BOARD OF TRUSTEES
MENTOR PUBLIC LIBRARY
REGULAR BOARD MEETING
MINUTES JUNE 17, 2026

I. CALL TO ORDER/ROLL CALL: 6:00 p.m. by President Sue Wilcosky

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

II. StudioTECHNE TEAMS UPDATE – Christian Milleson, Construction Administrator

Christian Milleson provided an update on the construction. Much of the work is currently happening behind the scenes in preparation for actual construction.

Tree removal began last week as everyone prepares for landscape and site improvements in advance of the garage, pavilion, and foundation work. This outside work is scheduled to begin in early-to-mid July and run through the Fall. The Oak Grove is scheduled to be planted by Rooted In Trees in September. Lakeland Construction provided the initial construction schedule and is coordinating items such as the site survey with the exterior subcontractors, some of whom were on site today to verify foundations.

Significant planting and sequencing are underway for the inside of the library to move furniture and library collections away from the construction area on the east side of the building. Relocation of library materials will begin on July 6 with AV, which will be moved to the interior lobby following the demolition of the "U" display unit Then the adult fiction, non-fiction, and shelving will be moved.

Starting July 6, the Garfield Room is closed to reservations and will be prepared for building system integrations; contractors will be evaluating plumbing infrastructure and any upgrades that are needed. The Garfield Room will be used for storage of the non-fiction collection following the contractors' work.

All submittals from contractors for different systems and materials are being reviewed for equal quality and alignment with the architectural requirements prior to ordering. Change orders and modifications within the scope of work are being verified for necessity, cost savings without a reduction in performance, and evaluated for their impact on the project and project budget.

The project is moving forward as anticipated and Mr. Milleson will keep the Trustees and Administration updated. Any questions that come up can be forwarded to the team.

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 May 20, 2026.

#26-047 RESOLUTION:
On a motion by Ms. McGee, seconded by Mr. Markell, the Board resolved that the Minutes of the Regular Board Meeting of May 20, 2026 be adopted as presented.

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

#26-047 APPROVAL OF THE REGULAR MEETING MINUTES OF MAY 20, 2026

IV. PUBLIC COMMENT ON AGENDA ITEMS - none

V. REPORTS

A. President's Report – Sue Wilcosky - none

B. Library System – Cheryl Kuonen

i. Donations

#26-048 RESOLUTION:
On a motion by Mrs. Strang, seconded by Mrs. Wilcosky, the Board resolved to accept the donation(s) as presented.

#26-048 DONATIONS

The Donation Report included a very large seed packet donation from Walmart for the Seed Library.

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

ii. Director's Report

Director Updates

- Summer Reading sign-ups are going well:
  - Children's: 1200+ signed up
  - Adult: 265 signed up, 999 books have been read
  - Teen: 88 signed up, 231 books have been read
  - Lake Branch reported that the first 2 Funday Fridays had 38 and 63 participants.
  - Main Library Monday outdoor story times had 69 and 79 participants.
- Mrs. Kuonen stated that the company involved in hitting the library van intends to pay for the repair.
- Barbara Baker, former federal mediator for FMCS, has been hired to do training in July for management and some Union staff regarding terminology and conflict resolution skills.
- Deepwood's Part II Sensory Training for Children's staff will be on site in July. All Children's staff and someone from each Branch location will be attending.
- The Mentor Arts Commission will be bringing a hand-painted rain barrel from the Water Barrel wonders 2026 Contest for display at the Main Library in July. Other activities are planned as well including a City-wide scavenger hunt.

- The Trustees reviewed an article from *Library Journal* that discussed how the GenZ are using libraries more for reading and expressed distrust in social media.

C. Financial – Colleen Snyder, Fiscal Officer

i. Financial Reports, May 2026

#26-049 RESOLUTION:
On a motion by Mrs. Wilcosky, seconded by Mr. Markell, the Board resolved that the Financial Reports for the month of May 2026 be accepted and filed – Cash Reconciliation, Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control Report.

#26-049 FINANCIAL REPORTS MAY 2026

Mrs. Snyder stated that the State of Ohio rollback monies have not yet been received. Emails have been received from the County stating that property tax bills will not be mailed until mid-July; the due date is August 5. The second half advance of funds is expected to be received in mid-August.

Additionally, it is strongly encouraged by the County Commissioners that the Library appear to present information regarding the Library's need for 2026 property taxes to be collected. In July, the Trustees will be asked to approve a resolution affirming our fund balances. The original Replacement Reserve Study was done in 2021, and a quote has been received to update the study – the pros and cons of the expenditure are being considered. Administration feels an updated study would be a benefit to justifying fund balances.

A 5-year depository agreement is coming due in August. This is a requirement as a governmental entity. Mrs. Snyder will be placing an advertisement in the News-Herald and sending out letters to local banks. Larger banks are better able to manage collateralization and process large deposits that come in all at once from the County, i.e. - taxes, etc. Chase Bank has been good to work with and has tools, such as positive pay (a service that matches checks issued against a pre-approved list) to prevent and catch fraud. This item will be brought to the Board meeting in August.

Regarding change orders: the Main Campus Project contract in the amount of $4,369,000 with an additional $300,000 for contingency which will be used for any change orders. The Trustees will be kept advised of the status of change orders, and Mrs. Snyder will provide detail of all change orders as related to the contingency. At this time, the garage location that was shifted by several feet to avoid electrical lines will cause a change order for the additional concrete.

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

ii. Ratification of May 2026 Bills

#26-050 RESOLUTION:
On a motion by Ms. McGee, seconded by Mrs. Strang, the Board resolved that the Bills paid in May 2026 evidenced by the May Voucher Summary Report be approved.

#26-050 RATIFICATION OF MAY 2026 BILLS

The first payment toward the Main Campus Project was made in May in the amount of $126,573.98**.**

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

iii. Investments

#26-051 RESOLUTION: **#26-051**
On a motion by Mr. Markell, seconded by Mrs. Fink, the Board resolved that the Investments for May 2026 be approved as presented. **INVESTMENTS MAY 2026**

The Feds announced today that the interest rates will go unchanged for now. A .25% increase may happen in Fall.

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

iv. Return Advance

#26-052 RESOLUTION: **#26-052**
On a motion by the Joint Committee, seconded by Mrs. Strang, the Mentor Public Library Board of Trustees resolved to approve the following Return-Advance Out: **RETURN ADVANCE**

Return Advance to – The General Fund (Fund 1)	**$30,000**
Return Advance from – The Special Revenue Fund (Fund 2)	
Sub Fund – TechCred Grant	**$30,000**

This resolution returns the money to the General Fund that was advanced to the Special Revenue Fund for the TechCred Grant. A check for $30,000 has been received from the State after completing all requirements.

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

D. Board Committees - none

VI. NEW BUSINESS - none

VII. OLD BUSINESS

A. Master Plan

Mrs. Kuonen added that Library Design will be at Main on Monday, July 6 to begin moving books. A climate-controlled storage unit is being rented to store furniture – the Facilities team will start with the lobby furniture the week of June 29.

Saturday, September 12 is the Oak Grove planting by Rooted In Trees. The Library is planning related activities.

B. Fiscal Officer progress

Mrs. Grill stated that 10 candidate applications were originally received. Five phone screenings were conducted and four interviews are scheduled. The Board Hiring Committee of Mrs. Fink, Ms. McGee, Mrs. Kosanovich, and Mrs. Kuonen will be attending the first interviews on Wednesday, July 1 at 1:00 p.m. and 2:30 p.m.; and on Thursday, July 2 at 4:30 p.m. and 6:00 p.m. Information packets have been sent that contain resumes, etc. for review before the interviews.

The top two candidates will proceed to second interviews at 6:00 p.m. on Wednesday, July 8, followed by a Special Board Meeting with Executive Session for hiring employment to discuss the candidates. Following adjournment of the Special Board Meeting the Trustees would then move directly into the Joint Committee Meeting. Scheduling in this way would allow Administration to contact the chosen candidate and move forward to approve a contract at the July 15 Regular Board Meeting.

C. 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

#26-053 RESOLUTION:

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

#26-053
ADJOURNMENT

SUBMITTED BY: _____Secretary

APPROVED BY:_____**President**