

Regular

Date: 9/20/2016

Item # 3

August 23

2016

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, August 23, 2016 at Newbury Library Station.

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

Oath of Office: President Raymond Rundelli administered the Oath of Office to re-appointed board member Jake Yanchar.

Roll Call: The roll call was conducted.

Present: Gordon Burgess, Karen Delano, Joshua Hutchinson, Paul Newman (4:16), Kate Pitrone, Raymond Rundelli, Jake Yanchar, Edward Worso – Director, Therese Feicht - Assistant Director, and Cheryl Marks – Fiscal Officer.

Also Present: Kris Carroll, Rachael Hartman, Judi Smith, Patrick Jolly, John Springer, Brigid Novak, Lori Weber, and Jane Zimmerman

Guest: Erwin Leffel

Minutes: Exhibit 08/16/A
The minutes of the July 19, 2016 regular board meeting were approved as presented upon motion by Gordon Burgess, seconded by Kate Pitrone. The motion passed.

Communications: Exhibit 08/16/B
In addition to communications included in the board packet Ed Worso explained further the letter from Chagrin Valley Paving and recommended that the board accept their request for a 45 day extension to complete the electrical portion of the Administrative Center parking lot project without any liquidated damages. Kate Pitrone made the motion, seconded by Gordon Burgess, to approve this request. The motion passed.

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

Ed also shared communication received from Berkshire School District notifying the Library that a request from the Leighton Trust Fund was approved for automatic doors for the Thompson Library Station entrance. Ed also shared a letter from the Chardon Tomorrow group inviting the Library to appoint a representative to the Chardon Tomorrow Board. Board member Kate Pitrone is interested and will investigate any conflict of interest possibilities before replying.

Agenda: Exhibit 08/16/C
Joshua Hutchinson made a motion, seconded by Karen Delano, to approve the agenda with the following additions – Oath of Office and 12.B. Discard List. The motion passed.

Fiscal Officer's Report:

Exhibit 08/16/D

Approval of Disbursements and Gifts:

Exhibit 08/16/E

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

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

Nays: None

New Revenue Account: Fiscal Officer Cheryl Marks requested approval to add new revenue account 101.000.48900 GCPL Book Sales to accommodate system book sales such as the upcoming book sale at the Fair. Gordon Burgess made the motion, seconded by Kate Pitrone to authorize this new revenue account. The motion passed.

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

Nays: None

New Expense Accounts: Cheryl requested approval to add two new expense accounts: 101.000.52125 Marketing Promotions & Supplies and 101.000.52215 First Aid Supplies. Joshua Hutchinson made the motion, seconded by Kate Pitrone, to authorize the requested two expense accounts. The motion passed.

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

Nays: None

Retirement Gift: Gordon Burgess made a motion, seconded by Joshua Hutchinson, to approve a retirement gift of \$200 for Assistant Director Therese Feicht who is retiring September 30, 2016. The motion passed.

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

Nays: None

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

Exhibit 08/16/F

Board member Paul Newman arrived at this point of the meeting.

Staff Continuing Education Assistance Requests: Joshua Hutchinson made a motion, seconded by Kate Pitrone, to approve the Director's recommendation to reimburse the following employees for tuition per policy as follows:

Amy Lydan (toward MLIS from KSU) - \$648.75 for
LIS 60010 the Information Landscape (course change from July request)
LIS 60003 Information Technology for Library and Information Professionals
(Approved in request from July).

Lisa Havlin (toward undergraduate degree from CSU) - \$1251.75 for
MGT 340 Human Resource Management
UST 404 Urban Data Analysis
UST 452 Management of Urban & Nonprofit Organizations
UST 458 Urban Policy

Kali Bowman (toward Associates Degree from Lakeland Community College)
\$282.82 for
Health 1150 Electronic Health Records
Math 0850 Beginning Algebra

The motion passed.

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

Chardon Library Interior Design Progress – Update: The project began August 15, 2016 with phase one lower level renovations. Painting, electrical and IT work is underway as is carpet installation.

Middlefield Garage Project – CLOSED: This project has all paperwork submitted and addressed.

Administrative Center Parking Lot: Discussed under Communications earlier in the agenda.

Assistant Director’s Report:

Exhibit 08/16/G

Personnel Actions:

Exhibit 08/16/H

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

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

Retirement Gift: Gordon Burgess made a motion, seconded by Jake Yanchar, to approve a retirement gift of \$200 for Fiscal Officer Cheryl Marks who is retiring October 31, 2016. The motion passed.

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

Personnel Policy Revisions: Gordon Burgess made a motion, seconded by Paul Newman, to approve revisions to the following Personnel Policies as presented:

Personnel Policy #350 – Conferences, Workshops and Meetings
Personnel Policy #724 – NEW #636 – Bereavement Leave

The motion passed.

Exhibit 08/16/I

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

Operating Policy Revision:

Exhibit 08/16/J

#696 – Internet – Use by Public – Tabled pending additional information.

Staff Development Day: Therese reported that among new options for gifts for staff recipients of Length of Service awards was an option for paid time off. Fiscal Officer Cheryl Marks recommended we seek board approval for this option described as follows – 5 and 10 year recipients 4 hours paid time off; 15 and 20 year recipients 8 hours paid time off; and 25 and 30 year recipients 16 hours paid time off. After much discussion, Joshua Hutchinson made a motion, seconded by Gordon Burgess, to approve paid time off as presented as a gift option for the Staff Longevity Awards. The motion failed.

Ayes: None

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

Therese reminded the Board about Staff Development Day and invited them to attend all or part of the Day.

Local Manager's Report: Newbury Station Supervisor Jane Zimmerman thanked the Board for the new library station space at Newbury. She noted that it is so much more efficient. Programs are once again being offered – two story time sessions a week; in the fall an adult book discussion group will begin and a movie day was offered during the summer. Community groups are using the new meeting room as well. Newbury School has a new school librarian who is assigned a very limited amount of time on these duties and also co-teaches 3rd grade. The school district is investigating merging with West Geauga School District.

Committee Reports: None.

Unfinished Business: None.

New Business:

Consideration of Bond Issue for Capital Improvements: Exhibit 08/16/K
Ed recapped information from the joint board committees planning session August 6, 2016 and then Gordon Burgess made a motion, seconded by Kate Pitrone, to authorize the Library to retain Bond Counsel and to authorize hiring Van Dyke Architects, LLC to conduct a Branch Study for the Library not to exceed \$10,000 and per the Branch Study Proposal submitted by Duane Van Dyke dated August 23, 2016. The motion passed.

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

Nays: None

Discard List: Exhibit 08/16/L
Paul Newman made a motion, seconded by Karen Delano, to approve the disposal of equipment as presented and listed on the August 23, 2016 Discard List. The motion passed.

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

Nays: None

Board Development: None

Foundation report: Ed reported that one new board member resigned for family health issues. The group is moving forward with plans.

Comments from the Public: Mr. Leffel told the Board that he attended the Observatory Park event and it was wonderful. Karen Delano asked for a report about this morning's budget hearing and Gordon Burgess and Ed provided information. Karen Delano asked whether the Board would be receiving information about the OLC convention and whether board members would be invited to attend it.

Adjournment: Gordon Burgess made a motion to adjourn, seconded by Jake Yanchar. The motion passed and the meeting ended at 5:30 P.M.

Raymond Rundelli, President

Kate Pitrone, Secretary