BOARD OF TRUSTEES
MENTOR PUBLIC LIBRARY
REGULAR BOARD MEETING AT THE LAKE BRANCH
MINUTES MAY 21, 2025

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

- *Present:* Sarah Strang, Laurie Kosanovich, Andrew Mitcham, Sue Wilcosky, Jen McGee, Teresa Ackerman
- *Absent*: Christine Henninger
- *Staff Present:* Cheryl Kuonen, Colleen Snyder, Jen Grill, Sue Fram
- *Others Present:* Cailey Hutchins, Lake Branch Manager; Keith Segina, staff SEIU Representative

II. APPROVAL OF MINUTES

A. Regular Board Meeting Minutes of April 16, 2025

#25-042 RESOLUTION:
On a motion by Mrs. Strang, seconded by Ms. McGee, the Board of Trustees of the Mentor Public Library resolved that the Minutes of the Regular Board Meeting of April 16, 2025 be adopted as corrected.

#25-042 APPROVAL OF REGULAR MEETING MINUTES OF APRIL 16, 2025

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

III. PUBLIC COMMENT ON AGENDA ITEMS – none

IV. REPORTS

A. President's Report – Mrs. Strang
Mrs. Strang requested that draft copies of the next month's library Cover-to-Cover newsletter be brought to the Board Meeting for trustees to see what's coming up.

B. Staff Presentation: Cailey Hutchins, Mentor-on-the-Lake Branch Manager
Mrs. Hutchins updated the Board regarding the Branch's new and ongoing community partnerships including the Mentor-on-the-Lake Parks and Recreation Department, City of Mentor-on-the-Lake Fire and Police Departments, Lake Elementary School, Lake County Council on Aging, Lake County Master Gardeners, Huntington Learning Center, The Red Cross, adult disability organizations, area daycares, and pre-schools.

The Lake Branch is scheduled for interior updates in December which include installing a walk-off carpet, other carpeting replacement, and a refresh for the Main desk.

C. Library System – Cheryl Kuonen

i. Donations

#25-043 RESOLUTION: **#25-043 DONATIONS**

On a motion by Mrs. Wilcosky, seconded by Mr. Mitcham, the Board of Trustees of the Mentor Public Library resolved to accept the donation(s) as presented.

Mrs. Kuonen gratefully acknowledged multiple donations given in memory of patrons. A special "Paws to Read" shelf will be dedicated at the Headlands Branch in memory of therapy dog "Rudder".

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

ii. Director's Report

Director Updates:

- Two contractors are viewing the Garfield Room ahead of renovation bids.
- The Poetry Contest sponsored by the Headlands Branch yielded many submissions from patrons. The winners have been chosen for this year's contest and a permanent page will be added to the library website so all submitted poems can be read by everyone.
- Hoopla has seen a big increase in patrons served in the last few months. Administration is considering a budget-line increase next year to support the additional use.
- United Way's ALICE (Asset Limited, Income Constrained, Employed) data report shows an increase in residents who have a job that keeps them above the poverty level but are still struggling due to daycare costs and other factors. The poverty level for 1 individual is $15,650 and for a family of 4 is $32,150. Basic costs to support a family of 4 in Ohio is $65,000/year, and if children are in daycare $79,000/year. In Lake County, 25% of households are considered ALICE, which is above the State average, but average compared to ALICE data.
- Laketran's new *Seniors on the Go* service provides free Dial-a-Ride to Lake County senior citizens aged 60 and older to community destinations in an effort to combat social isolation. Destinations include libraries, farmer's markets, grocery stores, senior centers, gyms, etc. but does not include medical appointments or restaurants.
- Summer Reading starts next Friday, May 30.

D. Financial – Colleen Snyder, Fiscal Officer

i. Financial Reports, April 2025

#25-044 RESOLUTION: **#25-044 FINANCIAL REPORTS APRIL 2025**

On a motion by Mrs. Wilcosky, seconded by Mrs. Strang, the Board resolved that the Financial Reports for the month of April 2025 be accepted and filed – Cash Reconciliation, Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control Report.

Mrs. Snyder reported that the 2023-2024 audit in April went well and the field work has been completed. The Auditor of State will email the final report to Board members directly.

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

ii. Ratification of April 2025 Bills

#25-045 RESOLUTION: **#25-045**
RATIFICATION OF APRIL 2025 BILLS

On a motion by Mrs. Kosanovich, seconded by Mrs. Wilcosky, the Board resolved that the Bills paid in April 2025 as evidenced by the April Voucher Summary Reports be approved.

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

iii. Investments

#25-046 RESOLUTION: **#25-046**
INVESTMENTS APRIL 2025

On a motion by Ms. McGee, seconded by Mrs. Kosanovich, the Board resolved that the Investments for April 2025 be approved as presented.

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

iv. American Heart Association Grant

#25-047 RESOLUTION: **#25-047**
AMERICAN HEART ASSOCIATION GRANT ACCEPTANCE

On a motion by the Joint Committee, seconded by Mrs. Wilcosky, the Mentor Public Library Board of Trustees resolved to accept the American Heart Association Grant. Grant funding is provided for the adoption of a Cardiac Emergency Response Plan in response to out-of-hospital cardiac arrest. The library will be receiving $2,500 to purchase AED equipment.

Mrs. Kuonen added that the grant also provides training for staff which will take place at the August all-staff meetings.

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

v. 2026 Tax Budget

#25-048 RESOLUTION: **#25-048**
2026 TAX BUDGET

On a motion by the Joint Committee, seconded by Mrs. Strang, the Mentor Public Library Board of Trustees resolved that, whereas, the State/County requires that the Library submit a budget delineating the need for the collection of the voted library millage,

Now, therefore, be it resolved that the 2026 Tax Budget as presented be adopted and referred to the School Board for approval and submission to the County.

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

E. Board Committees - none

V. NEW BUSINESS

Mrs. Kuonen stated the City of Mentor is in the process of moving the light pole on the corner of SharonLee in preparation for a new left turn lane.

A. Motion to Modify Sealed Bidding Dates

#25-049 RESOLUTION: **#25-049 MODIFY SEALED BIDDING DATES**

On a motion from Mr. Mitcham, seconded by Mrs. Wilcosky, the Mentor Public Library Board of Trustees resolved to modify sealed bidding dates for the Master Plan due to a delayed response from First Energy. Bids will be advertised in a newspaper twice as required by the ORC. A contractor open house will be planned, and contractors will be given approximately four (4) weeks to submit their sealed bids.

First Energy was contacted for approval of design work. They offered changes and have yet to officially approve the revised drawings. Work cannot progress until First Energy approves.

As of today, the bidding dates are yet to be determined, but it is hoped that the delay is only 1 week and bids are able to be opened before July 9 Joint Committee Meeting, with contractor approval at the July 16 Board Meeting. In this scenario, the construction would still start in August. Mrs. Kuonen will keep the trustees updated on the situation.

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

VI. UNFINISHED BUSINESS

A. Progress Log - as presented

VII. PUBLIC PRESENTATION - none

VIII. NEXT MEETING TIME AND PLACE ANNOUNCED:

The next meeting is at 6:00 p.m. on Wednesday, June 18, 2025 at the Main Library.

IX. ADJOURNMENT

#25-050 RESOLUTION: **#25-050 ADJOURNMENT**

Mrs. Strang adjourned the meeting at 6:32p.m. without objection.

SUBMITTED BY: _____Secretary

APPROVED BY: _____President