

Regular

Date: 5/24/2016

Item # 3

April 19

2016

The Geauga County Public Library Board of Trustees met in regular session on Tuesday April 19, 2016 at Middlefield Library.

Call to order and roll call: President Raymond Rundelli called the meeting to order at 4:02 P.M. and the roll call was conducted.

Present: Gordon Burgess (4:15), Karen Delano, Joshua Hutchinson, Paul Newman, Kate Pitrone, Raymond Rundelli, Ed Worso – Director, Therese Feicht - Assistant Director, and Cheryl Marks – Fiscal Officer.

Also Present: Kris Carroll, Rachael Hartman, Judi Smith, Linda Yanko, Patrick Jolly, John Springer, Lori Weber

Excused: Jake Yanchar

Minutes:

Exhibit 04/16/A

The minutes of the March 15, 2016 regular meeting were approved as amended upon motion by Paul Newman, seconded by Joshua Hutchinson. The motion passed.

Communications:

Exhibit 04/16/B

No additions to items included in the board packet.

Agenda:

Exhibit 04/16/C

Joshua Hutchinson made a motion, seconded by Kate Pitrone, to approve the agenda with the following additions- 12.C.c. Added Personnel Policy #710; 12.C.f. Sunday hours year-round and revisions to relevant policies Personnel Policy #727, Operating Policies #510 and #515; 12.D Recommendation to reappoint board member Jake Yanchar. The motion passed.

Fiscal Officer's Report:

Exhibit 04/16/D

Approval of Disbursements and Gifts:

Exhibit 04/16/E

Kate Pitrone made a motion, seconded by Paul Newman, to approve the Fiscal Officer's Report including disbursements and gifts as presented.

Ayes: Delano, Hutchinson, Newman, Pitrone, Rundelli

Nays: None

Director's Report: In addition to his written report:

Exhibit 04/16/F

Newbury Library Station Progress: The additional lighting in the meeting and DVD rooms is completed. Ed thanked Joshua for speaking at the Open House and Karen for attending it as well.

Board member Gordon Burgess arrived at this point in the meeting.

Chardon Library Interior Design Progress – Update: Ed presented a Budgetary Proposal from Library Design Associates, Inc. for the refreshing of the interior at Chardon. After much discussion and understanding that this proposal does not include the cost of painting and electrical work which will be our responsibility Paul Newman made a motion, seconded by Karen Delano, to approve this proposal for \$451,687.49. The motion passed. President Rundelli instructed staff to bring quotes and estimates for the painting and electrical work to the May board meeting.

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

Middlefield Garage Project: The apron approach to the garage was prepared for concrete today and the concrete pour is planned for Wednesday April 20, 2016.

CLEVNET: Ed provided a general overview of costs and cost-savings by joining CLEVNET. After general discussion, Joshua Hutchinson made a motion, seconded by Kate Pitrone, to approve migrating to CLEVNET and for the staff to start preparations for a smooth migration. The motion passed. Ed noted that formal resolutions and documents will be coming within CLEVNET's contract cycle.

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

Priorities 2016: Exhibit 04/16/G
Included in the board packet. Ed noted that based on discussions with President Rundelli the Bainbridge project will proceed as a “must” project. Also, the Middlefield buggy path may not be doable as the Village of Middlefield is in negotiations with the Geauga Park District to pave the current path, an old rail bed, as part of the Highland Trail.

Assistant Director's Report:

Exhibit 04/16/H

Personnel Actions:

Exhibit 04/16/I

Gordon Burgess made a motion, seconded by Joshua Hutchinson, to approve the Personnel Actions as presented. Therese noted that this report includes two trials using staff talent to fill the gap left by the termination of the Technical Services Manager for failure to complete an extended Trial Performance Evaluation Period. Brigid Novak, Head of Adult Services at Bainbridge Library is the Interim Technical Services Manager and IT Computer Technician Kevin Barton who has an MLIS will work 16 hours a week at Bainbridge Library to both fill some the public service hours that they lose with Brigid's move to Technical Services and for Kevin to gain public service experience. The motion passed.

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

Local Managers Report: Building Manager Rachael Hartman provided a tour of the new building expansion.

Committee Reports: None

Unfinished Business: None.

New Business:

New Photocopiers, Discussion, Vote and Contract:

Exhibit 04/16/J Paul

Newman made a motion, seconded by Joshua Hutchinson, to approve a contract with Meritech for new photocopiers that will be easier to use for all buildings as presented. The motion passed.

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

Nays: None

Administrative Center Parking Lot Bids:

Exhibit 04/16/K

Joshua Hutchinson made a motion, seconded by Kate Pitrone, to award the bid as recommended by Dale Burrier from Cawrse & Associates to Chagrin Valley Paving for \$214,700. The motion passed.

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

Nays: None

Proposals to Change Policies:

Exhibit 04/16/L

Gordon Burgess made a motion, seconded by Joshua Hutchinson, to approve new and revisions to the following Personnel and Operating Policies, which include changes to policies to meet the system goal of providing Sunday operating hours year-round, as presented:

Personnel Policy #212 NEW – Equal Employment Opportunity

Personnel Policy #220 – Posting Vacancies – removes EEO statement

Personnel Policy #243 – Part-time Employees – provides for paid meal periods for part-time employees and 1.5 pay when work Sunday shifts.

Personnel Policy # 710 – Full-time Hours of Work Including Breaks – edits meal periods for clarity.

Personnel Policy #546 – Harassment and Discrimination – major revision to meet changes in laws.

Personnel Policy #727 – Full-time Paid Holidays and Other Closings – revised for Sunday hours year-round.

Operating Policy #510 – Hours of Service – Libraries – reflects Sunday hours year-round.

Operating Policy #515 – Holiday Closing – reflects the Sundays that the Library will close during the year.

The motion passed.

Ayes: Burgess, Delano, Hutchinson, Newman, Rundelli

Nays: None

Operating Policy #550 – Fax Service, Fees - Joshua Hutchinson made a motion, seconded by Gordon Burgess, to approve Operating Policy #550 – Fax Service, Fees as amended during discussion – 10 cents per page will be charged for sending and receiving faxes through the Library's Fax Service. The motion passed.

Ayes: Burgess, Hutchinson, Newman, Pitrone, Rundelli

Nays: Delano

Reappointment Recommendation – Jake Yanchar: President Rundelli presented information that led to Paul Newman making a motion, seconded by Kate Pitrone, to approve sending the Judges of Common Pleas the Board’s recommendation to reappoint board member Jake Yanchar for another term. The motion passed.

Ayes: Burgess, Delano, Hutchinson, Newman, Rundelli

Nays: None

Board Development: Ed led a discussion about how to proceed with board committees going forward with the consensus of board members to call committees together to re-energize their involvement in the planning of library services and programs.

Foundation report: None. Next meeting is May 24, 2016.

Comments from the Public: Karen Delano noted that she saw the Library’s advertisement in a playbill for a recent Kenston High School production. She commented that it was in the center of the playbill and full-page. It was seen by a full house at the Saturday productions and by a half-house at the Sunday production. She complemented Marketing Manager Lori Weber for promoting the Library in this unique way.

Adjournment: Joshua Hutchinson made a motion to adjourn, seconded by Gordon Burgess. The motion passed and the meeting ended at 5:34 P.M.

Raymond Rundelli, President

Kate Pitrone, Secretary