOLUTION:
On a motion by Mrs. Henninger, seconded by Mrs. Strang, the Board resolved that the Bills paid in July 2024 as evidenced by the July Voucher Summary Reports be approved.

#24-074 RATIFICATION OF JULY 2024 BILLS

Roll Call: Ayes (6) Mr. Mitcham, Ms. McGee, Mrs. Henninger, Mrs. Kosanovich, Mrs. Wilcosky, Mrs. Strang; Nays (0). Motion carried.

iii. Investments

#24-075 RESOLUTION:
On a motion by Mrs. Henninger, seconded by Mrs. Wilcosky, the Board resolved that the Investments for July 2024 be approved as presented.

#24-075 INVESTMENTS JULY 2024

The 2nd half levy advance will be invested in a combination of CD purchases and increasing the investments in Star Ohio.

Roll Call: Ayes (6) Mrs. Wilcosky, Mrs. Henninger, Mrs. Kosanovich, Mr. Mitcham, Ms. McGee, Mrs. Strang; Nays (0). Motion carried.

D. Board Committees

i. Master Plan Updates
The next Community Meeting with StudioTECHNE to review the Master Plan will be Tuesday, October 15. Some trustees plan to attend.

A records request was submitted to the Mentor Police Department which shows that 11 area accidents in the past 3 years have not been in the vicinity of the Main Library's entrance/exit driveways on LaurenJ and Sharon Lee; 8 of the 11 accidents happened on Mentor Ave., and 3 other accidents were farther into the neighborhood. Mrs. Kuonen received an emailed video from a SharonLee resident that shows cars rolling through the intersection stop sign. The Mentor Police Chief states that he would like to see people stop completely; the video didn't appear to be a particularly hazardous situation. The Library's website page *Future of MPL's Main Branch – FAQ* has been updated with the accident report.

A Headlands Branch patron requested that the Branch be expanded, however the Library property is surrounded by property owned by other entities and cannot be expanded. Additionally, all the facility's utilities are located on the north side of the cement block building and cannot be moved. The Headlands Branch gratefully partners with the Headlands Community Center frequently to use the facility for larger programs. The Trustees asked if a pergola can be reinstalled over the grassy area for outdoor programming, but an investigation needs to be done as the soil and grass were installed over the original asphalt and the previous pergola was not stable. [This property was formerly a gas station before the Library's purchase of it.] Mrs. Kuonen will speak to the manager to see if there's interest in replacing the pergola.

VI. NEW BUSINESS – none

VII. UNFINISHED BUSINESS

A. Progress Log – as presented

VIII. EXECUTIVE SESSION

#24-076 RESOLUTION:

#24-076 EXECUTIVE SESSION

On a motion by Mrs. Henninger, seconded by Mr. Mitcham, the Board of Trustees of the Mentor Public Library adjourned to Executive Session for matters of preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment as related to Ohio Revised Code 121.22 (G)(4).

Roll Call: Ayes (6) Mrs. Henninger, Ms. McGee, Mrs. Wilcosky, Mr. Mitcham, Mrs. Kosanovich, Mrs. Strang; Nays (0). Motion carried.

The Trustees entered into Executive Session at 6:27 p.m.

The Trustees resumed Regular Session at 6:49 p.m.

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, September 18, 2024 at the Main Library.

XI. ADJOURNMENT

#24-077 RESOLUTION:

#24-077 ADJOURNMENT

Mrs. Strang adjourned the meeting at 6:50 p.m. without objection.

SUBMITTED BY: _____ **Secretary**

APPROVED BY: _____ **President**