

**BOARD OF TRUSTEES  
MENTOR PUBLIC LIBRARY  
REGULAR BOARD MEETING  
MINUTES SEPTEMBER 20, 2023**

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

- *Present:* Christine Henninger, Sue Wilcosky, Sarah Strang, Melanie Majikas, Mike Scipione, Thomas Davis, Laurie Kosanovich
- *Staff Present:* Cheryl Kuonen, Colleen Snyder, Sue Fram
- *Others Present:* Mary Pelton; Notary, staff SEIU Representative

**II. SWEARING IN OF TRUSTEE SCIPIONE**

The swearing-in of Michael Scipione was conducted by Mary Pelton. Mr. Scipione's term will run from September 2023 through December 2025.

**II. APPROVAL OF MINUTES**

**A. Approval of the Meeting Minutes of August 16, 2023.**

**#23-078 RESOLUTION:**

On a motion by Mrs. Henninger, seconded by Mrs. Strang, the Board resolved that the Minutes of the Regular Board Meeting of August 16, 2023 be adopted as presented.

Roll Call: Ayes (5) Mrs. Kosanovich, Mrs. Wilcosky, Mrs. Strang, Mr. Davis, Mrs. Henninger; Abstain (2) Mr. Scipione, Mrs. Majikas; Nays (0). Motion carried.

**#23-078  
APPROVAL OF  
THE REGULAR  
MEETING MINUTES  
OF  
AUGUST 16, 2023**

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

**V. REPORTS**

**A. President's Report – none**

**B. Library System – Cheryl Kuonen**

**i. Director's Report**

**Director Updates**

- Milkweed seeds from the Seed Library were distributed to the Trustees. Mrs. Kuonen stated that Jason Lea posted a video on the Library's Facebook page today that demonstrates how to best remove the seeds from the milkweed pods. The Library receives donations of milkweed pods from patrons this time of year which the staff process for the Seed Library.
- The Friends of Mentor Public Library have elected Bonnie Cameron (former Treasurer) as President of the Friends. The new Treasurer is Paulette Spehek.
  - Mrs. Kuonen will be meeting with Mrs. Cameron next week to discuss goals for 2024.
  - The Friends made an annual donation to the Library's PAC of \$500. The fund now contains \$6,000.

- Story Book Walks at the Elementary Schools will acknowledge Friends of Mentor Public Library’s donation towards them.
- The Main Library’s chiller repair is complete. Northern Climate Control finished up a few items and tested today.
- Professional soundproofing will be added to the walls common to the staff quiet room and the HR Office to eliminate sound transfer. The soundproofing will be removable and can be reused in a different area in the future.
- Mrs. Kuonen included two printouts in the packet from Mentor Schools: one helps to explain how levy effective rates decrease over the years as related to gross rates and property valuations, and the other printout listed property tax breakdowns for all cities in the Mentor Schools District (Mentor, Mentor-on-the-lake, Concord Township, Kirtland Hills).
- Very good circulation numbers were achieved in June, July, and August at over 100,000 items for each month.

ii. Donations

A donation approved last month was included in the packet. No action was needed.

C. Financial – Colleen Snyder, Fiscal Officer

i. Financial Reports, August 2023

**#23-079 RESOLUTION:**

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

**#23-079  
FINANCIAL  
REPORTS  
AUGUST 2023**

Mrs. Snyder stated that the September PLF distribution was about \$14,000 higher than we budgeted for the month.

Roll Call: Ayes (7) Mr. Scipione, Mr. Davis, Mrs. Majikas, Mrs. Wilcosky, Mrs. Strang, Mrs. Kosanovich, Mrs. Henninger; Nays (0). Motion carried.

ii. Ratification of August 2023 Bills

**#23-080 RESOLUTION:**

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

**#23-080  
RATIFICATION  
OF AUGUST 2023  
BILLS**

Roll Call: Ayes (7) Mr. Davis, Mrs. Majikas, Mr. Scipione, Mrs. Strang, Mrs. Kosanovich, Mrs. Wilcosky, Mrs. Henninger; Nays (0). Motion carried.

iii. Investments

**#23-081 RESOLUTION:**

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

**#23-081  
INVESTMENTS  
AUGUST 2023**

Mrs. Snyder and Mrs. Kuonen attended a meeting of the Lake County Development Council where an economist reported that interest rates are expected to keep increasing, which is good news for the Library's investments.

**Roll Call: Ayes (7) Mrs. Wilcosky, Mrs. Strang, Mrs. Kosanovich, Mr. Davis, Mrs. Majikas, Mr. Scipione, Mrs. Henninger; Nays (0). Motion carried.**

**iv. Special Revenue Fund Advance Return**

**#23-082 RESOLUTION:**

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

**Return Advance to – The General Fund (Fund 1) \$1,396.46**

**Return Advance from – The Special Revenue Fund (Fund 2)  
Sub Fund – Libraries Accelerating Learning Grant \$1,396.46**

In July the Library received two project cash requests in July totaling \$4,406.46. The Board approved a return advance of \$3,010 in August, which only represented the second project cash request from July. This return advance represents the first project cash request that was accidentally left off the total approved in August.

**Roll Call: Ayes (7) Mrs. Strang, Mrs. Kosanovich, Mrs. Majikas, Mrs. Wilcosky, Mr. Scipione, Mr. Davis, Mrs. Henninger; Nays (0). Motion carried.**

**v. Budget Commission Resolution**

**#23-083 RESOLUTION:**

**On a motion by the Joint Committee, seconded by Mrs. Majikas, the Mentor Public Library Board of Trustees resolved the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying such to the County Auditor be approved as presented.**

Mrs. Snyder stated that this resolution approves that the levy money be collected by the County.

**Roll Call: Ayes (7) Mrs. Wilcosky, Mr. Scipione, Mr. Davis, Mrs. Kosanovich, Mrs. Majikas, Mrs. Strang, Mrs. Henninger; Nays (0). Motion carried.**

**vi. MBS Securities Authorized Signer**

**#23-084 RESOLUTION:**

**On a motion by the Joint Committee, seconded by Mrs. Henninger, the Mentor Public Library Board of Trustees resolved to approve the attached authorized signers resolution for MBS Securities.**

This resolution approves that Mrs. Snyder may conduct the business of purchasing and redeeming CDs with MBS Securities.

**#23-082  
SPECIAL REVENUE  
FUND ADVANCE  
RETURN**

**#23-083  
BUDGET  
COMMISSION  
RESOLUTION**

**#23-084  
MBS SECURITIES  
AUTHORIZED  
SIGNER**

Roll Call: Ayes (7) Mr. Scipione, Mr. Davis, Mrs. Kosanovich, Mrs. Majikas, Mrs. Strang, Mrs. Wilcosky, Mrs. Henninger; Nays (0). Motion carried.

**D. Board Committees**

**i. Revised Credit Card Policy**

**#23-085 RESOLUTION:**

On a motion by the Joint Committee, seconded by Mrs. Henninger, the Mentor Public Library Board of Trustees resolved to approve the revised Credit Card Policy as presented.

**#23-085  
REVISED CREDIT  
CARD POLICY**

Mrs. Kuonen reviewed 2 sections of the policy being modified: staff authorized to sign out a credit card, and language removal for credit card perks and rewards which are now no longer offered due to language in the O.R.C.

Roll Call: Ayes (7) Mrs. Majikas, Mrs. Strang, Mrs. Wilcosky, Mr. Davis, Mrs. Kosanovich, Mr. Scipione, Mrs. Henninger; Nays (0). Motion carried.

**ii. Main Campus discussion**

Mrs. Kuonen stated that she was made aware of the potential future sale of the Felice home by a relative of the family. The property is zoned R2, as was the Read property. This ½ acre of land has been in Library discussion for 15 years as a possible acquisition should it become available, as it is contiguous to the Main Library Campus and situated between the main building and the staff parking lot on SharonLee.

Mrs. Snyder affirmed that there is a \$400,000 placeholder in the Replacement Reserve Study (year 2026) for the purpose of acquiring the Felice property when it became available to expand library parking. Mrs. Kuonen has contacted the Lake County Land Bank for possible funding. She also mentioned that in proceeding with the Main Campus plans, choices can be “toned down” within GPD’s Main Campus options for the Main lawn green space to save money.

As there is no action to be taken at this time, Trustees agreed to pursue submitting a First Right of Refusal letter to the Felice family to show interest in purchasing the property in the future.

**VI. NEW BUSINESS**

**VII. UNFINISHED BUSINESS**

**A. Progress Log – as submitted**

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

**IX. EXECUTIVE SESSION**

**#23-086 RESOLUTION:**

On a motion by the Mr. Davis, seconded by Mrs. Henninger, the Mentor Public Library Board of Trustees moved to enter into Executive Session for the purpose of preparing for, conducting, or reviewing negotiations or bargaining sessions as related to ORC 121.22 (G) (4).

Roll Call: Ayes (7) Mrs. Henninger, Mrs. Wilcosky, Mrs. Strang, Mrs. Majikas, Mr. Scipione, Mr. Davis, Mrs. Kosanovich; Nays (0). Motion carried.

**#23-086  
EXECUTIVE  
SESSION**

The Mentor Public Library Board of Trustees moved into Executive Session at 6:31 p.m.

The Mentor Public Library Board of Trustees returned to Regular Session at 7:06 p.m.

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

The next meeting is at 6:00 p.m. on Wednesday, October 18, 2023 at the Main Library.

**XI. ADJOURNMENT**

**#23-087 RESOLUTION:**

Mrs. Wilcosky adjourned the meeting at 7:06 p.m. without objection.

**#23-087  
AJOURNMENT**

SUBMITTED BY:  Secretary

APPROVED BY:  President

