BOARD OF TRUSTEES
MENTOR PUBLIC LIBRARY
REGULAR BOARD MEETING
MINUTES JANUARY 21, 2026

I. **CALL TO ORDER/ROLL CALL:** 6:07 p.m. by President, Sue Wilcosky
- *Present:* Sue Wilcosky, Laurie Kosanovich, Jennifer McGee, Sarah Strang, Andrew Mitcham, Chris Gallagher, Greg Markell
- *Staff Present:* Cheryl Kuonen, Colleen Snyder, Jen Grill, Sue Fram
- *Others Present:* Keith Segina, staff SEIU Representative

II. **APPROVAL OF MINUTES**

A. **Approval of the Regular Meeting Minutes of December 17, 2025.**

#26-005 RESOLUTION:
On a motion by Mr. Gallagher, seconded by Mr. Markell, the Board resolved that the Minutes of the Regular Board Meeting of December 17, 2025 be adopted as presented.

Roll Call: Ayes (6) Mrs. Strang, Mr. Gallagher, Mr. Markell, Mr. Mitcham, Ms. McGee, Mrs. Wilcosky; Abstain (1) Mrs. Kosanovich; Nays (0). Motion carried.

#26-005 APPROVAL OF THE REGULAR MEETING MINUTES OF DECEMBER 17, 2025

III. **PUBLIC COMMENT ON AGENDA ITEMS** - none

IV. **REPORTS**

A. **President's Report – Mrs. Wilcosky**
Mrs. Wilcosky gave a shout out to staff that presented programs she recently attended and enjoyed: Stefanie Paganini for *Shelf to Chef*, Josh Sebrasky for the *Winter Bird Walk at the Mentor Marsh Nature Preserve,* and Dr. John Foster for *The Declaration of Independence*.

B. **Library System – Cheryl Kuonen**

i. **Director's Report**

Director Updates
- Mentor Public Library was featured on the front page of the News-Herald twice in January, once for *Library plans year-long celebration: Events mark America's 250th birthday* and *Making Waves: Lake Branch of Mentor Public Library completes interior renovations.* Also in January, The Lake County Tribune dedicated pages to *Mentor Public Library America 250 Programs* and other programs.
- Mrs. Grill and Mrs. Kuonen will be interviewing applicants next week to fill the position of Technical Services/Collection Development Manager.
- Lake Branch is partnering with Mentor Methodist Church for the first time to hold a food pantry distribution of non-perishable groceries on Thursday,

January 22, 5:00-7:00 p.m.

- Forbes House had an information table at the Main Library today.
- On Thursday, March 5 at 6:30 p.m. the Main Library will host a panel discussion on Property Taxes. Members of the panel will include the Mentor-on-the-Lake mayor, Concord Township administrator, and Mentor's city manager. The discussion will highlight the impact that property taxes have on government and local services and State budget issues. It will be livestreamed and recorded for the Library's YouTube channel.

  Mrs. Kuonen added that Lake County Treasurer Michael Zuren presented last week at Willowick Public Library, also on the subject of property taxes.

  Mrs. Snyder stated that she and Mrs. Kuonen will be meeting with the Lake County Commissioners at the end of March; a meeting had also taken place last fall. The County piggyback on State homestead exemptions has to be approved annually. An OLC virtual meeting for library directors and fiscal officers will be held on Monday, January 26.
- It was noted that attendance at our libraries was good in December despite the bad weather. ~~Over the~~ In 2025, Headlands Branch experienced a marked increase in door traffic and the other locations were about the same as in 2024.

ii. Donations

#26-006 DONATIONS

#26-006 RESOLUTION:
On a motion by Ms. McGee, seconded by Mr. Gallagher, the Board resolved to accept the donation(s) as presented.

Mrs. Snyder mentioned that in December, the Library started Zeffy in conjunction with Giving Tuesday, and we collected $1,040 which was distributed in January.

Roll Call: Ayes (7) Mr. Gallagher, Mrs. Kosanovich, Ms. McGee, Mrs. Strang, Mr. Markell, Mr. Mitcham, Mrs. Wilcosky; Nays (0). Motion carried.

C. Financial – Colleen Snyder, Fiscal Officer

i. Financial Reports, December 2025

#26-007 FINANCIAL REPORTS DECEMBER 2025

#26-007 RESOLUTION:
On a motion by Mrs. Strang, seconded by Mr. Mitcham, the Board resolved that the Financial Reports for the month of December 2025 be accepted and filed – Cash Reconciliation, Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control Report.

Mrs. Snyder stated that a 2025 financial wrap-up will take place at the March Joint Committee meeting on March 11, 2026.

Roll Call: Ayes (7) Mr. Markell, Mr. Mitcham, Ms. McGee, Mrs. Strang, Mr. Gallagher, Mrs. Kosanovich, Mrs. Wilcosky; Nays (0). Motion carried.

ii. Ratification of December 2025 Bills

#26-008 RESOLUTION: **#26-008**
On a motion by Ms. McGee, seconded by Mr. Mitcham, the Board resolved that the Bills paid in December 2025 evidenced by the December Voucher Summary Reports be approved. **RATIFICATION OF DECEMBER 2025 BILLS**

Roll Call: Ayes (7) Mr. Mitcham, Ms. McGee, Mr. Markell, Mr. Gallagher, Mrs. Kosanovich, Mrs. Strang, Mrs. Wilcosky; Nays (0). Motion carried.

iii. Investments

#26-009 RESOLUTION: **#26-009**
On a motion by Mrs. Strang, seconded by Mr. Gallagher, the Board resolved that the Investments for December 2025 be approved as presented. **INVESTMENTS DECEMBER 2025**

Roll Call: Ayes (7) Mrs. Strang, Mr. Gallagher, Mrs. Kosanovich, Mr. Mitcham, Ms. McGee, Mr. Markell, Mrs. Wilcosky; Nays (0). Motion carried.

D. Board Committees - none

V. NEW BUSINESS - none

VI. OLD BUSINESS

A. Master Plan – Mrs. Kuonen

- Marco Ciccarelli, Christian, and Mrs. Kuonen presented the revised SharonLee parking lot plan to the Mentor Planning Commission at their meeting on Thursday, January 15. The Commission approved the addition of a return loop to accommodate a full lot and reiterated the requirement of an 8 foot fence which requires removal of existing plantings.
- An in-person meeting with Mr. Ciccarelli and engineers on January 15 was cancelled due to weather, and a zoom meeting was held instead. The group has plans to meet at the Main Library tomorrow, Thursday, January 22 to review steelwork plans to minimize welding in the library and other items. The steelwork is the most complicated piece of the construction.
- Mrs. Kuonen is waiting to hear from EA regarding dates for the asbestos testing.
- Official notice of construction commencement paperwork was submitted to the County last week. Marco and Christian are working on shop drawings with Lakeland Construction and on securing the construction permit with the City. The emergency responder radio coverage will be required to secure a permit.
- Rooted In Trees will delay tree planting until Fall 2026 as a sewer line must be dug and installed near the planting area.

B. Progress Log – as presented

VII. PUBLIC PRESENTATION TO THE BOARD – none

VIII. CONTRACT AMENDMENTS

#26-010 RESOLUTION: **#26-010**

On a motion by Mr. Gallagher, seconded by Mr. Mitcham, the Board of Trustees of the Mentor Public Library resolved to approve the contract amendment for Cheryl Kuonen, Executive Director for 2026. **2025 CONTRACT AMENDMENT FOR EXECUTIVE DIRECTOR**

Roll Call: Ayes (7) Ms. McGee, Mrs. Strang, Mr. Gallagher, Mr. Mitcham, Mr. Markell, Mrs. Kosanovich, Mrs. Wilcosky; Nays (0). Motion carried.

#26-011 RESOLUTION: **#26-011**

On a motion by Mrs. Strang, seconded by Ms. McGee, the Board of Trustees of the Mentor Public Library resolved to approve the contract amendment for Colleen Snyder, Fiscal Officer for 2026. **2026 CONTRACT AMENDMENT FOR FISCAL OFFICER**

Roll Call: Ayes (7) Mr. Gallagher, Ms. McGee, Mrs. Strang, Mr. Markell, Mr. Mitcham, Mrs. Kosanovich, Mrs. Wilcosky; Nays (0). Motion carried.

IX. NEXT MEETING TIME AND PLACE ANNOUNCED:

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

X. ADJOURNMENT

#64-012 RESOLUTION: **#26-012**

Mrs. Wilcosky adjourned the meeting at 6:26 p.m. without objection. **ADJOURNMENT**

SUBMITTED BY: _____Secretary

APPROVED BY: _____President