BOARD OF TRUSTEES
MENTOR PUBLIC LIBRARY
REGULAR BOARD MEETING
MINUTES SEPTEMBER 17, 2025

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

- *Present:* Sarah Strang, Laurie Kosanovich, Andrew Mitcham, Christopher Gallagher
- *Excused*: Sue Wilcosky
- *Absent*: Jen McGee
- *Staff Present:* Cheryl Kuonen, Colleen Snyder, Jen Grill, Sue Fram
- *Others Present:* Keith Segina, staff SEIU Representative

II. APPROVAL OF MINUTES

A. Regular Board Meeting Minutes of August 20, 2025

#25-079 RESOLUTION:
On a motion by Mrs. Kosanovich, seconded by Ms. McGee, the Board of Trustees of the Mentor Public Library resolved that the Minutes of the Regular Board Meeting of August 20, 2025 be adopted as presented.

#25-079 APPROVAL OF REGULAR MEETING MINUTES OF AUGUST 20, 2025

Mrs. Strang tabled the approval of the Minutes due to the lack of a voting quorum. The Regular Board Meeting Minutes of August 20, 2025 will be presented for vote in October.

III. PUBLIC COMMENT ON AGENDA ITEMS – none

IV. REPORTS

A. President's Report –Sarah Strang

- The State of Delaware this month passed H.B.119, turning the Freedom to Read Act into law.
- There is some talk about censoring books at the National Parks Service, thereby possibly rewriting history.
- The website everylibrary.org is a source for useful information.

B. Library System – Cheryl Kuonen

i. Director's Report

Director Updates:

- A member of the Mentor Arts Commission is trying to arrange for the City of Mentor staff to deliver the donated Story Book Bench to the Main Library.
- A Laketran bus stop on Andrews Road by the Lake Branch will have a shelter added. The old broken sidewalk will be replaced in the process.
- Old evergreen trees along the drive-thru driveway at Main will be removed before winter.

- The new program attendance procedure began on September 8, and patrons are now required to provide an email address. If someone registers for programs with limited seating and/or supplies cost and then does not call to cancel or does not attend, they may be placed on a waitlist for the next MPL program they want to attend.
- A staff Innovation Committee idea has been brought to fruition, and the library now provides wheeled carts for patrons to use for books. A second committee is implementing Shelf-To-Chef cooking kits that include a how-to video.
- Clevnet has a new strategic plan. Mrs. Kuonen is chair of the Clevnet Director Panel that represents all 47 library systems.

  Cybersecurity has been the focus for Clevnet in 2025. In 2026, they will focus on marketing Clevnet and making sure the public and elected officials are aware of the R.O.I. and value of Clevnet. Statistics from 2020 showed that for every $1 spent the patrons received $19 in provided services.
- Mentor Schools received a report card of 4.5 stars. Headlands Branch Manager Josh Sebrasky will be partnering with the high school to present Nature Journaling to 4 classes.
- Mrs. Kuonen, Mrs. Snyder, Mrs. Grill, and Mr. Mikolic attended the kickoff meeting of the Ohio Persistent Cyber Institute, which presented training required by all staff and at various levels of instruction according to job position. Trustees may take the 1½ hour online training if they wish. The training for library staff is mandatory.
- On October 13, the donated pollinator garden from First Energy will be planted in the green space by volunteers.
- The library materials supplier Baker and Taylor has been sold. As the process is in transition, we are experiencing a delay in getting items on order and staff are using Amazon to meet needs.
- Freegal has shown increased usage lately. We think the stats portal may have been missing downloads as the eBook count went up as well after a procedural change was made.
- Theresa Ackerman has resigned as a Trustee. The School Board will place Greg Markell on their October agenda for vote to fill that position. Mr. Markell will be sworn in at the Library Board's October meeting.

C. Financial – Cheryl Kuonen for Colleen Snyder, Fiscal Officer

i. Financial Reports, August 2025

#25-080 FINANCIAL REPORTS AUGUST 2025

#25-080 RESOLUTION:
On a motion by Mrs. Strang, seconded by Mr. Mitcham, the Board resolved that the Financial Reports for the month of August 2025 be accepted and filed – Cash Reconciliation, Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control Report.

The September PLF has been received in amount of $186,000 as expected; $217,000 had been budgeted for the month. Year-to-date the PLF funding is up $13,000. We are on target with our estimate to be down $33,000 for the year after all the changes that were made at the State level. This is being offset by the Levy Fund and Other Revenue which have come in higher than anticipated.

Roll Call: Ayes (4) Mr. Mitcham, Mr. Gallagher, Mrs. Kosanovich, Mrs. Strang; Nays (0). Motion carried.

ii. Ratification of August 2025 Bills

#25-081 RESOLUTION: **#25-081 RATIFICATION OF AUGUST 2025 BILLS**

On a motion by Mr. Gallagher, seconded by Mrs. Strang, the Board resolved that the Bills paid in August 2025 as evidenced by the August Voucher Summary Reports be approved.

Roll Call: Ayes (4) Mr. Mitcham, Mr. Gallagher, Mrs. Kosanovich, Mrs. Strang; Nays (0). Motion carried.

iii. Investments

#25-082 RESOLUTION: **#25-082 INVESTMENTS AUGUST 2025**

On a motion by Mrs. Kosanovich, seconded by Mr. Mitcham, the Board resolved that the Investments for August 2025 be approved as presented.

Mrs. Snyder noted that the Federal Reserve cut the interest rates today by ¼% and indicated that additional movements may happen by the end of the year. $450,000 was redeemed from Star Ohio to purchase two new 18-month CDs at 3.7%.

Roll Call: Ayes (4) Mr. Gallagher, Mrs. Kosanovich, Mr. Mitcham, Mrs. Strang; Nays (0). Motion carried.

iv. Budget Commission

#25-083 RESOLUTION: **#25-083 BUDGET COMMISSION**

On a motion by the Joint Committee, seconded by Mrs. Strang, the Mentor Public Library Board of Trustees resolved that the following 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.

This annual resolution approves the County to collect our tax levy this year to provide funds for next year. Currently, levy proceeds are 55% of our library's total revenue. As the PLF decreases and interest income decreases, the levy revenue percentage will increase.

Roll Call: Ayes (4) Mr. Mitcham, Mrs. Kosanovich, Mr. Gallagher, Mrs. Strang; Nays (0). Motion carried.

D. Board Committees

i. Fund Discussion

As has happened for most of this year, our revenues are higher and expenses are lower than expected, so the ending fund balance for the General Fund will be higher than anticipated.

A new fund for sick and vacation payouts was proposed at the Joint Committee meeting. The fund would hold a calculated amount to be set aside for these purposes

and take the burden off the General Fund. Further discussion will take place at the October Joint Committee meeting and Mrs. Snyder will provide recommendations of how much money to move into the new fund. This will require approval at the October Regular Board Meeting.

We will continue to be cautious with carryover; our current projected General Fund ending balance equals approximately 1 year's expenses. When the levy was renewed in 2017, we set a goal to have it last 10 years through 2028. Right now, we are trying to make the levy last through 2030.

ii. Master Plan Project

Marco Ciccarelli confirmed that the structural drawings were completed on Monday and are being uploaded to the website today for bidding. Emails have gone out to contractors. The advertisement for bids will be posted on September 18 and September 24. Sealed bids are due at 12 noon on October 9.

iii. Mentor-on-the-Lake Branch Closing

#25-084 RESOLUTION: **#25-084 LAKE BRANCH CLOSURE IN DECEMBER**

On a motion by the Joint Committee, seconded by Mrs. Kosanovich, the Mentor Public Library Board of Trustees resolved to close the Mentor-on-the-Lake Branch from Monday, December 15 through Saturday, December 20, 2025 for carpet replacement and additional work. The Mentor-on-the-Lake Branch will reopen on Monday, December 22, 2025 and resume normal hours.

Roll Call: Ayes (4) Mr. Mitcham, Mrs. Kosanovich, Mr. Gallagher, Mrs. Strang; Nays (0). Motion carried.

III. NEW BUSINESS

Library PAC

A meeting took place on Monday between Mrs. Kuonen, Mr. Andy Rose, and Chair Mr. Greg Markell to discuss library PAC funds, which amount to $6,000, and future fundraisers. Plans for several small and one larger fundraiser over the next 4 years are anticipated. The PAC will make a public records request in 2029 for current library vendors to send letters to.

VI. UNFINISHED BUSINESS

A. Progress Log - as presented

B. It was noted that the wall panels were installed in the James R. Garfield Room today. Several panels will be replaced as they need to be resized. The new panels are easy to clean and self-healing.

VII. PUBLIC PRESENTATION - none

VIII. NEXT MEETING TIME AND PLACE ANNOUNCED:

The next meeting is at 6:00 p.m. on Wednesday, October 15, 2025 at the Main Library.

IX. ADJOURNMENT

#25-085 RESOLUTION: **#25-085**

Mrs. Strang adjourned the meeting at 6:30 p.m. without objection. **ADJOURNMENT**

SUBMITTED BY: _____Secretary

APPROVED BY: _____President