BOARD OF TRUSTEES
MENTOR PUBLIC LIBRARY
REGULAR BOARD MEETING
MINUTES FEBRUARY 18, 2026

I. CALL TO ORDER/ROLL CALL: 6:03 p.m. by President, Sue Wilcosky

- *Present:* Sue Wilcosky, Laurie Kosanovich, Sarah Strang, Andrew Mitcham, Greg Markell
- *Excused:* Jen McGee, Chris Gallagher
- *Staff Present:* Cheryl Kuonen, Colleen Snyder, Jen Grill, Sue Fram
- *Others Present:* Marco Ciccarelli, Architect StudioTECHNE via Zoom; Keith Segina, staff SEIU Representative

II. TEAMS CONFERENCE WITH MARCO CICCARELLI

Mr. Ciccarelli addressed the Trustees to provide an update regarding the Main Campus Project. Lakeland Construction is finalizing the schedule and has indicated mobilization beginning in March. Final permit review is in process and is expected next week. Steel support plans are being coordinated between the engineer and contractor, and shop drawings and RFI's are being received.

For clarity, Marco was asked to explain the process of submittals and shop drawings to the Board. The contractor submits the plans for rebar, etc. and Marco reviews them to ensure they follow the scope and plan. The contractor also submits product documents for physical pieces as well as architecture for review. All of this is done electronically to enable tracking.

Shelving and furniture plans, and logistics for moving books and relocating library items will be reviewed on Monday.

Mr. Ciccarelli left the meeting at 6:10 p.m.

III. APPROVAL OF MINUTES

A. Approval of the Organizational Meeting Minutes of January 21, 2026.

#26-013 RESOLUTION:
On a motion by Mrs. Strang, seconded by Mr. Mitcham, the Board resolved that the Minutes of the Organizational Meeting of January 21, 2026 be adopted as presented.

Roll Call: Ayes (5) Mr. Markell, Mr. Mitcham, Mrs. Kosanovich, Mrs. Strang, Mrs. Wilcosky; Nays (0). Motion carried.

#26-013 APPROVAL OF THE ORGANIZATIONAL MEETING MINUTES OF JANUARY 21, 2026

B. Approval of the Regular Meeting Minutes of January 21, 2026.

#26-014 RESOLUTION:
On a motion by Mrs. Kosanovich, seconded by Mrs. Strang, the Board resolved that the Minutes of the Regular Board Meeting of January 21, 2026 be adopted as corrected.

#26-014 APPROVAL OF THE REGULAR MEETING MINUTES OF JANUARY 21, 2026

Roll Call: Ayes (5) Mrs. Kosanovich, Mrs. Strang, Mr. Markell, Mr. Mitcham, Mrs. Wilcosky; Nays (0). Motion carried.

IV. PUBLIC COMMENT ON AGENDA ITEMS - none

V. REPORTS

A. President's Report – Mrs. Wilcosky

Mrs. Wilcosky thanked Mrs. Kuonen for her talk at the last Mentor Area Chamber of Commerce meeting and appreciated explaining how the library participates in County Code Blues.

B. Library System – Cheryl Kuonen

i. Donations

#26-015 RESOLUTION: **#26-015**
On a motion by Mr. Mitcham, seconded by Mr. Markell, the Board resolved to accept the donation(s) as presented. **DONATIONS**

The Donation Report listed the multiple donations received online through Zeffy on Giving Tuesday which took place on December 1, 2025. The Library is grateful for the donations received in December and January that will be deposited into the General Fund.

Roll Call: Ayes (5) Mrs. Kosanovich, Mrs. Strang, Mr. Markell, Mr. Mitcham, Mrs. Wilcosky; Nays (0). Motion carried.

ii. Director's Report

Director Updates

- Sue Wilcosky and Sarah Strang are registered to attend the State of the City presentation on Tuesday, February 24.
- The chicken eggs are arriving this week in Main's Children's Department and will be placed out for viewing after resting for a day.
- Legislative Day is coming up next month on March 18. Mrs. Kuonen is planning to attend and will report updates at the Board Meeting later in the day.
- Clevnet reported ROI figures as every $1 to Clevnet returns $19 to the community in services. It is important that this information is relayed to Ohio legislators. Jason Lea will be posting random stats online weekly regarding library services.
- The Backyard Bird Count which took place February 13-16 reported 52 species were sited in our area.
- We will be celebrating Dr. Seuss' birthday on Monday, March 2, with day-long activities and a special story time. Two story times will be presented by our Children's Department to St. Gabriel Preschool children at Main; we expect 100+ in attendance for each session.

  Mr. Markell recited a passage from his favorite Dr. Seuss book "The Sneeches" for the Trustees.

- The Leadership Lake County group has been working on plans for Main's new Sensory Room and have almost finished. The group shared a list of grants for Cory to consider for the project.
- An issue that took place at The HUB on the evening of Thursday, February 19 regarding the overall safety of the school building has been reported to Superintendent Craig Heath. The Library appreciates the work the school is putting in to address the situation.
- The Western Reserve Junior Service League has awarded a grant to the library to purchase a pop-up tent for Headlands Branch summer programming.
- Very good attendance is being reported at the quarterly on-site Chick-fil-A story times.
- Bedbug Update – The origin of the bedbugs found in the Homebound deliveries has been determined and we will be suspending services to the facility for the time being. Although the problem was small and contained, an exterminating company will be at Main on Thursday, February 19 in the morning to treat an area in the library.

C. Financial – Colleen Snyder, Fiscal Officer

i. Financial Reports, January 2026

#26-016 RESOLUTION:
On a motion by Mrs. Kosanovich, seconded by Mr. Mitcham, the Board resolved that the Financial Reports for the month of January 2026 be accepted and filed – Cash Reconciliation, Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control Report.

#26-016 FINANCIAL REPORTS JANUARY 2026

Mrs. Snyder reminded the Trustees that a presentation of the 2025 year-end financial wrap-up, 2026 appropriations, and 5-year projection will take place at the March Joint Committee meeting on March 11, 2026.

Roll Call: Ayes (5) Mr. Markell, Mr. Mitcham, Mrs. Strang, Mrs. Kosanovich, Mrs. Wilcosky; Nays (0). Motion carried.

ii. Ratification of January 2026 Bills

#26-017 RESOLUTION:
On a motion by Mr. Markell, seconded by Mrs. Strang, the Board resolved that the Bills paid in January 2026 evidenced by the January Voucher Summary Report be approved.

#26-017 RATIFICATION OF JANUARY 2026 BILLS

Roll Call: Ayes (5) Mr. Mitcham, Mr. Markell, Mrs. Kosanovich, Mrs. Strang, Mrs. Wilcosky; Nays (0). Motion carried.

iii. Investments

#26-018 RESOLUTION:
On a motion by Mrs. Kosanovich, seconded by Mrs. Strang, the Board resolved that the Investments for January 2026 be approved as presented.

#26-018 INVESTMENTS JANUARY 2026

Roll Call: Ayes (5) Mrs. Strang, Mrs. Kosanovich, Mr. Mitcham, Mr. Markell, Mrs. Wilcosky; Nays (0). Motion carried.

iv. Western Reserve Junior Service League Grant

#26-019
WESTERN RESERVE JUNIOR SERVICE LEAGUE GRANT

#26-019 RESOLUTION:
On a motion by Mr. Mitcham, seconded by Mr. Markell, the Board resolved that the Mentor Public Library Board of Trustees accept the Western Reserve Junior Service League Grant. The grant request is for the Headlands Branch Outdoor Canopy.

Mrs. Snyder added that this grant value is $1,000.

A reimbursing TechCred grant for Microsoft 365 classes will be presented at next month's Board Meeting for vote. The Library pays Cleveland State University for the classes and the TechCred grant reimburses those costs.

Roll Call: Ayes (5) Mrs. Strang, Mr. Markell, Mr. Mitcham, Mrs. Kosanovich, Mrs. Wilcosky; Nays (0). Motion carried.

D. Board Committees

i. Grade Change for Deputy Fiscal Officer

#26-020
GRADE CHANGE FOR DEPUTY FISCAL OFFICER

#26-020 RESOLUTION:
On a motion by the Joint Committee, seconded by Mrs. Strang, the Board resolved to approve the grade of Deputy Fiscal Officer position at Grade 12 ($20.29 to $32.67).

Mrs. Snyder stated that her assistant will be retiring at the end of March. The revised part-time Deputy Fiscal Officer job description reflects an increase in duties and responsibilities.

Roll Call: Ayes (4) Mrs. Kosanovich, Mrs. Strang, Mr. Markell, Mrs. Wilcosky; Nays (1) Mr. Mitcham. Motion carried.

VI. NEW BUSINESS - none

VII. OLD BUSINESS

A. Master Plan – Mrs. Kuonen
- Mrs. Strang inquired as to whether there will be an official "groundbreaking" ceremony for the Main Campus Project. The date is to be determined.
- Mrs. Kuonen will be reviewing the furniture plan in a meeting with Mr. Ciccarelli on Monday.

B. Progress Log – as presented

VIII. PUBLIC PRESENTATION TO THE BOARD – none

IX. NEXT MEETING TIME AND PLACE ANNOUNCED:

The next meeting is at 6:00 p.m. on Wednesday, March 18, 2026 at the Main Library.

X. ADJOURNMENT

#26-021 RESOLUTION: **#26-021**

Mrs. Wilcosky adjourned the meeting at 6:32 p.m. without objection. **ADJOURNMENT**

SUBMITTED BY: _____Secretary

APPROVED BY: _____President