

July 19

2016

The Geauga County Public Library Board of Trustees met in regular session on Tuesday July 19, 2016 at Thompson Library Station.

Call to order and roll call: Vice President Jake Yanchar called the meeting to order at 4:02 P.M. and the roll was conducted.

Present: Gordon Burgess, Karen Delano, Joshua Hutchinson, Paul Newman, Kate Pitrone, Jake Yanchar, Edward Worso – Director, Therese Feicht - Assistant Director, and Cheryl Marks – Fiscal Officer.

Also Present: Rachael Hartman, Judi Smith, Linda Yanko, Patrick Jolly, John Springer, Brigid Novak, Lori Weber, and Robin Kuhlman

Excused: Raymond Rundelli

Minutes: Exhibit 07/16/A

The minutes of the June 21, 2016 regular board meeting were approved as corrected upon motion by Kate Pitrone, seconded by Gordon Burgess. The motion passed.

Communications: Exhibit 07/16/B

In addition to communications included in the board packet Ed reported that at its meeting July 18, 2016 the Chardon Zoning Commission approved GCPL's request for a variance for the Chardon Library digital electronic message board on the rear of the building. Ed also presented a thank you note from the Mobile Services staff thanking the board for their raises.

Agenda: Exhibit 07/16/C

Gordon Burgess made a motion, seconded by Karen Delano, to approve the agenda as presented. The motion passed.

Fiscal Officer's Report:

Approval of Disbursements and Gifts: Exhibit 07/16/D

Kate Pitrone made a motion, seconded by Gordon Burgess, to approve the Fiscal Officer's Report including disbursements and gifts including a list of donations for summer reading prizes as presented.

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

Nays: None

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 shared a copy of the Audit Report for years ended December 31, 2015 and 2014.

E-Rate: The Library will receive a reimbursement of \$9,204.68 for the 2015 E-Rate funding year.

Director's Report: In addition to his written report: Exhibit 07/16/E
Staff Continuing Education Assistance Requests: Gordon Burgess made a motion, seconded by Joshua Hutchinson, to approve the Director's recommendation to reimburse the following employees for tuition per policy as follows:

Amy Lydan (toward MLIS from KSU) - \$757.50 for LIS 60001 Access to Information and LIS 60003 Information technology for library and information professionals

Lisa Havlin (toward undergraduate degree from CSU) - \$301.13 for UST 455 Gender and Leadership

The motion passed.

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

Chardon Library Interior Design Progress – Update: A revised schedule of the work was received recently. The start date is August 15, 2016 with an approximate 1 month completion date.

Middlefield Garage Project – Update: Exhibit 07/16/F
Exhibit 07/16/G

Paul Newman made a motion, seconded by Joshua Hutchinson, to approve a requested increase in fee from \$64,000 to \$72,000 to Van Dyke Architects LLC as outlined in a letter dated July 12, 2016. The motion passed.

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

Paul Newman made a motion, seconded by Joshua Hutchinson, to approve Bookmobile Garage Expansion – deduct Change Order #3 for \$16,400 as outlined in letter dated July 8, 2016 by Van Dyke Architects LLC. The motion passed.

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

Administrative Center Parking Lot: This project is underway with a mid-August completion date.

CLEVNET System Agreement: Paul Newman made a motion, seconded by Kate Pitrone, to authorize the Director to begin negotiations with CLEVNET and Cleveland Public Library for GCPL to join the CLEVNET consortium. The motion passed.

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

Nays: None

Planning Priorities Update: Included in the packet.

Exhibit 07/16/H

Assistant Director's Report:

Exhibit 07/16/I

Personnel Actions:

Exhibit 07/16/J

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

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

Nays: None

Personnel Policy Revisions:

Exhibit 07/16/K

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

Personnel Policy #243 – Part-time Employees

Personnel Policy #260 – Performance Evaluations

Personnel Policy #283 – Paycheck Deductions, Electronic Deposits

Personnel Policy #284 – Lost and Stolen Checks

The motion passed.

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

Nays: None

Local Manager's Report: Thompson Station Supervisor Robin Kuhlman updated board members with the happenings at the Station since they last met there: Ledgeмонт and Berkshire school districts merged and Robin became the school librarian which provided her with new perspectives regarding the students; the J nonfiction collection grew due to the reading interests of the children and program participation of all ages has grown as well. Robin shared some of the creative programs conducted and planned – this fall will be the first after-hours adult program – *Walking Dead*, a zombie themed event.

Committee Reports: None.

Unfinished Business: None.

New Business: None.

Board Development: The board set a joint committees meeting date for Saturday, August 6, 2016 at 9A.M. to discuss and develop a Facilities Plan. Ed noted he will start sending reading material to spur discussion and ideas.

Department Discard List:

Exhibit 07/16/L

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

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

Nays: None

Foundation report: The Foundation purchased a trailer to store the mini-golf game thus saving the ongoing expense of a storage unit. The Foundation will likely rent the game to interested groups.

Comments from the Public: None.

Adjournment: Gordon Burgess made a motion to adjourn, seconded by Joshua Hutchinson. The motion passed and the meeting ended at 4:25 P.M.

Jake Yanchar, Vice President

Kate Pitrone, Secretary