BOARD OF TRUSTEES
MENTOR PUBLIC LIBRARY
REGULAR BOARD MEETING
MINUTES JUNE 18, 2025

I. CALL TO ORDER/ROLL CALL: 6:00 p.m. by Vice President, Laurie Kosanovich

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

II. APPROVAL OF MINUTES

A. Regular Board Meeting Minutes of May 21, 2025

#25-051 RESOLUTION:
On a motion by Mrs. Wilcosky, seconded by Mr. Mitcham, the Board of Trustees of the Mentor Public Library resolved that the Minutes of the Regular Board Meeting of May 21, 2025 be adopted as presented.

#25-051 APPROVAL OF REGULAR MEETING MINUTES OF MAY 21, 2025

Roll Call: Ayes (5) Mrs. Kosanovich, Mrs. Wilcosky, Ms. Ackerman, Mr. Mitcham, Ms. McGee; Nays (0). Motion carried.

III. PUBLIC COMMENT ON AGENDA ITEMS – none

IV. REPORTS

A. President's Report – Cheryl Kuonen for Sarah Strang
Trustee Christine Henninger has given notice of her resignation and conveyed that she enjoyed her time serving on the Board.

The Board of Trustees vacancy will be posted by the end of June through July 30 by Mentor School Board, with interviews the week of August 4 for an unexpired term that runs through December 31, 2026. Appointment of a new Trustee is expected at the August 14 School Board meeting.

B. Library System – Cheryl Kuonen

i. Donations

#25-052 RESOLUTION:
On a motion by Mrs. Kosanovich, seconded by Mrs. Wilcosky, the Board of Trustees of the Mentor Public Library resolved to accept the donation(s) as presented.

#25-052 DONATIONS

Mrs. Kuonen acknowledged continued donations being received in memory of Anne Lock and "Rudder" – a Paws to Read dog. There will be a special Paws to Read shelf at the Headlands Branch. Meijer donated toward the Summer Reading Program as a sponsor.

Additionally, a third annual donation of $10,000 was gratefully received from Mr. and Mrs. William Robertson for the Greenspace project. Donations toward the Greenspace project total over $90,000: $30,000 from the Robertsons, $50,000 from The Friends of Mentor Public Library, and $11,000 from the LSTA Grant.

Roll Call: Ayes (5) Mrs. Kosanovich, Ms. McGee, Mrs. Wilcosky, Ms. Ackerman, Mr. Mitcham; Nays (0). Motion carried.

ii. Director's Report

Director Updates:

- Main Master Plan Update
  The ad for sealed bids will be posted on the Builders Exchange and other websites and in the News-Herald this week and next week. A contractor walk-thru is scheduled at 8:00 a.m. on June 25 and bids are due at 12 noon on July 11. The lowest and best contractor bid is expected to be recommended by StudioTechne for vote by the full Board at their July 16 meeting. If all goes well, work will start in the greenspace in September or October and is expected to take 3 months.

  An alternate was added to the bid package for the staff lot on SharonLee Drive. As a buffer for cost-control, the driveway improvements to SharonLee will be completed, but the total staff lot renovation need not take place which is expected to save $200,000 – $300,000. Completion of the staff lot parking renovation can be delayed for 3-4 years.

- Mrs. Kuonen shared a photo taken at a local retirement community whose homebound residents received sand art projects put together by student volunteers from Memorial Middle School as their Make a Difference Day at the Library.

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

i. Financial Reports, May 2025

#25-053 FINANCIAL REPORTS MAY 2025

#25-053 RESOLUTION:
On a motion by Mrs. Kosanovich, seconded by Mrs. Wilcosky, the Board resolved that the Financial Reports for the month of May 2025 be accepted and filed – Cash Reconciliation, Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control Report.

In June the last PLF distribution will be received based on 1.7% of the current State Budget. The new State Budget goes into effect on July 1.

Roll Call: Ayes (5) Ms. Ackerman, Mr. Mitcham, Ms. McGee, Mrs. Wilcosky, Mrs. Kosanovich; Nays (0). Motion carried.

ii. Ratification of May 2025 Bills

#25-054 RESOLUTION: **#25-054**
On a motion by Mr. Mitcham, seconded by Mrs. Kosanovich, the Board resolved that the Bills paid in May 2025 as evidenced by the May Voucher Summary Reports be approved. **RATIFICATION OF MAY 2025 BILLS**

Mrs. Kuonen highlighted that the contract has been renewed with Ohio Geese Control for 2025 services at the Lake Branch. They have been very effective and have made a big difference in the cleanliness of the branch sidewalks and parking lot.

Roll Call: Ayes (5) Mr. Mitcham, Ms. McGee, Ms. Ackerman, Mrs. Kosanovich, Mrs. Wilcosky; Nays (0). Motion carried.

iii. Investments

#25-055 RESOLUTION: **#25-055**
On a motion by Mrs. Kosanovich, seconded by Ms. McGee, the Board resolved that the Investments for May 2025 be approved as presented. **INVESTMENTS MAY 2025**

Roll Call: Ayes (5) Mrs. Wilcosky, Mrs. Kosanovich, Mr. Mitcham, Ms. McGee, Ms. Ackerman; Nays (0). Motion carried.

iv. Special Revenue Fund
This item was tabled as no resolution was presented.

D. Board Committees

i. State Budget
Mrs. Kuonen updated the Trustees on recent events. The Leadership is now in conference to resolve differences and prepare the final State Budget. The indications are:

- Libraries remain a line item, but removal of $10.53M in funding for statewide agencies is yet to be decided
- Levy collection and the Budget Commissions: 2 pending bills suggest these changes:
  - A levy would have to pass by 60% instead of 50%
  - Inside millage would only be permitted for County Commissioners
  - A library levy would need to be approved by the County Budget Commission before going on the ballot. This eliminates a review and approval for a Mentor Public Library levy by Mentor Schools who are our library's fiscal authority.
- Language regarding placement of gender expression/gender ID content books is vague, challenging, and potentially expensive to implement.

ii. Garfield Room
Scott Weaver of CBLH has determined that Millstone Management Group presented the lowest bid for the Garfield Room renovation project. All bids received came in much higher than the CBLH estimate of $50,000. Millstone's bid of $74,490 and breakdown of individual items was reviewed, and it was determined that no one item stood out as too high, but that CLBH underestimated current costs.

Mrs. Kuonen noted that as this project is not a public bid, the Library has some flexibility in finding solutions to keep costs down. The Library's contracted plumbing company and other electricians will be contacted for quotes to see if those costs can be lowered. Changing some of the subs may affect the permitting and duration of the project.

Additionally, the City of Mentor is requesting that an emergency services transponder be installed in the lower level per current building code OFC § 1103.2 Emergency Responder Radio Coverage.

After thorough discussion, the Board decided to move forward with Millstone's bid and keep the project on schedule for August.

#25-056 RESOLUTION:

On a motion by Mr. Mitcham, seconded by Mrs. Wilcosky, the Mentor Public Library Board of Trustees resolved to authorize the Director of Mentor Public Library to execute a contract with Millstone Management Group, Inc. not to exceed the amount of $74,490 for the renovation of the Main Library Garfield Meeting Room upon recommendation from CBLH Design.

#25-056 APPROVAL OF GARFIELD ROOM RENOVATION CONTRACTOR

Roll Call: Ayes (5) Mrs. Wilcosky, Ms. McGee, Mrs. Kosanovich, Ms. Ackerman, Mr. Mitcham; Nays (0). Motion carried.

iii. Approval of revised Personnel Policy and Procedure Manual

#25-057 RESOLUTION:

On a motion from the Joint Committee, seconded by Ms. McGee, the Mentor Public Library Board of Trustees resolved to approve the revised Personnel Policy and Procedure Manual as presented.

#25-057 APPROVAL OF REVISED PERSONNEL POLICY AND PROCEDURE MANUAL

Roll Call: Ayes (5) Mrs. Wilcosky, Ms. McGee, Ms. Ackerman, Mrs. Kosanovich, Mr. Mitcham; Nays (0). Motion carried.

Mrs. Kuonen added that included in the State Budget will be a requirement for public entities to have a Cyber Security Policy which has been added into this Personnel Policy.

V. NEW BUSINESS - none

VI. UNFINISHED BUSINESS

A. Progress Log - as presented

VII. PUBLIC PRESENTATION - none

VIII. NEXT MEETING TIME AND PLACE ANNOUNCED:

The next meeting is at 6:00 p.m. on Wednesday, July 16, 2025 at The HUB, Mentor High School.

IX. ADJOURNMENT

#25-058 RESOLUTION: **#25-058**

Mrs. Kosanovich adjourned the meeting at 6:40 p.m. without objection. **ADJOURNMENT**

SUBMITTED BY: _____Secretary

APPROVED BY: _____President