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

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

- *Present:* Sarah Strang, Andrew Mitcham, Sue Wilcosky, Jen McGee, Christopher Gallagher
- *Excused:* Laurie Kosanovich
- *Absent:* Greg Markell (arrived 6:02 p.m.)
- *Staff Present:* Cheryl Kuonen, Colleen Snyder, Jen Grill, Sue Fram
- *Others Present:* Keith Segina, staff SEIU representative

II. APPROVAL OF MINUTES

A. Annual Records Commission Meeting Minutes of November 12, 2025

#25-104 RESOLUTION:
On a motion by Mr. Mitcham, seconded by Mrs. Wilcosky, the Board of Trustees of the Mentor Public Library resolved that the Minutes of the Annual Library Records Commission Meeting of November 12, 2025 be adopted as presented.

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

#25-104 APPROVAL OF LIBRARY RECORDS COMMISSION MEETING MINUTES OF NOVEMBER 12, 2025

Mr. Markell arrived at 6:02 p.m.

B. Regular Board Meeting Minutes of November 12, 2025

#25-105 RESOLUTION:
On a motion by Mr. Gallagher, seconded by Ms. McGee, the Board of Trustees of the Mentor Public Library resolved that the Minutes of the Regular Board Meeting of November 12, 2025 be adopted as presented.

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

#25-105 APPROVAL OF REGULAR MEETING MINUTES OF NOVEMBER 12, 2025

III. PUBLIC COMMENT ON AGENDA ITEMS – none

IV. REPORTS

A. President's Report –Sarah Strang
As Mrs. Strang's Officer term as President of the Board of Trustees was ending, she stated that she has enjoyed serving as Board President for the past 2 years and is looking forward to what 2026 brings for the Library.

i. Nominating Committee:

Mr. Mitcham presented the Officer Nominating Committee's recommendations for the Slate of Officers for 2026 as follows: Sue Wilcosky, President; Laurie Kosanovich, Vice President; Jen McGee, Secretary.

The Slate of Officers will be voted on at the January Organizational Meeting.

B. Library System – Cheryl Kuonen

i. Donations

#25-106 RESOLUTION: **#25-106 DONATIONS**

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

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

ii. Director's Report - Cheryl Kuonen, Executive Director

Director Updates:

- Mrs. Kuonen attended OLC's wrap-up webinar on the State Government Day.
  - They reviewed Bills that were introduced throughout the year but have not had hearings, actions or been voted on. There was a little movement on HB 137, which changes "shall" to "may" (The proposed language changes the school district's consent to a Library levy request from "shall place a levy" on the ballot to "may place a levy" on the ballot.) This was voted out of committee but it is not yet on the calendar for a full vote by the House.
  - Property tax issues haven't moved and will remain alive until December 31, 2026. The Governor has not yet signed the issues passed by the House and Senate.
  - Due to holidays, Ohio Congressmen will return to Columbus for part of February and March but will not meet much in April due to the mid-term elections.
- The Annual State of the Schools MACC event, presented by Superintendent Craig Heath, will take place on January 27. The Lake County piggyback homestead exemption will most likely be addressed as it is a loss of funding for the schools. Mrs. Wilcosky will be attending and other trustees are welcome to attend as well – please contact Mrs. Kuonen if interested. Mentor Schools have scheduled Finance meetings, which are available to watch online.
- Mrs. Kuonen, Mrs. Grill and several library staff attended United Way's Code Blue training. This event will be repeated on Friday, which other staff will attend. The Sub Zero Mission in Painesville is working on becoming an overnight shelter for Code Blue events.
- Craig Mossbruger has been working at the Lake Branch this week during renovations and reported that the carpet replacement is complete. Library Design will be there tomorrow to put back the shelving and staff will be working on Saturday to refill the shelves. Lake Branch is on track to re-open to the public on Monday, December 22.

Replacement bulbs purchased for the pendant lights at Lake Branch did not work. CED (Consolidated Electrical Distributors, Mentor) determined that the 35-volt drivers installed during the 2013 move to LED lamps are the problem and are now obsolete. A lighting expert's opinion and estimates will help us ascertain whether to change the drivers to a higher voltage, direct wire the pendants, or replace everything. The old bulbs were reinstalled and are working fine, giving us time to decide how and when to proceed.

- As Chair of the Clevnet Director Panel, Mrs. Kuonen met with the Cleveland Public Marketing Director who has put together a marketing package for the public to understand the Clevnet consortium, resource sharing, ROI, etc.
- Mrs. Kuonen has a meeting planned with Bonnie Cameron, President of the Friends of Mentor Public Library, to update her on the Main Campus project and other goals. The Friends will be donating $50,000 toward the project when we break ground.
- Currently, Mentor Main Library is the only Lake County Library open at 11:00 a.m. on Sundays. Geauga Library just announced they will no longer be open on Sundays and have had to cut some services but are building a new library in Chardon.

Mrs. Wilcosky passed on compliments for the Children's Department's Escape Room from a young patron.

C. Financial –Colleen Snyder, Fiscal Officer

i. Financial Reports, November 2025

#25-107 RESOLUTION:
On a motion by Mr. Mitcham, seconded by Ms. McGee, the Board resolved that the Financial Reports for the month of November 2025 be accepted and filed – Cash Reconciliation, Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control Report.

#25-107 FINANCIAL REPORTS NOVEMBER 2025

Mrs. Snyder stated that she was happy to meet with Mr. Gallagher earlier this week to answer his questions regarding the Library's finances. Trustees are welcome to give reporting suggestions at any time.

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

ii. Ratification of November 2025 Bills

#25-108 RESOLUTION:
On a motion by Mrs. Strang, seconded by Mrs. Wilcosky, the Board resolved that the Bills paid in November 2025 as evidenced by the November Voucher Summary Reports be approved.

#25-108 RATIFICATION OF NOVEMBER 2025 BILLS

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

iii. Investments

Mrs. Snyder reminded the trustees that the Federal Government cut interest rates in December and indications are that more cuts may happen in the beginning of 2026.

#25-109 9ESOLUTION: **#25-109**
On a motion by Mr. Gallagher, seconded by Mrs. Wilcosky, the Board resolved that the Investments for November 2025 be approved as presented. **INVESTMENTS NOVEMBER 2025**

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

iv. 2025 Appropriations Adjustment

#25-110 RESOLUTION: **#25-110**
On a motion by Ms. McGee, seconded by Mrs. Strang, the Mentor Public Board of Trustees resolved to adopt the 2025 Amended Annual Appropriations Measure as presented. **2025 AMENDED APPROPRIATIONS**

As reviewed in Committee, the contingency was taken down from $80,000 to $0. The Interfund Transfers were increased by $540,000, which increases the amount going into the Building Fund and new money for the new Accumulated Leave Fund. The Special Revenue Fund was decreased from $70,000 to $20,000 per actual expenses.

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

v. Fund Transfer

#25-111 RESOLUTION: **#25-111**
On a motion by Mr. Mitcham, seconded by Mrs. Wilcosky, the Mentor Public Board of Trustees resolved to approve the following Fund Transfer: **FUND TRANSFER**

FUND TRANSFER	FROM	TO
General Fund	$1,120,000	
Building Fund		$845,000
Technology Fund		$100,000
Accumulated Leave Fund		$175,000

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

vi. Year End Transaction

#25-112 RESOLUTION: **#25-112**
On a motion by Ms. McGee, seconded by Mr. Markell, the Mentor Public Board of Trustees resolved to delegate the Fiscal Officer the authority to make any and all financial transactions necessary, in order to satisfactorily comply with the Ohio Revised Code compliance standards for the fiscal year-end deadline of December 31 2025. Further, the Fiscal Officer will present all **YEAR END TRANSACTION**

financial statements and any other related financial reporting at the regularly scheduled meeting in January, 2026 for formal Board adoption and approval.

Any corrections that need to be made will be reported to the Board at the January meeting.

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

vii. 2026 Temporary Appropriations

#25-113 RESOLUTION:
On a motion by Mr. Gallagher, seconded by Mrs. Strang, the Mentor Public Board of Trustees resolved to adopt the 2026 Temporary Appropriations as presented per ORC 5705.38. Said temporary appropriations shall remain in effect until superseded by the permanent appropriations, which must be adopted no later than April 1, 2026.

#25-113 TEMPORARY APPROPRIATIONS

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

viii. Request for Advance of Taxes Collected

#25-114 RESOLUTION:
On a motion by Mrs. Strang, seconded by Mr. Mitcham, the Mentor Public Board of Trustees resolved to approve the attached written request to receive advances of current collections of taxes in 2026 from the County Auditor.

#25-114 REQUEST FOR ADVANCE OF TAXES COLLECTED

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

D. Board Committees

i. Approval of 2026 Board Meeting Dates

#25-115 RESOLUTION:
On a recommendation from the Joint Committee, seconded by Mr. Markell, the Mentor Public Board of Trustees resolved to approve the Board Meeting Dates of 2026 as presented.

#25-115 2026 BOARD MEETING DATES

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

ii. Pay Grade Approval for Manager Job Description

#25-116 RESOLUTION:
On a recommendation from the Joint Committee, seconded by Ms. McGee, the Board of Trustees resolved to approve the pay grade of the Collection Development/Technical Services Manager position at Grade 14 (currently $25.47 to $41.06).

#25-116 PAY GRADE APPROVAL FOR MANAGER JOB DESCRIPTION

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

iii. Master Plan Update from StudioTechne – Cheryl Kuonen

Mr. Ciccarelli informed the Library that the application and payment was submitted to Mentor Planning Commission for their January 15 meeting.

The City of Mentor is reviewing the plan drawings prior to issuing permits and requested that the following items be addressed: reiteration of size, number of handicapped parking spaces and signage, replacing any existing cracked sidewalks, ensure GFCI protection in the garage and restrooms, and requested more information on door handles and locks. No stormwater prevention plan is required as less than 1 acre is being disturbed. An abbreviated plan to manage storm water during construction is needed.

Lakeland, StudioTechne, and the engineer will meet on Monday, December 22 to go over the phasing and structural plan.

Two of three quotes have been received for asbestos testing/assessment for the Main Library and yellow house. We suspect that the Main Library is OK; although asbestos testing and abatement was performed during the Main Library's 1989 expansion and construction, official certificates stating such were not issued. The yellow house's basement flooring most likely contains asbestos.

V. NEW BUSINESS - none

VI. UNFINISHED BUSINESS

A. Progress Log - as presented

VII. PUBLIC COMMENT ON AGENDA ITEMS – none

VIII. EXECUTIVE SESSION

#25-117 RESOLUTION: **#25-117**
On a motion by Mr. Mitcham, seconded by Ms. McGee, the Board of Trustees of the Mentor Public resolved to move 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. Wilcosky, Ms. McGee, Mr. Gallagher, Mr. Mitcham, Mr. Markell, Mrs. Strang; Nays (0). Motion carried.

The Trustees moved into executive session at 6:29 p.m.
Present: Sarah Strang, Andrew Mitcham, Sue Wilcosky, Jen McGee, Christopher Gallagher, Greg Markell

Mrs. Kuonen entered executive session at 6:47 p.m.
Mrs. Kuonen left executive session and Mrs. Snyder entered executive session at 6:58 p.m.
Mrs. Snyder left executive session at 7:04 p.m.

The Trustees returned to regular session at 7:04 p.m.

Present: Sarah Strang, Andrew Mitcham, Sue Wilcosky, Jen McGee, Christopher Gallagher, Greg Markell, Cheryl Kuonen, Colleen Snyder, Jen Grill

ADDITIONAL DISCUSSION:

The board thanked Mrs. Grill for preparing the evaluation forms so quickly and compiling the information for them to review. A plan for future year reviews was discussed. We will continue to use the same Office Form to collect feedback. The form will be assigned to all Board members on November 1st of each year. Responses will be collected, compiled, and distributed by HR during an executive session at the November Board Meeting. Mrs. Kuonen will update the Routine Board Item Calendar to reflect this discussion.

IX. NEXT MEETING TIME AND PLACE ANNOUNCED:

The next meeting is at 6:00 p.m. on Wednesday, January 15, 2026 at the Main Library. Attendees were reminded of the Organizational Meeting that is to take place at 6:00pm with the Regular Board Meeting immediately following.

X. ADJOURNMENT

#25-118 RESOLUTION: **#25-118**

Mrs. Strang adjourned the meeting at 7:09 p.m. without objection. **ADJOURNMENT**

SUBMITTED BY: _____Secretary

APPROVED BY: _____President