BOARD OF TRUSTEES
MENTOR PUBLIC LIBRARY
REGULAR BOARD MEETING
MINUTES OCTOBER 15, 2025

I. CALL TO ORDER/ROLL CALL: 6:00 p.m. by President, Sarah Strang

- *Present:* Sarah Strang, Laurie Kosanovich, Andrew Mitcham, Sue Wilcosky, Jen McGee, Christopher Gallagher, Greg Markell
- *Staff Present:* Cheryl Kuonen, Colleen Snyder, Jen Grill, Sue Fram
- *Others Present:* Mary Pelton, staff notary; Marco Ciccarelli, StudioTECHNE; Tyler Hoberg, Millstone Management Group; Fahim Gemayel, Lakeland Construction Group; John Ostberg, neighbor; Keith Segina, staff SEIU representative

II. INTRODUCTION AND SWEARING IN OF NEW TRUSTEE

Ms. Pelton administered the Oath of Office to incoming Trustee Greg Markell.

Ms. Pelton left the meeting at 6:01 p.m.

III. APPROVAL OF MINUTES

A. Regular Board Meeting Minutes of August 20, 2025

#25-086 RESOLUTION:
On a motion by Mrs. Strang, seconded by Ms. McGee, the Board of Trustees of the Mentor Public Library resolved that the Minutes of the Regular Board Meeting of August 20, 2025 be adopted as presented.

#25-086 APPROVAL OF REGULAR MEETING MINUTES OF AUGUST 20, 2025

Roll Call: Ayes (5) Mrs. Kosanovich, Mrs. Wilcosky, Mr. Gallagher, Ms. McGee, Mrs. Strang; Abstain (2) Mr. Markell, Mr. Mitcham; Nays (0). Motion carried.

B. Regular Board Meeting Minutes of September 17, 2025

#25-087 RESOLUTION:
On a motion by Mrs. Kosanovich, seconded by Mr. Mitcham, the Board of Trustees of the Mentor Public Library resolved that the Minutes of the Regular Board Meeting of September 17, 2025 be adopted as presented.

#25-087 APPROVAL OF SPECIAL MEETING MINUTES OF SEPTEMBER 17, 2025

Roll Call: Ayes (4) Mrs. Kosanovich, Mr. Gallagher, Mr. Mitcham, Mrs. Strang; Abstain (3) Mrs. Wilcosky, Mr. Markell, Ms. McGee; Nays (0). Motion carried.

III. PUBLIC COMMENT ON AGENDA ITEMS – This item was moved to later in the agenda.

IV. REPORTS

A. President's Report –Sarah Strang

Nominating Committee – Traditionally the Board Officers Nominating Committee consists of the two newest Trustees (excluding Mr. Markell who was just sworn in) - Mr. Gallagher and Mr. Mitcham. Trustees interested in holding an Officer position should let

the committee know. The Nominating Committee members will be officially appointed in November and their recommendations for Officers will be heard in December.

B. Library System – Cheryl Kuonen

i. Donations

#25-088 RESOLUTION: **#25-088**
On a motion by Ms. McGee, seconded by Mrs. Wilcosky, the Board of Trustees of the Mentor Public Library resolved to accept the donation(s) as presented. **DONATIONS**

Mrs. Kuonen noted the generous donation of the "Charlotte's Web Storybook Bench" by Laura Mutsko of Mutsko Insurance. The bench is on display at the Main Library. (The bench was painted by a local artist and auctioned off at Springbook Gardens Park on August 20, 2025. The City of Mentor delivered the bench to the Main Library in September.)

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

ii. Director's Report

Director Updates:

- The donated pollinator garden was planted by First Energy volunteers on Monday, October 13 in the greenspace. Placement of plants was mapped.
- HB 137 is now in committee and testimony took place today. This bill would affect public libraries, general health districts, and other political subdivisions, in placing their levies on the ballot. Mentor Schools is the taxing authority for Mentor Public Library. The proposed language changes the school district's consent to a Library levy request from "shall place a levy" on the ballot to "may place a levy" on the ballot. This change, if passed, would permit our taxing authority to decline submitting a requested library levy. Mentor Public Library has one levy, which not only supports operations, but also must cover building maintenance.
- The Ohio House passed these bills which affect property taxes and will move to the Senate for discussion:
  - HB 129 - changes the calculation of a school district's 20-mill floor
  - HB 309 – expands the County Budget Commission's authority to modify levies and determine need
- Our new online database CreativeBug is now live. The site should be very popular as it has how-to videos, instructions, downloadable patterns, and supplies lists for many different crafts. Library staff will be able to use this for program planning as well.
- Certain staff attended an ADA Accessibility meeting today. Corrective measures we can take include color contrast and font changes on our website pages. Some other issues are under the control of our web host. The deadline for accessibility compliance is April 2026.

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

i. Financial Reports, June 2025

#25-089 RESOLUTION: **#25-089**
On a motion by Mrs. Strang, seconded by Ms. McGee, the Board resolved that the Financial Reports for the month of September 2025 be accepted and filed – Cash Reconciliation, Fund Summary Report, Outstanding Check Listing, Revenue Reports and Expense Control Report. **FINANCIAL REPORTS SEPTEMBER 2025**

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

ii. Ratification of September 2025 Bills

#25-090 RESOLUTION: **#25-090**
On a motion by Mr. Mitcham, seconded by Ms. McGee, the Board resolved that the Bills paid in September 2025 as evidenced by the September Voucher Summary Reports be approved. **RATIFICATION OF SEPTEMBER 2025 BILLS**

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

iii. Investments

#25-091 RESOLUTION: **#25-091**
On a motion by Mrs. Kosanovich, seconded by Mrs. Wilcosky, the Board resolved that the Investments for September 2025 be approved as presented. **INVESTMENTS SEPTEMBER 2025**

CDs were purchased this month at the rate of 3.6% interest.

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

iv. New Accumulated Leave Fund

#25-092 RESOLUTION: **#25-092**
On a motion by the Joint Committee, seconded by Mr. Gallagher, the Board resolved that the Mentor Public Library Board of Trustees approves the addition of the following new fund under Ohio Revised Code 5705.13: **NEW ACCUMULATED LEAVE FUND**

Fund Name: Accumulated Leave Fund

This Accumulated Leave Fund receives periodic transfers from the General Fund. The balance is to be used for the pay-out accumulated sick vacation leave in accordance with library policies.

Section 5705.13 | Reserve balance accounts-special revenue fund- capital projects fund.
(B) A taxing authority of a subdivision, by resolution or ordinance, may establish a special revenue fund for the purpose of accumulating resources for the payment of accumulated sick leave and vacation leave, and for payments in lieu of taking compensatory time off, upon the termination of employment or the retirement of officers and employees of the subdivision. The special revenue

fund may also accumulate resources for payment of salaries during any fiscal year when the number of pay periods exceeds the usual and customary number of pay periods. Notwithstanding sections 5705.14, 5705.15, and 5705.16 of the Revised Code, the taxing authority, by resolution or ordinance, may transfer money to the special revenue fund from any other fund of the subdivision from which such payments may lawfully be made. The taxing authority, by resolution or ordinance, may rescind a special revenue fund established under this division. If a special revenue fund is rescinded, money that has accumulated in the fund shall be transferred to the fund or funds from which the money originally was transferred.

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

D. Board Committees

i. Master Plan Contractor

The Trustees and Mr. Ciccarelli discussed the five bids received for the Main Library Master Plan on October 9, 2025. The two lowest base bids were: Millstone Management at $4,155,000 and Lakeland Management at $4,204.000. StudioTechne determined that either company would do a good job for the library.

Four alternates included in the bid process were:

- SharonLee parking lot expansion with 45 additional spaces (part of the base contract includes creating a turn lane through the existing parking lot)
- greenspace pavilion
- keeping the existing interior stairway in its current location
- a second abstract tree in the Children's Department

Looking at the bids, Trustees noted that most of the differences were in the alternates amounts.

Mrs. Snyder presented an updated Building Fund Projection. At the end of 2024, almost $5.4M was in the Building Fund. In 2025, an estimated additional $400,000 may be transferred into the Building Fund from the General Fund ($175,000 from the Replacement Reserve Study plus an additional $225,000). The Main Campus estimated budget expenditures total $4,909.000 which includes the base bid and all alternates (the most expensive option). These expenditures would leave the Total Unreserved Balance at the end of 2025 about $314,000 short of the $1M fund balance that Trustees were comfortable with.

In 2026, additional expenses associated with the Main Library project for furniture, shelving, etc. are estimated at $250,000 leaving an Unreserved Fund Balance of about $255,000 at the end of 2026, and about $744,000 short of the target balance for the fund. This is estimated as the worst-case scenario. There will be additional funds available from the General Fund that can be transferred. Revenue will be higher than anticipated and expenses lower than budgeted. A minimum of $180,000 will be available to transfer to the Building Fund. The exact transfer amount will be decided close to year end.

Taking everything into consideration, the decision was made to move forward with the pavilion alternate and the turn lane/exit through the SharonLee parking lot to have the connection between parking lots, and to postpone the parking lot expansion. Ultimately, the best and lowest choice was the bid from Lakeland Management.

#25-093 RESOLUTION: **#25-093 AUTHORIZATION FOR THE DIRECTOR TO EXECUTE A CONTRACT**

On a motion from Mrs. Strang, 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 Lakeland Construction in the amount of $4,369,000 which includes alternate/s pavilion (plus $300,000 for contingency) for the Main Library Master Plan Project upon Studio Techne's recommendation of Lakeland Construction as the lowest responsible bidder and pending final contract approval from the prosecutor (ORC 3375.41).

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

ii. Appropriation Adjustment

#25-094 RESOLUTION: **#25-094 APPROPRIATION ADJUSTMENT**

On a motion from Joint Committee, seconded by Ms. McGee, the Mentor Public Library Board of Trustees resolved to adopt the 2025 Amended Annual Appropriations Measure as presented.

Due to an estimated increase in spending per the bid that was accepted as compared to earlier project estimates, the Building Fund is being increased to $4,869,000, with total appropriations of $11,405,000.

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

Mr. Hoberg left the meeting at 6:35 p.m.
Mr. Gemayel left the meeting at 6:38 p.m.
Mr. Ciccarelli left the meeting at 6:39 p.m.

V. NEW BUSINESS - none

VI. UNFINISHED BUSINESS

A. Progress Log - as presented

VII. PUBLIC COMMENT ON AGENDA ITEMS

Mr. Ostberg addressed the Board and requested an update to the timeline for the Main Library Campus project which had been announced to the public to start this past Spring. The Trustees and Director explained that delays changed the proposed timeline, and that the location of the pollinator garden was adjusted. The Library's website page "Future of MPL's Main Branch – FAQ" is kept updated and can be accessed at any time.

Mr. Ostberg also expressed concern regarding the fencing which will be placed along neighboring property. Mrs. Kuonen explained that the City Planning Commission dictates the

type and placement of fencing, and bordering neighbors have received letters from the City Planning Commission.

VIII. NEXT MEETING TIME AND PLACE ANNOUNCED:

The next meeting is at 6:00 p.m. on **Wednesday, November 12, 2025** at the Main Library directly following the meeting of the Joint Committee.

IX. ADJOURNMENT

#25-095 RESOLUTION: **#25-095**

Mrs. Strang adjourned the meeting at 6:47 p.m. without objection. **ADJOURNMENT**

SUBMITTED BY: _____Secretary

APPROVED BY: _____President