

September 20

2016

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, September 20, 2016 at Chardon Library.

**Call to order and roll call:** President Raymond Rundelli called the meeting to order at 4:00 P.M and the roll call was conducted.

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

**Also Present:** Kris Carroll, Judi Smith, Linda Yanko, Patrick Jolly, John Springer, Brigid Novak, Lori Weber, and Judy Lasco

**Guest:** Erwin Leffel

**Minutes:** Exhibit 09/16/A  
The minutes of the August 23, 2016 regular board meeting were approved as presented upon motion by Gordon Burgess, seconded by Kate Pitrone. The motion passed.

**Communications:** Exhibit 09/16/B  
In addition to communications included in the board packet:

**Lynda.com:** Technical Services Manager Brigid Novak shared use data for new database Lynda.com. In the first 5 weeks over 220 users logged on and over 25 certificates of course completion were issued. The top class accessed is Photoshop.

**Nomination for the National Medal for Museum and Library Services 2017 by David Joyce:** After discussion the Board instructed Ed to seek more information and accept the invitation to submit the application.

**Agenda:** Exhibit 09/16/C  
Jake Yanchar made a motion, seconded by Karen Delano, to approve the agenda with the following additions – 7. F. OLC Meeting with Senator Eklund’s constituent libraries. 7. G. OLC – Chapters and Chapter Conferences, and 11.A. Add the word ‘minutes’. The motion passed.

**Fiscal Officer’s Report:** Exhibit 09/16/D  
Approval of Disbursements and Gifts: Exhibit 09/16/E  
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, Hutchinson, Newman, Pitrone, Rundelli, Yanchar  
Nays: None

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

**Director's Report:**

Exhibit 09/16/F

In addition to his written report:

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

**Serena Christine Gumal** (toward MLIS from KSU) \$778.00 for  
LIS 60001 Access to Information  
LIS 60002 Organization of Information

The motion passed.

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

Administrative Center Parking Lot:

Exhibit 09/16/ G

Exhibit 09/16/ H

Gordon Burgess made a motion, seconded by Paul Newman, to approve Change Order Number 002 for electrical and wiring as requested by Cawrse & Associates, Inc. for \$1,050. The motion passed.

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

Ed also shared Architect's Field Report Number 001 regarding the recent concrete entrance walk pour for the heated sidewalk portion of the Administrative Center parking lot improvements project indicating that the work was unacceptable. Ed indicated that Dale Burrier of Cawrse and Associates, Inc. recommended that the work be rejected. The Board supported pursuing this action.

Planning Priorities Update:

Exhibit 09/16/I

Joshua Hutchinson made a motion, seconded by Jake Yanchar, to approve the purchase of a new bookmobile from LDV for a base price of \$345,915.00. This vehicle is part of the Outreach Plan of Service previously approved by the Board. The motion passed.

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

Creation of Planning Priorities Moving Forward: Ed asked for guidance in whether to pursue an overall strategic plan and process. Options were discussed along with facilities planning.

OLC Meeting with Senator Eklund's constituent libraries: Ed attended a meeting held at Bainbridge Library this week by OLC for directors of libraries in Senator Eklund's district to discuss PLF issues and concerns.

OLC –Chapters and Chapter Conferences: Ed learned that the OLC Board recently voted to discontinue OLC Chapters and Chapter Conferences. Many GCPL employees presented and attended these conferences over the years.

Ed finished his report by informing the Board that they may be receiving communication from a recently terminated employee who has provided a public records request for the personnel file of an employee who was involved in the incident that resulted in the employee's termination.

**Assistant Director's Report:**

Exhibit 09/16/J

Personnel Actions:

Exhibit 09/16/K

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

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

Personnel Policy Revisions:

Exhibit 09/16/L

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

Personnel Policy #210 – Employment at Will  
Personnel Policy #510 – Communications

The motion passed.

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

Operating Policy Revision:

Exhibit 09/16/M

Gordon Burgess made a motion, seconded by Kate Pitrone, to approve revisions to #696 – Internet – Use by Public as presented. The motion passed.

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

Therese finished her report by thanking the Board for hiring her 11 years ago which offered her such a great opportunity to work at this highly regarded library system.

**Local Manager's Report:** Chardon Library Manager Judi Smith described the current renovation project as a team-building experience for her and her staff. She noted that the patrons and staff have been wonderful in working around the disruption. Staff are doing whatever it takes to serve their patrons. Many comments are heard about how warm, welcoming and open the downstairs space feels even with adding 3 new collections in this space. The test of having the Info Desk in close proximity to the Circulation Desk has received very positive comments from both staff and the public which is good as the finished new public service desk will follow this model. Judi praised the Facilities and IT staff for their work on this project and expressed that overall everyone is going with the flow and that the newly designed spaces are proving to be very functional.

## **Committee Reports:**

Personnel Committee: Jake Yanchar, Chair, informed the Board that this committee met September 12, 2016 resulting in the following recommendations:

Fiscal Officer Position: The Committee recommends offering the position to current Deputy Fiscal Officer Lisa Havlin and request that the Board enter into Executive Session at the end of this meeting to discuss salary and other details.

Human Resources Coordinator Position: The Committee recommends creating a Human Resources Coordinator position to undertake the human resources responsibilities of our size organization. Joshua Hutchinson made the motion, seconded by Paul Newman, to approve the creation of the position of Human Resources Coordinator, Manager I and to follow our current hiring process to fill the position. The motion passed.

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

## **Unfinished Business:**

Review and Approval of Edits to August 6, 2016 Meeting Minutes: Exhibit 09/16/N  
Gordon Burgess made a motion, seconded by Paul Newman, to approve the newly edited version of the minutes to the August 6, 2016 with the addition of the end time to be designated as 11:20 A.M. The motion passed.

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

## **New Business:**

Discard List: Exhibit 09/16/O  
Joshua Hutchinson made a motion, seconded by Karen Delano, to approve the disposal of equipment as presented and listed on the September 2016 Discard List. The motion passed.

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

## **Board Development:**

Discussion on Creation of Ad Hoc Committee re: Facilities: Raymond led a discussion of forming an Ad Hoc Committee to focus on facilities planning that would be the basis for work for capital planning leading to voter support for a bond issue. Kate Pitrone made a motion, seconded by Joshua Hutchinson, to create an Ad Hoc Committee for facilities planning to be comprised of Building Managers, Station Heads, Facilities Manager, Fiscal Officer, Director and three Board members. Raymond Rundelli, Jake Yanchar and Kate Pitrone indicated interest in serving. The motion passed.

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

Review Procedure of Minute Taking Going Forward: It was proposed that the Administrative Secretary take on the responsibility for attending board meetings and writing the board minute drafts. The Board agreed with this change.

**Foundation report:** Ed and Raymond reported that the Foundation bought a trailer to store and move the mini golf course and are encountering a problem with insuring it. The group is revising their Bylaws and reviewing their events and projects.

Karen Delano asked about a report of the book sale at the Geauga County Fair. Ed reported that it went well with both staff and volunteers working it. Over \$7100 was raised. The Foundation's book giveaway of the history of Geauga County book was successful as all of the books were distributed by Friday night. Ed noted that library staff is building a good working relationship with Fair staff.

**Executive Session:** Gordon Burgess made a motion, seconded by Kate Pitrone, to enter into executive session for the purpose of discussing the terms and conditions for the Fiscal Officer position. The motion passed and the Board entered executive session at 5:35 P.M. Gordon Burgess made a motion, seconded by Joshua Hutchinson, exit executive session and return to the regular board meeting. The motion passed and the regular board meeting resumed at 5:55 P.M.

Joshua Hutchinson made a motion, seconded by Kate Pitrone, to authorize the Personnel Committee to offer \$62,000 annually for this position and to discuss an appointment to Fiscal Officer with Deputy Fiscal Officer Lisa Havlin. The motion passed.

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

**Comments from the Public:** None

**Adjournment:** Gordon Burgess made a motion to adjourn, seconded by Karen Delano. The motion passed and the meeting ended at 5:56 P.M.

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Raymond Rundelli, President

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Kate Pitrone, Secretary