BOARD OF TRUSTEES
MENTOR PUBLIC LIBRARY
REGULAR BOARD MEETING
MINUTES MARCH 19, 2025

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

- *Present:* Sarah Strang, Laurie Kosanovich, Andrew Mitcham, Sue Wilcosky, Teresa Ackerman
- *Excused*: Jen McGee
- *Absent*: Christine Henninger (arrived 6:02 p.m.)
- *Staff Present:* Cheryl Kuonen, Colleen Snyder, Jen Grill, Sue Fram
- *Others Present:* Amy Senning, staff Notary; Keith Segina, staff SEIU Representative

II. SWEARING IN OF NEW TRUSTEE

Mrs. Senning delivered the oath of office to Teresa Ackerman.

Mrs. Henninger arrived at 6:02 p.m.

The Trustees and Administration introduced themselves to Ms. Ackerman and shared their positions and history with the library.

III. SWEARING IN OF SECRETARY, ANDREW MITCHAM

Mrs. Senning swore in Mr. Mitcham as Secretary of the Mentor Public Library Board of Trustees.

Mrs. Senning left the meeting at 6:07 p.m.

IV. APPROVAL OF MINUTES

A. Regular Board Meeting Minutes of February 19, 2025

#25-023 RESOLUTION:
On a motion by Mrs. Henninger, seconded by Mr. Mitcham, the Board of Trustees of the Mentor resolved that the Minutes of the Regular Board Meeting of February 19, 2025 be adopted as presented.

#25-023 APPROVAL OF REGULAR MEETING MINUTES OF FEBRUARY 19, 2025

Roll Call: Ayes (5) Mrs. Kosanovich, Mrs. Wilcosky, Mr. Mitcham, Mrs. Strang; Abstain (2) Mrs. Henninger, Ms. Ackerman; Nays (0). Motion carried.

V. PUBLIC COMMENT ON AGENDA ITEMS – none

VI. REPORTS

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

B. Library System – Cheryl Kuonen

i. Donations

#25-024 RESOLUTION: **#25-024**
On a motion by Mrs. Henninger, seconded by Mrs. Wilcosky, the Board of Trustees of the Mentor resolved to accept the donation(s) as presented. **DONATIONS**

Mrs. Kuonen reviewed the donations, including one from the Cleveland Clinic as a sponsor of the 2025 Summer Reading Program.

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

ii. Director's Report

Director Updates:

- Mrs. Kuonen received an email from The Friends of Mentor Public Library regarding a donation of $50,000 to be used toward the new greenspace shelter. A second donation may be offered next year, and they will retain the option for naming rights per the Board's Naming Rights Policy.
- A Presidential Executive Order was signed that will affect federal funding for The Institute of Museum and Library Service (IMLS) and the State Library of Ohio. We are waiting to see how this will affect our public libraries. Michelle Francis, Executive Director of the Ohio Library Council, is staying focused on the State Budget.
- Mrs. Kuonen and Pam Rose will attend Legislative Day on April 8 in Columbus. Amendments to the House portion of the State Budget are due on Friday, March 21. An amendment was submitted to increase the PLF to 2%. It is anticipated that Representative Jamie Callender will be in favor of the increase. The House vote will be on April 9, and if approved will move to the Senate.
- A House bill that will be in hearings states that a library's taxing authority MAY put a levy on the ballot (formerly SHALL), thus giving them a choice. (In our case this would be Mentor Public Schools.) Another proposed bill is for the elimination of replacement levies which would require a new levy every time. OLC opposes both of these proposed bills.
- The Main Library's neighbors are in agreement to create an easement document. The County Prosecutor's Office is currently writing it.
- The City of Mentor has sent drawings to establish a left turn lane on SharonLee to Mentor Ave. The City is requesting 5 feet of library property on SharonLee to widen the road. No timeline has been suggested although we are hoping this will be done in 2025. The City will help us with the construction by eliminating the staff parking lot entrance and widening the staff parking lot exit to 2 lanes (as per the Main Campus Master Plan).
- The Land Bank sent a message that the yellow house will potentially be added to their budget. No timeline or funding has been suggested. They have not yet billed the Library for last year's demolition of the Lauren J house.
- Mrs. Kuonen shared design boards with floor/fabric/paint/wallpaper and design selections for the 2nd floor children's room and 1st floor entrance and affected department areas. The Library plans to reuse as much of the current furnishings

as possible and will not be repainting areas that are not involved in the construction.

- The bid opening date has been pushed back a week. A budget of $3.6M - $3.7M is suggested, which represents construction costs of about $3M plus 20% contingency. $100,000 was set aside for furnishings and the budget also includes demolition of the yellow house. The Library budgeted $4M total for the project.
- The **OLC Trustee Dinner is on Thursday, May 8** at the Embassy Suites in Independence. Interested trustees please contact Mrs. Kuonen for registration.
- A note found in the patron suggestion box states: "This is my 2nd favorite library after the Cleveland Main Library". The Library has received quite a few positive comments lately from patrons regarding our staff and programs.
- A contractor has been found to install the drop ceiling in the basement storage area and will be starting next week.

C. Financial – Colleen Snyder, Fiscal Officer

i. Financial Reports, February 2025

#25-025 RESOLUTION:
On a motion by Mrs. Henninger, seconded by Mrs. Strang, the Board resolved that the Financial Reports for the month of February 2025 be accepted and filed – Cash Reconciliation, Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control Report.

#25-025 FINANCIAL REPORTS FEBRUARY 2025

The PLF distribution for March was received in the amount of $152,000 which is about $700 less than what we had estimated for the month. In the months of January and February the Library received more than anticipated. Through the first 3 months of the year the Library has received about $31,000 more PLF funding than anticipated.

The 1st half levy advance has been received in the amount of $300,000. The remainder of the first half taxes will be received at the end of March or beginning of April.

Expenses continue to be more than last year but under what has been budgeted for this year.

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

ii. Ratification of January 2025 Bills

#25-026 RESOLUTION:
On a motion by Mrs. Henninger, seconded by Mr. Mitcham, the Board resolved that the Bills paid in February 2025 as evidenced by the February Voucher Summary Reports be approved.

#25-026 RATIFICATION OF FEBRUARY 2025 BILLS

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

iii. Investments

#25-027 RESOLUTION:
On a motion by Mrs. Kosanovich, seconded by Mrs. Henninger, the Board resolved that the Investments for February 2025 be approved as presented.

#25-027 INVESTMENTS FEBRUARY 2025

Two CDs matured in February and two were purchased as replacements. Last year CD interest rates were about 4.8% and this year CDs have a rate of about 4.2%.

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

iv. Know Your Flow Grant

#25-028 RESOLUTION:
On a motion by Mrs. Henninger, seconded by Mr. Mitcham, the Mentor Public Library Board of Trustees resolved to accept the LSTA Grant – Know Your Flow for $1,000. The Know Your Flow is a campaign that helps people access menstrual health information and find period products at no cost to them. The grant is funded in part by the National Library of Medicine (*NLM), National Institutes of Health, and the State Library of Ohio. The purpose of the grant is to assist libraries in addressing period poverty within their communities by utilizing resources from KnowYourFlow.info, an educational platform supported by NLM and with a cooperative agreement with the University of Iowa. The library will receive a menstrual product dispenser and menstrual supplies from Aunt Flow, as well as $1,000 to purchase additional supplies and/or develop health programming.

#25-028 KNOW YOUR FLOW GRANT ACCEPTANCE

Mrs. Kuonen explained that the LSTA federal grants are still available. A restriction is that the grant receipt cannot be advertised in a national publication (newsletters, local newspapers, and social media are OK). Aunt Flow is an Ohio company. The Library plans to develop talks on menopause as programming of some type is required by the grant.

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

D. Board Committees - none

VII. NEW BUSINESS

A. Motion to Advertise for Sealed Bids

#25-029 RESOLUTION:
On a motion by Mrs. Henninger, seconded by Mr. Mitcham, the Board resolved to approve the advertisement for sealed bids for the Master Plan as presented.

#25-029 ADVERTISE FOR SEALED BIDS

The sealed bid ad will be posted April 4 and April 11 in the News-Herald. The contractor walk-through will be April 18. A Special Meeting may need to be called before the May Committee Meeting to approve a contractor.

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

VIII. OLD BUSINESS

A. Progress Log – as presented

IX. EXECUTIVE SESSION

#25-030 RESOLUTION: **#25-030**
On a motion by Mrs. Kosanovich, seconded by Mrs. Strang, the Board resolved to enter into Executive Session for matters of employment for a public employee pursuant to Ohio Revised Code 121.22 (G) (1). **EXECUTIVE SESSION**

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

The Board of Trustees entered into Executive Session at 6:45 p.m.

The Board of Trustees resumed Regular Session at 6:59 p.m.
Present: Mrs. Strang, Mrs. Kosanovich, Mr. Mitcham, Mrs. Wilcosky, Mrs. Henninger, Ms. Ackerman, Mrs. Kuonen, Mrs. Snyder, Mrs. Grill

X. PUBLIC PRESENTATION TO THE BOARD - none

XI. NEXT MEETING TIME AND PLACE ANNOUNCED:
The next meeting is at 6:00 p.m. on Wednesday, April 16, 2025 at the Main Library.

XII. ADJOURNMENT

#25-031 RESOLUTION: **#25-031**
Mrs. Strang adjourned the meeting at 6:59 p.m. without objection. **ADJOURNMENT**

SUBMITTED BY: _____Secretary

APPROVED BY: _____President