

November 15

2016

The Geauga County Public Library Board of Trustees Records Retention meeting convened on Tuesday, November 15, 2016 at Middlefield Library.

**Call to order:** President Raymond Rundelli called the meeting to order at 4:00 P.M.

**Roll Call:** The roll call was conducted.

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

**Excused:** Joshua Hutchinson

**Also Present:** Judi Smith, Rachael Hartman, Linda Yanko, Patrick Jolly, John Springer, Brigid Novak, Lori Weber, Melissa Foley, Nick Fagan, Cara Coe, and Chris Reda

**Guest:** Erwin Leffel

**Approval of Records Retention Schedule:**

Exhibit

11/16/RC/A Gordon Burgess made a motion, seconded by Kate Pitrone, to approve the Records Retention Schedule as presented.

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

Nays: None

**Approval of Disposal of Records:**

Exhibit

11/16/RC/B Gordon Burgess made a motion, seconded by Paul Newman, to approve the Disposal of Records as presented.

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

Nays: None

**Adjournment:** Paul Newman made a motion to adjourn, seconded by Gordon Burgess. The motion passed and the meeting ended at 4:05 P.M.

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Raymond Rundelli, President

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Kate Pitrone, Secretary

Regular

November 15

2016

The Geauga County Public Library Board of Trustees met in regular session on Tuesday November 15, 2016 at Middlefield Library.

**Call to order:** President Raymond Rundelli called the meeting to order at 4:05 P.M.

**Roll Call:** The roll call was conducted.

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

**Excused:** Joshua Hutchinson

**Also Present:** Judi Smith, Rachael Hartman, Linda Yanko, Patrick Jolly, John Springer, Brigid Novak, Lori Weber, Melissa Foley, Nick Fagan, Cara Coe, and Chris Reda

**Guest:** Erwin Leffel

**Minutes:** Exhibit 11/16/A  
The minutes of the October 18, 2016 regular board meeting were approved as presented upon motion by Gordon Burgess, seconded by Karen Delano. The motion passed.

**Swearing in of Deputy Fiscal Officer Melissa Foley:** Melissa was sworn in as the Deputy Fiscal Officer and accepted the responsibilities in this role.

**Communications:** Exhibit 11/16/B  
No additions to communications included in the board packet.

**Agenda:** Exhibit 11/16/C  
Gordon Burgess made a motion, seconded by Karen Delano, to approve the agenda with one addition – 7B Appropriation Transfer. The motion passed.

**Fiscal Officer's Report:**

Approval of Disbursements and Gifts:

Exhibit 11/16/D  
Gordon Burgess made a motion, seconded by Paul Newman, to approve the Fiscal Officer's Report including disbursements and gifts as presented.

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

Appropriation Transfer Approval:

Exhibit 11/16/E

Paul Newman made a motion, seconded by Gordon Burgess to approve the Appropriation Transfer as presented.

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

Nays: None

There were no additions to the Fiscal Officer's written report.

**Director's Report:**

HR Actions:

Exhibit 11/16/F

Gordon Burgess made a motion, seconded by Kate Pitrone, to approve the HR Actions as presented. The motion passed.

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

Nays: None

Personnel Policy Revisions:

Exhibit 11/16/G

Paul Newman made a motion, seconded by Jake Yanchar, to approve revisions to the following Personnel Policies as presented:

Personnel Policy #131 – Administrative Center Organization Chart – the IT Services Manager will now report to the Assistant Director and the Mobile Services Manager will report to the Director.

Personnel Policy #138 – Mobile Services Organization Chart – Nick Fagan is the interim manager; Circulation Clerk positions had their names edited to Mobile Services Clerk.

The motion passed.

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

Nays: None

Ad Center Parking Lot update: : a portion of the payment was issued to Chagrin Valley Paving, but there are still issues with the parking lot being sound: Hairline crack in the front walk, transition from lot to front walk patched, light is being replaced. Patrick Jolly is looking at options with Dale Burrier to see what other issues are arising – Burrier feels the issues should be resolved within the warranty period of one year.

Facilities Planning Update [Ad Hoc]: On October 25, 2016 the full Ad Hoc Facilities Committee reviewed the workings and layout of the Administrative Center, Thompson Library Station, Newbury Library Station and Chardon. On November 9, 2016 the same group reviewed Geauga West Library and Bainbridge Library. Duane Van Dyke accompanied the groups on the library visits and he will be reviewing the plans and will report his findings at the January board meeting. Duane and Ed will talk to the Bond counsel Bricker and Eckler and report. Ed Worso spoke of bond rates and yields changing rapidly, and stated that he will be seeking more info from the bond counsel.

Planning Priorities – Ad Center Interior:

The Administrative Center will be seeing low cost and/or no cost updates soon, as little funding is necessary. Ed Worso is planning to offer circulation services at the

Administrative Center in the near future. He and the committee are reviewing the use of internal office space and will plan and implement changes in early 2017. There is a plan to make the space usable by the public (meeting rooms).

**Local Manager's Report:** Middlefield Library Manager Rachael Hartman stated that she usually allows Mobile Services to speak, however there have been several transitions, including Nick Fagan being announced as the Mobile Services Interim Manager. She reports that Mobile Services and Middlefield have adjusted to the staff changes in a positive manner. Nick Fagan was introduced as the Mobile Services Interim Manager, and thanked the board for the opportunity, saying he is looking forward to learning the position and 'driving the big bus.' Christine Reda also introduced herself as the new Human Resources Coordinator.

**Committee Reports:**

Ad Hoc Facilities Review Committee : Ed Worso reports we will see results of the facilities site review from Van Dyke Architects at the January board meeting.

**Unfinished Business:** No unfinished business

**New Business:**

Discard List:

Exhibit 11/16/H

Gordon Burgess made a motion, seconded by Jake Yanchar, to approve the disposal of equipment as presented and listed on the November 2016 Discard List. The motion passed.

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

**Board Development:**

Request of Executive Committee for officer candidates for December:

The Board officers for 2017 have been set as follows: President – Jake Yanchar, Vice President – Kate Pitrone, Secretary – Paul Newman.

**Foundation report** Ed and Raymond reported that the Foundation gifted the trailer to GCPL, and we insured the trailer on our policy. We will allow other organizations to utilize the mini golf course. Lori Weber is working on getting the trailer logoed. Kris Haskell's title was changed from Foundation Director to Foundation Administrator. The library staff will now be responsible for the Distinguished Speaker event with continued financial and volunteer support from the Foundation. The next meeting is January 10, 2016 at the Administrative Center

**Comments from the Public:** None

**Adjournment:** Paul Newman made a motion to adjourn, seconded by Gordon Burgess. The motion passed and the meeting ended at 4:31 P.M.

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Raymond Rundelli, President

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Kate Pitrone, Secretary