BOARD OF TRUSTEES
MENTOR PUBLIC LIBRARY
REGULAR BOARD MEETING
MINUTES JULY 15, 2026

I. CALL TO ORDER/ROLL CALL: 5:59 p.m. by President Sue Wilcosky

- *Present:* Sue Wilcosky, Laurie Kosanovich, Jen McGee, Sarah Strang, Greg Markell, Kati Fink
- *Excused:* Chris Gallagher
- *Staff Present:* Cheryl Kuonen, Colleen Snyder, Jen Grill, Sue Fram
- *Others Present:* Christian Milleson, Designer StudioTECHNE (on TEAMS); Shawna Goostree; Keith Segina, staff SEIU Representative (arrived at 6:00 p.m.)

II. StudioTECHNE TEAMS UPDATE – Christian Milleson, Construction Administrator

Christian Milleson provided an update on the construction.

- StudioTECHNE is reviewing change orders and evaluating substitutions for some cost savings.
- Temporary construction walls are being installed to contain demolition debris and will be removed at the end of Phase I.
- Construction of the garage foundation and walls is progressing well.
- Grade changes need to be addressed in the greenspace as well as the foundations for new pathways.
- Additional tree and shrub clearing will be needed for the SharonLee parking lot changes.
- Masonry will be removed from the east side of the building in the areas of the new construction for the stairwell, entrance, and teen room.
- Steel work for the expanded areas will be delayed until the weather cools off as the HVAC system will need to be temporarily shut down.
- When asked if the project is on schedule, Mr. Milleson confirmed that we are in a good spot. There has been some ambiguity on the schedule from Lakeland.

As there were no further questions, Mr. Milleson left the meeting at 6:11 p.m.

III. APPROVAL OF MINUTES

A. Approval of the Regular Meeting Minutes of June 17, 2026.

#26-056 RESOLUTION:
On a motion by Mr. Markell, seconded by Mrs. Strang, the Board resolved that the Minutes of the Regular Board Meeting of June 17, 2026 be adopted as presented.

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

#26-056 APPROVAL OF THE REGULAR MEETING MINUTES OF JUNE 17, 2026

IV. PUBLIC COMMENT ON AGENDA ITEMS - none

V. REPORTS

A. President's Report, Sue Wilcosky, Jen McGee

Mrs. Wilcosky thanked Mrs. Fink, Ms. McGee, and Mrs. Kosanovich for their work in the process of interviewing and selecting the new Fiscal Officer, Shawna Goostree.

i. ALA Report – Kati Fink

Mrs. Fink reported that she learned a lot about the differences between Foundations, Friends, and Boards for libraries, along with their roles and responsibilities. She was energized by the conference and appreciated that Mentor Public Library is a member of "United for Libraries."

B. Library System – Cheryl Kuonen

i. Donations

#26-057 RESOLUTION: **#26-057**
On a motion by Ms. McGee, seconded by Mrs. Kosanovich, the Board resolved to accept the donation(s) as presented. **DONATIONS**

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

ii. Director's Report

Director Updates

- A reminder was given that the Joint Committee meetings will be held at The HUB at Mentor High School starting in August. Text reminders were requested. Regular Board Meetings will be at the Main Library as usual.
- The Lake County Fair parade will take place on July 28, and the Concord Community parade will be on August 8.
- The Children's Department has received over 1,400 sign-ups for Summer Reading.
- Eight boxes of seeds were donated by our local Discount Drug Mart. Some seed packets will be added to the Seed Library now for fall planting and others will be saved for spring.
- Mrs. Kuonen and Mrs. Snyder attended the recent OLC webinar and updated the Trustees on recent bills that are in process. She reported that the Senate introduced 460 bills, of which 42 were passed and 1 was vetoed. The House introduced 975 bills, of which 62 passed and 2 were vetoed.
    - H.B. 314 addresses Harassing or Disruptive Public Record Requests, for which OLC is in support. This bill passed the House with bi-partisan support of 75-17; no Senate action has been taken yet. Copies of records are charged 10¢ per page, but the bill would also allow entities to charge for multiple hours of work for large requests.
    - H.B. 413 addresses the Local Government Expenditure and would require local government entities to post their expenses and revenue online. The bill passed the House 91-5 and has been sent to the Senate Finance Committee.

- H.B. 645 requires zero-based budgeting of the State Budget for the 138th General Assembly. This bill passed the House 81-15.
- The HUB will be closed by the school on Thursday, July 23 and Friday, July 24 for annual deep cleaning.
- On September 12, Rooted in Trees will be at the Main Library to plant 8 large oak trees in the greenspace.
- The City of Mentor is conducting sidewalk inspections for needed replacement.
- The new product Gimlet will be introduced for staff to track patron interactions and questions and the time spent. We think this will be useful, especially with the ongoing Main Library construction projects.
- Staff have been hearing positive comments from patrons regarding the ongoing renovation construction and are enthusiastic about the coming improvements.

C. Financial – Colleen Snyder, Fiscal Officer

i. Financial Reports, June 2026

#26-058 RESOLUTION:
On a motion by Mrs. Strang, seconded by Mr. Markell, the Board resolved that the Financial Reports for the month of June 2026 be accepted and filed – Cash Reconciliation, Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control Report.

#26-058 FINANCIAL REPORTS JUNE 2026

Mrs. Snyder referred to Mr. Milleson's comment about change orders. The Board approved a $300,000 contingency in the contract and change orders will come out of that contingency. We have not seen any change orders yet, but when they are received they will be logged and updated in a spreadsheet and shared with the Trustees.

Mrs. Snyder was contacted by the Ohio Auditor of state regarding Charles E. Harris and Associates - who are independent auditors that have worked on our past audit - to extend our contract. We have used this organization since 2017 with other Lake County libraries and are extending the contract for another 2 years.

Adding information regarding the OLC webinar that Mrs. Snyder attended with Mrs. Kuonen:

- H.B. 309 went into effect on March 20, 2026 which empowers the County Budget Commissioners to review tax levies for financial need and would affect our levy in 2027.
- H.B. 137 authorizes a taxing authority to decline to submit a requested library levy. This bill does not have a lot of support.
- H.B. 420 would eliminate continuing levies, and all current levies would end after tax year 2029. The state of this bill is uncertain.

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

ii. Ratification of June 2026 Bills

#26-059 RESOLUTION:
On a motion by Ms. McGee, seconded by Mrs. Kosanovich, the Board resolved that the Bills paid in June 2026 evidenced by the June Voucher Summary Report be approved.

#26-059 RATIFICATION OF JUNE 2026 BILLS

An annual payment of $12,000 was made to the State Library of Ohio for delivery service and a payment of $8,000 was made to NEO-RLS for annual membership. A payout has not yet been received from Lakeland.

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

iii. Investments

#26-060 RESOLUTION: **#26-060**
On a motion by Mrs. Strang, seconded by Mrs. Fink, the Board resolved that the Investments for June 2026 be approved as presented. **INVESTMENTS JUNE 2026**

Mrs. Snyder stated that 3 CDs matured in the month of July and 3 replacements were purchased. The Federal Reserve is scheduled to meet at the end of July and it is speculated that rates will remain as is for now but there may be a rate increase by the end of the year.

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

D. Board Committees

i. Resolution for Reserve Justification

#26-061 RESOLUTION: **#26-061**
On a motion by Ms. McGee, seconded by Mrs. Fink, the Board resolved: **RESERVE JUSTIFICATION**

Resolution Establishing and Affirming Capital Reserve Policy and Justification

WHEREAS the Mentor Public Library Board of Trustees is responsible for ensuring the financial stability, safety, and long-term sustainability of all library operations, facilities, equipment, and services; and

WHEREAS the Library owns, operates, and maintains three (3) public facilities with significant capital infrastructure, including roofing systems, HVAC systems, parking lots and landscaping; and

WHEREAS these capital assets have finite useful lives and require periodic repair, replacement, or significant maintenance at substantial cost; and

WHEREAS the Mentor Public Library is currently at the beginning of a large construction and renovation project at Main Library that has been multiyear in the planning process; and

Capital Needs Acknowledgment

WHEREAS the Board conducted a complete Reserve Replacement Study in 2021 by MillerDodson Capital Reserve Consultants; and

WHEREAS the study provided an inventory of facilities and infrastructure that need periodic replacement along with a timeline and estimates of replacement costs on 233 items over the next 40 years; and

WHEREAS the Mentor Public Library has a fiduciary responsibility to protect the appearance, value and safety of its properties and it is essential to have a financial plan that provides funding for the projected replacements; and

WHEREAS, the Library has invested and continues to invest based on the recommendations from the Reserve Replacement Study; and

Funding Considerations

WHEREAS future funding levels are uncertain due to reductions in state funding (Public Library Fund) and changes in local levy revenue distributions; and

WHEREAS the Library's ability to accumulate reserves in future years may be more limited than in prior periods; and

Reserve Policy and Intent

WHEREAS capital system failures are unpredictable and do not occur on a fixed annual schedule; and

WHEREAS large capital expenditures cannot reasonably be funded within a single fiscal year; and

WHEREAS maintaining reserves over time is a prudent and necessary public finance practice.

NOW, THEREFORE, BE IT RESOLVED

1. The Board affirms that the current General and Building Fund balances are necessary and appropriate, and tied to identified and anticipated capital needs.

2. The Library will maintain capital reserves sufficient to address major building system repairs and replacements, including roof and HVAC, future vehicle replacement, and unexpected emergency conditions.

3. The Library adopts a policy of planned maintenance combined with reserve accumulation, including extending asset life where cost-effective and maintaining readiness for replacement when needed.

4. The Board declares that such reserves are not excess funds, but are purpose-driven, necessary for risk management, and essential to maintaining uninterrupted public service.

5. The Fiscal Officer is directed to continue documenting capital needs and reserve justification annually and provide supporting documentation as needed.

BE IT FURTHER RESOLVED

This resolution shall be included in the Library's official records and may be provided to the County Budget Commission and other oversight entities as evidence of prudent fiscal management.

ADOPTED by the Board of Trustees of the Mentor Public Library on this ____ day of _____, 2026.

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

ii. Resolution for Reserve Justification

#26-062 RESOLUTION:

#26-062 RESERVE JUSTIFICATION

On a motion by the Joint Committee, seconded by Mrs. Strang, the Board resolved to approve **the attached employment agreement for Shawna Goostree as Fiscal Officer of Mentor Public Library starting September 14, 2026.**

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

VI. NEW BUSINESS - none

VII. OLD BUSINESS

A. Master Plan – discussed earlier

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, July 15, 2026 at the Main Library

X. ADJOURNMENT

#26-063 RESOLUTION:

#26-063 ADJOURNMENT

Mrs. Wilcosky adjourned the meeting at 6:38 p.m. without objection.

SUBMITTED BY: _____Secretary

APPROVED BY:_____**President**