

**BOARD OF TRUSTEES
MENTOR PUBLIC LIBRARY
SPECIAL MEETING MINUTES
JANUARY 11, 2023**

I. CALL TO ORDER: 6:30 p.m. by President, Christine Henninger

- *Present:* Christine Henninger, Sue Wilcosky, Sarah Strang, Melanie Majikas, Lisa Wiener, Tom Davis
- *Staff Present:* Cheryl Kuonen, Colleen Snyder, Jen Grill, Sue Fram
- *Others Present:* Laurie Kosanovich, incoming Trustee

II. LIBRARIES ACCELERATING LEARNING GRANT

A. Accept grant funds and create Special Revenue Sub Fund

#23-001 RESOLUTION:

On a motion by the Committee, seconded by Mrs. Wiener, the Mentor Public Library Board of Trustees resolved to accept the Libraries Accelerating Learning Grant. The Library has been awarded the full proposal amount of \$80,831.40.

**#23-001
ACCEPT LIBRARIES
ACCELERATING
LEARNING GRANT**

Also, be it resolved that a new Sub Fund will be created to track Revenue and Expenses related to this grant as follows:

2 – Special Revenue Fund

206 – Libraries Accelerating Learning Grant

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

B. Amend 2023 Temporary Appropriations

#23-002 RESOLUTION:

On a motion by the Committee, seconded by Mrs. Henninger, the Mentor Public Library Board of Trustees resolved to adopt the Amended 2023 Temporary Appropriations. Said Amended Temporary Appropriations shall remain in effect until superseded by the permanent appropriations, which must be adopted no later than April 1, 2023.

**#23-002
AMEND 2023
TEMPORARY
APPROPRIATIONS**

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

C. Motion to advance funds

#22-003 RESOLUTION:

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

**#23-003
FUND
ADVANCE**

From – The General Fund (Fund I) \$80,832

To – The Special Revenue Fund (Fund 2)

Sub Fund – Libraries Accelerating Learning Grant \$80,832

This advance is being requested to allow the Fiscal Officer to enter purchase orders and make payments for the Libraries Accelerating Learning Grant. As this grant is a reimbursing grant, the library will be making payments for goods/services and then request the reimbursement. As the grant money is received, the advance from the General Fund will be reimbursed. We are expecting to spend \$75,919.20 in 2023 and the remainder of \$4,912.20 in 2023. Depending on the timing of actual expense and reimbursements a portion of the Advance will be outstanding at year end 2023.

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

D. Procurement Policy

#23-004 RESOLUTION:

On a motion by the Committee, seconded by Mr. Davis, the Mentor Public Library Board of Trustees resolved to approve the Policy on Procurement with Federal Grants and Funds as presented.

#23-004
PROCUREMENT
POLICY

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

III. EXECUTIVE SESSION

#23-005 RESOLUTION:

On a motion by Mrs. Wiener, seconded by Mrs. Wilcosky, the Board resolved to move into Executive Session for matters of employee compensation pursuant to Ohio Revised Code 121.22 (G) (1).

#23-005
ADJOURN TO
EXECUTIVE
SESSION

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

The Board of Trustees moved to Executive Session at 6:33 p.m.

Present: Mrs. Henninger, Mrs. Wilcosky, Mrs. Majikas, Mrs. Wiener, Mr. Davis
Mrs. Kosanovich was invited to attend.

Mrs. Snyder joined Executive Session at 6:37 p.m.

The Board of Trustees returned to regular session at 6:42 p.m.

- *Present:* Mrs. Henninger, Mrs. Wilcosky, Mrs. Majikas, Mrs. Wiener, Mr. Davis
- *Staff Present:* Cheryl Kuonen, Colleen Snyder, Jen Grill, Sue Fram
- *Others Present:* Laurie Kosanovich, incoming Trustee

IV. ADJOURNMENT

#23-006 RESOLUTION:

Mrs. Henninger adjourned the meeting at 6:42 p.m. without objection.

#23-006
ADJOURNMENT

SUBMITTED BY: *Arena Strong* Secretary

APPROVED BY: *S. Wray* President

