BOARD OF TRUSTEES
MENTOR PUBLIC LIBRARY
REGULAR BOARD MEETING at MENTOR-ON-THE-LAKE BRANCH
MINUTES MAY 20, 2026

I. CALL TO ORDER/ROLL CALL: 6:01 p.m. by President Sue Wilcosky

- *Present:* Sue Wilcosky, Sarah Strang, Chris Gallagher, Greg Markell, Kati Fink
- *Absent:* Jen McGee (arrived 6:07 p.m.); Laurie Kosanovich (arrived 6:21 p.m.)
- *Staff Present:* Cheryl Kuonen, Colleen Snyder, Jen Grill, Sue Fram
- *Others Present:* Christian Milleson, Designer, StudioTECHNE (on TEAMS); Cailey Hutchins, Lake Branch Manager & staff notary; Keith Segina, staff SEIU Representative

II. SWEARING IN NEW TRUSTEE

Mrs. Hutchins administered the Oath of Office to incoming Trustee Kati Fink. Mrs. Fink, Trustees, and Administrative staff introduced themselves and gave a brief history of their library service**.**

Ms. McGee arrived at 6:07 p.m.

III. StudioTECHNE TEAMS update

Christian Milleson provided an update on the construction. A bi-weekly architect/contractor meeting was held yesterday. The main topics of discussion were phasing of closures within the library, demolition, and construction. Plans and schedules were discussed between StudioTECHNE and Lakeland to avoid shutting down large spaces all at once. A revised phasing plan was agreed upon to keep more areas available to patrons and to avoid disruption of library operations; these will be clarified in the contractor timeline. Mr. Milleson shared and discussed the schematic of phasing sequences.

Phase I includes:

- removal of necessary trees on east side of library building
- garage – scheduled to be the first project
- pavilion
- first floor: relocation of adult fiction collection to permanent location, relocation of adult non-fiction collection to storage (accessibility by staff to be determined), relocation of public computers, relocation of AV/media to lobby, new Circulation desk build-out
- second floor: build-out of children's addition (interior work to occur in phase II)

Mrs. Kosanovich arrived at 6:21 p.m.

The finalized construction schedule is expected next week. Issues around steel work have been resolved. The Construction fencing and truck-washing station for environmental protections are in place. Everyone's goal is to coordinate activity to keep the library usable, safe, and predictable.

Mrs. Kuonen addressed a question about the impact of construction in the Children's Department and explained that the Holiday collection will be boxed and stored, and some shelving will be shifted and remain accessible. Library Design suggested that furniture and

wood panels will need to be stored in a climate-controlled environment – these details are still being worked on. Moving of library collections is expected to take 3 weeks to complete.

Mrs. Kuonen also shared that when 2024 circulation was reviewed, the adult fiction collection circulation was almost double the non-fiction collection circulation, so the non-fiction section is currently being right sized for our community.

Mr. Milleson left the meeting at 6:31 p.m.

IV. BRANCH MANAGER UPDATE – Cailey Hutchins

Mrs. Hutchins' presentation included the progress on the Laketran bus stop on Andrews Road. A new cement pad has been poured and sections of sidewalk replaced. The shelter will be added in 3 weeks.

New cabinets are being installed in the Paulson Room to provide storage for story time supplies.

Summer Reading had a good attendance in 2025 and record numbers of reading tickets were received. This year the Branch is hoping for similar participation and a variety of themed events will be held.

V. APPROVAL OF MINUTES

A. Approval of the Regular Meeting Minutes of April 15, 2026.

#26-038 RESOLUTION:
On a motion by Mrs. Strang, seconded by Mr. Markell, the Board resolved that the Minutes of the Regular Board Meeting of April 15, 2026 be adopted as presented.

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

#26-038 APPROVAL OF THE REGULAR MEETING MINUTES OF APRIL 15, 2026

VI. PUBLIC COMMENT ON AGENDA ITEMS - none

VII. REPORTS

A. President's Report, Mrs. Wilcosky

Mrs. Wilcosky noted a patron complaint on social media regarding handicapped accessibility in the staff parking lot that patrons are using. Mrs. Kuonen stated that ADA compliance had been met previous to 2017 following an inspection, and at that time an additional 2 handicapped parking spaces were added at Main among other improvements. Also, an incorrect social media post claiming the new greenspace would become a parking lot and community recreation center was corrected by a patron who responded to the post.

B. Library System – Cheryl Kuonen

i. Director's Report

Director Updates

- The 100 Bird Count program at the Headlands Branch has good participation.
- Also at the Headlands Branch, a Mentor Scavenger Hunt is part of the Summer Reading activities. Participants can turn in their hunt sheets for a chance to win a prize.
- Jason Lea presented at the Mentor City Council meeting on the Library's Summer Reading events.
- Summer Reading runs Thursday, May 28 to Saturday, July 25.
- The greenspace pollinator garden was accidentally damaged by the landscaping crew due to a miscommunication. Johnson's will replace all the plants at their expense.

ii. Donations

#26-039 DONATIONS

#26-039 RESOLUTION:
On a motion by Mr. Gallagher, seconded by Mrs. Kosanovich, the Board resolved to accept the donation(s) as presented.

The Donation Report included Summer Reading sponsor donations gratefully received from local businesses.

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

C. Financial – Colleen Snyder, Fiscal Officer

i. Financial Reports, April 2026

#26-040 FINANCIAL REPORTS APRIL 2026

#26-040 RESOLUTION:
On a motion by Ms. McGee, seconded by Mrs. Strang, the Board resolved that the Financial Reports for the month of April 2026 be accepted and filed – Cash Reconciliation, Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control Report.

Mrs. Snyder stated that the State of Ohio rollback monies have not yet been received. After making inquiries, Mrs. Snyder learned that the rollback from the State is delayed due to County software calculation issues related to the new piggyback rollback, but they hope to have that resolved in a about a week. The State of Ohio will then release State rollback monies within 30 days after they hear from Lake County. Normally, this funding is received in April, but the delay will cause that funding to arrive more than a month later this year.

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

ii. Ratification of April 2026 Bills

#26-041 RATIFICATION OF APRIL 2026 BILLS

#26-041 RESOLUTION:
On a motion by Mrs. Strang, seconded by Ms. McGee, the Board resolved that the Bills paid in April 2026 evidenced by the April Voucher Summary Report be approved.

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

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

iii. Investments

#26-042
INVESTMENTS APRIL 2026

#26-042 RESOLUTION:
On a motion by Ms. McGee, seconded by Mr. Gallagher, the Board resolved that the Investments for April 2026 be approved as presented.

Last week, 2 replacement CDs were purchased at interest rates close to where they were at this time last year.

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

iv. 2027 Tax Budget

#26-043
2027 TAX BUDGET

#26-043 RESOLUTION:
On a motion by the Joint Committee, seconded by Ms. McGee, the Mentor Public Library Board of Trustees resolved that

WHEREAS, the State/County requires that the Library submit a budget delineating the need for the collection of the vote library millage,

NOW, THEREFORE be it resolved that the attached 2027 Tax Budget be adopted and referred to the School Board for approval and submission to the County.

Mrs. Snyder reviewed the final Tax Budget, noting the changes that were made in the reporting templates and any monetary adjustments that were made since the Joint Committee meeting review last week, and updates from the 5-Year Projection discussed at the February Joint Committee meeting. Mrs. Snyder discussed an additional chart, to be included with the Tax Budget going to the County, which shows the Library's revenues, expenses, and the unencumbered fund balance which decreases significantly from 2026 through 2031. The Library's 5-Year Forecast was also included as part of the documents to be submitted.

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

Mrs. Hutchins left the meeting at 6:58 p.m.

D. Board Committees

i. Cybersecurity Program Approval

#26-044
APPROVAL OF CYBERSECURITY PROGRAM

#26-044 RESOLUTION:

On a motion by the Joint Committee, seconded by Mrs. Strang, the Mentor Public Library resolved:

RESOLUTION TO ADOPT A CYBERSECURITY PROGRAM PURSUANT TO

OHIO REVISED CODE SECTION 9.64

WHEREAS, **In accordance with Ohio Revised Code Section 9.64, enacted through House Bill 96, the Mentor Public Library is required to adopt a cybersecurity program that safeguards public data, information technology, and information technology resources to ensure confidentiality, availability, and integrity; and**

WHEREAS, **Revised Code Section 9.64 requires political subdivisions such as the Library to use generally accepted cybersecurity best practices, including frameworks such as those established by the National Institute of Standards and Technology (NIST) and the Center for Internet Security; and**

WHEREAS, **The Mentor Public Library Information Technology Department, in partnership with CLEVENT's Information Technology Department, has developed a cybersecurity program in accordance with Revised Code Section 9.64(C), which program is structured using the NIST Cybersecurity Framework for governance and operational controls, now therefor be it**

RESOLVED, **That the Board of Trustees hereby adopts the cybersecurity program developed by the Mentor Public Library's Information Technology Department, which this Board finds to be consistent with the requirements of the Ohio Revised Code Section 9.64(C) and in alignment with the NIST Cybersecurity Framework best practices; and be if further**

RESOLVED, **That this Board instructs the Executive Director and the Information Technology Department Manager to implement the cybersecurity program, to conduct annual reviews of the cybersecurity program, and to make any necessary amendments to the cybersecurity program to ensure it remains consistent with generally accepted best practices for cybersecurity and continues to comply with the requirements of the Ohio Revised Code Section 9.64.**

Approved by the Mentor Board of Trustees the __20__ day of __May_ in 2026.

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

VIII. NEW BUSINESS

A. Fiscal Officer Job Description
The Fiscal Officer Job Description was presented to the Trustees for final review.

IX. OLD BUSINESS

A. Master Plan – discussed earlier in the meeting

B. Progress Log – as presented

X. PUBLIC PRESENTATION TO THE BOARD – none

#26-045 EXECUTIVE SESSION

XI. EXECUTIVE SESSION: EMPLOYMENT

#26-045 RESOLUTION:
The Board of Trustees of the Mentor Public Library moves to enter into executive session for matters of employment for a public employee pursuant to Ohio Revised Code 121.22 (G) (I).

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

Mrs. Snyder, Mrs. Fram, and Mr. Segina left the meeting at 7:03p.m.

The Board entered into Executive Session at 7:03 p.m.

The Board returned to public session at 7:25 p.m.
Present: Sue Wilcosky, Sarah Strang, Chris Gallagher, Greg Markell, Kati Fink, Jen McGee, Laurie Kosanovich, Cheryl Kuonen, Jen Grill

XII. NEXT MEETING TIME AND PLACE ANNOUNCED:
The next meeting is at 6:00 p.m. on Wednesday, June 17, 2026 at the Main Library

#26-046 ADJOURNMENT

XIII. ADJOURNMENT

#26-046 RESOLUTION:
Mrs. Wilcosky adjourned the meeting at 7:26 p.m. without objection.

SUBMITTED BY: _____Secretary

APPROVED BY: _____President