

## Budget Hearing

May 16

2017

The Geauga County Public Library Board of Trustees budget hearing was convened on Tuesday May 16, 2017 at the Bainbridge Library.

**Call to order and roll call:** President Jake Yanchar called the board meeting to order at 4:00 P.M. and the roll call was conducted.

**Present:** Gordon Burgess, Karen Delano, Josh Hutchinson, Paul Newman, Raymond Rundelli, Jake Yanchar, Ed Worso – Director, Kris Carroll- Assistant Director, and Lisa Havlin – Fiscal Officer.

**Excused:** Kate Pitrone

**Also Present:** Eric Coulbourne, Rachael Hartman, David Newyear, Brigid Novak, Mike Pope, Linda Yanko, and Lori Weber, Emily Petsche, Patrick Culliton

**Guests:** Erwin Leffel

**Public Comment on Proposed Appropriations:** None

**Adjourn:** Joshua Hutchinson made a motion, seconded by Paul Newman, to adjourn the Budget Hearing. The motion passed and the hearing ended at 4:03.

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Jake Yanchar, President

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Paul A. Newman, Secretary

Regular

May 16

2017

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, May 16, 2017 at Bainbridge Library.

**Call to order and roll call:** President Jake Yanchar called the board meeting to order at 4:04 P.M. and the roll call was conducted.

**Present:** Gordon Burgess, Karen Delano, Josh Hutchinson, Paul Newman, Kate Pitrone (arrived 4:04), Raymond Rundelli, Jake Yanchar, Ed Worso – Director, Kris Carroll- Assistant Director, and Lisa Havlin – Fiscal Officer.

**Also Present:** Eric Coulbourne, Rachael Hartman, David Newyear, Brigid Novak, Mike Pope, Linda Yanko, and Lori Weber, Emily Petsche, Patrick Culliton

**Guests:** Erwin Leffel

**Minutes:** Exhibit 05/17A  
The minutes of the April 25, 2017 regular meetings were approved as presented upon motion by Gordon Burgess, seconded by Paul Newman. Motion passed.

**Communications:** Exhibit 05/17B  
In addition to the Communications included in the board packet, Ed shared a thank you note sent to Chardon Library.

**Agenda:** Exhibit 05/17C  
Paul Newman made a motion, seconded by Kate Pitrone, to approve the agenda with the change for Lori Weber to present the Local Manager's report rather than Eric Coulbourne. The motion passed.

**Fiscal Officer's Report:** Exhibit 05/17D  
Approval of disbursements and gifts: Exhibit 05/17E  
Gordon Burgess made a motion, seconded by Paul Newman, to approve the Fiscal Officer's Report including disbursements and gifts as presented. The motion passed.

Ayes: Burgess, Delano, Hutchinson, Newman, Pitrone, Rundelli, Yanchar  
Nays: None

Resolution No. 2-17 Advance Tax Collection: Exhibit 05/17F  
Raymond Rundelli made a motion, seconded by Paul Newman, to approve Resolution Number 2-17 Request for Advance of Taxes Collected as requested by the Fiscal Officer. The motion passed.

Employee Medical Insurance: No Additions to the notes distributed in the board packet.

Property Insurance: No Additions to the notes distributed in the board packet.

**Director's Report:** Exhibit 05/17G

Facilities and Planning: No additions to the notes distributed in the board packet.

Miscellaneous: No additions to the notes distributed in the board packet.

**Assistant Director's Report:** Exhibit 05/17H

Public Services: No Additions to the notes distributed in the board packet.

IT: No Additions to the notes distributed in the board packet.

Statistics: No Additions to the notes distributed in the board packet.

**Human Resources report:** Exhibit 05/17I

Human Resource Actions: Exhibit 05/17J

Gordon Burgess made a motion, seconded by Paul Newman, to approve the Human Resources action as presented. The motion passed.

Ayes: Burgess, Delano, Hutchinson, Newman, Pitrone, Rundelli, Yanchar

Nays: None

**Local Managers Report:** Lori Weber previewed the new website design.

**Committee Reports:**

Ad Hoc Facilities Review: Exhibit 05/17K

No Additions to the notes distributed in the board packet.

Personnel Committee Report: Exhibit 05/17L

Ed Worso and Personnel Committee Chair presented recommendations for the Board to consider as follows:

Personnel Policy #722 Exhibit 05/17M

Gordon Burgess made a motion, seconded by Josh Hutchinson, to approve changes to Policy 722 as presented. The motion passed.

Ayes: Burgess, Delano, Hutchinson, Newman, Pitrone, Rundelli, Yanchar

Nays: None

Job Description updates Exhibit 05/17N

Raymond Rundelli made a motion, seconded by Josh Hutchinson, to approve changes to job descriptions as presented. The motion passed.

Ayes: Burgess, Delano, Hutchinson, Newman, Pitrone, Rundelli, Yanchar

Nays: None

Salary Increases Exhibit 05/17O

Josh Hutchinson made a motion, seconded by Raymond Rundelli, to approve recommended employee raises as presented. The motion passed.

Ayes: Burgess, Delano, Hutchinson, Newman, Pitrone, Rundelli, Yanchar  
Nays: None

Merit Payments

Exhibit 05/17P

Raymond Rundelli made a motion, seconded by Josh Hutchinson, to approve recommended merit pay as presented. The motion passed.

Ayes: Burgess, Delano, Hutchinson, Newman, Pitrone, Rundelli, Yanchar  
Nays: None

**Unfinished Business:** None

**New Business:**

Stifel pre-engagement letter:

Exhibit 05/17Q

No additions to the notes distributed in the board packet.

Bricker & Eckler contract:

Exhibit 05/17R

Joshua Hutchinson made a motion, seconded by Kate Pitrone, to approve the contract to retain Jack Rosati, Jr. of Bricker and Eckler for construction services. The motion passed.

Ayes: Burgess, Delano, Hutchinson, Newman, Pitrone, Rundelli, Yanchar  
Nays: None

Paycor Payroll System:

Exhibit 05/17S

Raymond Rundelli made a motion, seconded by Paul Newman, to approve the contract from Paycor for automated payroll system. The motion passed.

Ayes: Burgess, Delano, Hutchinson, Newman, Pitrone, Rundelli, Yanchar  
Nays: None

Approval of 2018 Tax Budget:

Exhibit 05/17T

Paul Newman made a motion, seconded by Josh Hutchinson, to approve the 2018 budget as presented. The motion passed.

Ayes: Burgess, Delano, Hutchinson, Newman, Pitrone, Rundelli, Yanchar  
Nays: None

Contract with Berkshire School District for Library services:

Exhibit 05/17U

Gordon Burgess made a motion, seconded by Kate Pitone, to approve the contract with Berkshire School District as presented. The motion passed.

Ayes: Burgess, Delano, Hutchinson, Newman, Pitrone, Rundelli, Yanchar  
Nays: None

**Board Development:** None

**Foundation report:** None

**Comments from the Public:** None.

**Adjourn:** Gordon Burgess made a motion, seconded by Josh Hutchinson, to adjourn. The motion passed and the meeting ended at 5:12 P.M.

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Jake Yanchar, President

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Paul A. Newman, Secretary