

June 21

2016

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, June 21, 2016 at Chardon Library.

**Call to order and roll call:** President Raymond Rundelli called the meeting to order at 4:07 P.M. and the roll was conducted.

Present: Gordon Burgess, Karen Delano, Paul Newman, Kate Pitrone, Raymond Rundelli, Jake Yanchar (4:10), Edward Worso – Director, Therese Feicht - Assistant Director, and Cheryl Marks – Fiscal Officer.

Also Present: Rachael Hartman, Linda Yanko, Patrick Jolly, John Springer, Brigid Novak, Lori Weber, Lisa Havlin, Carol Tuttle

Excused: Joshua Hutchinson

Guest: Rebecca Princehorn, Bricker and Eckler Attorneys at Law

**Minutes:**

Exhibit 06/16/A

The minutes of the May 24, 2016 budget hearing and May 24, 2016 regular board meeting were approved as presented upon motion by Paul Newman, seconded by Karen Delano. The motion passed.

**Communications:**

Exhibit 06/16/B

In addition to communications included in the board packet Ed reported that he received a second email from Steve Yaney inviting him to a meeting where Chardon Tomorrow will discuss their vision of Chardon Square.

**Agenda:**

Exhibit 06/16/C

Gordon Burgess made a motion, seconded by Kate Pitrone, to approve the agenda with one addition 8.A.e. Retirement gifts – Dasch and McGlone. The motion passed.

**Fiscal Officer's Report:**

Approval of Disbursements and Gifts:

Exhibit 06/16/D

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

Ayes: Burgess, Delano, Newman, Pitrone, Rundelli

Nays: None

Board member Jake Yanchar arrived at this point in the meeting.

2017 Budget Hearing: GCPL's Budget Hearing for 2017 budget is scheduled for Tuesday, August 23, 2016 at 8:40 A.M. Cheryl encouraged board members to attend.

2014-2015 Audit: Cheryl received notice from the Auditor of State that our audit for 2014 and 2015 has been completed and there were no recommendations.

Appropriation Transfer: Karen Delano made a motion, seconded by Paul Newman, to approve the Fiscal Officer's request to transfer \$40,000 from account 101.000.55210 Land Improvements to 101.000.54320 Video Plus due to the fact that we are purchasing more Blue Rays and DVDs to meet patron demand. The motion passed.

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

Retirement: At the end of her report, Fiscal Officer Cheryl Marks announced her retirement on October 31, 2016. The board congratulated her and praised her for her hard work on behalf of the Library system.

**Director's Report:**

Exhibit 06/16/E

In addition to his written report:

Chardon Library Interior Design Progress – Update: Staff meet with Library Design next week to discuss staging the project and other details.

Middlefield Garage Project – Update: A final punch list meeting was held Friday, June 17, 2016 and when the last few remaining items are completed and all paperwork satisfies the Business Office the project will be complete.

Administrative Center Parking Lot: This project begins Monday, June 27, 2016. Staff and visitors are likely to experience minor disruptions through August.

Bookmobile Status: The Fun Bus was delivered, staff trained, books loaded and organized on the shelves, the wrap is scheduled to be done June 24, 27 and 28.

Miscellaneous: Promotional information was sent out to the media today announcing hearing loops in all of the libraries.

**Planning Priorities Update:**

Exhibit 06/16/F

Rebecca Princehorn, an attorney with Bricker and Eckler, was invited to the board meeting to explain financing alternatives for capital projects such as building new facilities for libraries. She shared a chart "Library Financing Alternatives" to aid in the discussion and included explanation of a new law- Substitute H.B. 390 - related to this issue awaiting the Governor's signature.

**Assistant Director's Report:**

Exhibit 06/16/G

Personnel Actions:

Exhibit 06/16/H

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

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

In addition to her written report:

Retirement Gifts – Dasch and McGlone: Karen Delano made a motion, seconded by Paul Newman, to approve a retirement gift of \$100 for:

Cathy Dasch part-time Library Assistant I at Chardon Library who announced her retirement effective May 25, 2016, and

Jeanne McGlone part-time Library Aide I at Chardon Library who announced her retirement on June 29, 2016.

The motion passed.

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

Nays: None

Nuisance Bugs Protocol: Protocols are now in place to address nuisance bugs free-riding into the library on materials, etc. It was approved by the Prosecutor and is now posted on the Staff Intranet.

**Local Manager’s Report:** Carol Tuttle, Assistant Manager/Head of Adult Services, shared information about an upcoming film series she is collaborating on with local attorney Matt Rolf – **Chardon’s Future: Imagining Space for Community**. This monthly film series will focus on urban planning issues that have relevance to the City of Chardon and Geauga County. Each film will be followed by a panel discussion with civic leaders and experts and will be held in the Heritage House on Chardon Square. The series begins July 26 at 7P.M. and runs monthly through November.

### **Committee Reports:**

#### ***Personnel Committee:***

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

Raises: Recommend employees, except administrators, receive a 3% raise for employees who were rated achieved or exceeded on their annual evaluations with a cost of \$104,101. Kate Pitrone made the motion, seconded by Jake Yanchar, to approve this recommendation. The motion passed.

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

Nays: None

Raises for employees at the end of pay range: Recommend that 3 employees at the end of their pay range receive a one-time payment in lieu of a percent raise as follows:

1. Linda Seaman, LA I = \$250
2. Norberta Victor, LA I = \$313
3. Cathy Sweet, LA III = \$820

Gordon Burgess made the motion, seconded by Kate Pitrone, to approve this recommendation for one-time payments to employees at the end of their pay range. The motion passed.

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

Merit: Recommend merit payments to 58 employees who received an exceeded rating on their annual evaluations using the same merit payments amounts used since 2013 with a cost of \$30,400. Jake Yanchar made the motion, seconded by Karen Delano, to approve this recommendation. The motion passed.

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

Added Hours for Middlefield: Recommend 12 additional clerical hours, LAI, to provide three clerks at the Circulation desk Monday – Friday evenings to meet increased service demand during that time of day with a cost of \$6,658. Gordon Burgess made the motion, seconded by Kate Pitrone, to approve this recommendation. The motion passed.

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

Facilities Department: Recommend the following changes and one promotion in the Facilities Department as follows with a cost of \$6,480:

- a. Fill the open Maintenance worker position, vacated with the promotion of Chris Luoma from Maintenance Worker II/LAIII to Assistant Head of Facilities, at the Maintenance Worker/LAI classification;
- b. Promote Dave Borelle Maintenance Worker/LAI to Maintenance Worker II/LAIII to recognize more complex work assignments in the Department;
- c. Add a new position of Facilities Clerk/LAI at 20 hours per week to aid with clerical tasks and free the maintenance workers up to work on maintenance tasks and projects.

Karen Delano made the motion, seconded by Kate Pitrone, to approve this recommendation. The motion passed.

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

Promotion: Recommend the promotion of Lori Weber from Marketing Manager/Assistant Manager to Marketing Manager/Manager I to reflect the system-wide contribution and impact of our professionally run Marketing Department. Karen Delano made the motion, seconded by Gordon Burgess, to approve this recommendation. The motion passed.

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

Substitute employees' pay rate: Recommend revising the pay rate for positions classified as Substitute on Policy #270 – Job Classifications to match the pay rate for their counterpart regular positions as follows and adjusting pay rates of current substitute employees pay rate proportionately into the new range recognizing their service.

| <i>SUBSTITUTE Positions</i> |          |    | <i>REGULAR Positions</i> |          |
|-----------------------------|----------|----|--------------------------|----------|
| 17 Sub Lib Asst III -       | \$12.78  | to | 17 Lib Asst III -        | \$13.89  |
| 16 Sub Lib Asst II –        | \$11.54  | to | 16 Lib Asst II -         | \$12.54  |
| 15 Lib Asst I –             | \$9.82   | to | 15 Lib Asst I -          | \$10.67  |
| 14 Sub Lib Aide II –        | \$8.56   | to | 14 Lib Aide II -         | \$9.30   |
| 13 Sub Lib Aide I -         | min wage | to | 13 Lib Aide I -          | min wage |

Gordon Burgess made the motion, seconded by Jake Yanchar, to approve this recommendation. The motion passed.

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

**Unfinished Business:** None.

**New Business:**

Operating Policy #951 – Behavior and Conduct in the Library: Exhibit 06/16/I

Gordon Burgess made a motion, seconded by Paul Newman, to approve revisions to Operating Policy #951 as presented. The motion passed.

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

**Board Development:** The board set a joint committees meeting date for Saturday, August 6, 2016 at 9A.M. at the Administrative Center to discuss and develop a Facilities Plan.

**Department Discard List:** Exhibit 06/16/J

Gordon Burgess made a motion, seconded by Paul Newman, to approve the disposal of equipment as presented and listed on the June 2016 Department Discard List. The motion passed.

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

**Circulation Report:** Presented in the board packet. Exhibit 06/16/K

**Foundation report:** Board meeting scheduled after this library board meeting.

**Comments from the Public:** Lori Weber, Marketing Manager, invited board members to take a summer reading promotional yard sign to place at their homes. She also shared information about this weekend's Arts Jam on Chardon Square presented by the Geauga Council on Arts and Culture. The Library will have a table which will offer iris paper-folding craft and promote Chardon Library's Coloring Club.

**Adjournment:** Gordon Burgess made a motion to adjourn, seconded by Paul Newman. The motion passed and the meeting ended at 5.06 P.M.

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Raymond Rundelli, President

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Kate Pitrone, Secretary