

Regular

Date: 3/21/17

Item # 3

February 21

2017

The Geauga County Public Library Board of Trustees met for the regular board meeting on Tuesday February 21, 2017 at the Administrative Center.

Present: Gordon Burgess, Karen Delano, Joshua Hutchinson, Kate Pitrone, Paul Newman, Raymond Rundelli, Jake Yanchar Ed Worso – Director, Kris Carroll- Assistant Director, and Lisa Havlin – Fiscal Officer.

Also Present: Patrick Culliton, Rachael Hartman, Patrick Jolly, Brigid Novak, Mike Pope, Judi Smith, Duane Van Dyke, Linda Yanko, and Lori Weber.

Call to order and roll call: President Jake Yanchar called the board meeting to order at 4:03 P.M. and the roll call was conducted.

Minutes: Exhibit 02/17/A
The minutes of the January 24, 2017 organizational and regular meetings were approved as presented upon motion by Paul Newman, seconded by Raymond Rundelli. Motion passed.

Communications: Exhibit 02/17/B
In additions to the notes distributed in the board packet, Lisa Havlin shared the Freedom of Information Request from Open the Books.org.

In response to the communication from Christine Blair the Geauga County Commissioners' Clerk, Raymond Rundelli made a motion, seconded by Karen Delano, to recommend a re-appointment of Joshua Hutchinson to the GCPL Board of Trustees. The motion passed.

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

Agenda: Exhibit 02/17/C
Gordon Burgess made a motion, seconded by Kate Pitrone, to approve the agenda. The motion passed.

Fiscal Officer's Report: Exhibit 02/17/D

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

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

Approval of Personnel Policy 243 – Part-time employees:

Exhibit 02/17/E

Josh Hutchinson made a motion, seconded by Gordon Burgess, to approve revisions to the personnel policies as presented. The motion passed.

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

Nays: None

Approval of PLF agreement between Burton Public Library and GCPL:

Exhibit 02/17/F

Paul Newman made a motion, seconded by Kate Pitrone, to approve the PLF disbursement agreement between Burton Public Library and GCPL as presented. The motion passed. Ed will forward the agreement to the county auditor for approval.

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

Nays: None

Director’s Report:

Exhibit 02/17/G

In addition to his written report:

Staff Continuing Education Assistance: Going forward, the fiscal office will coordinate staff continuing education requests with the administrative team and present them to the board for approval.

Facilities Planning - Update: Chardon parking lot was discussed. The school has declined the library offer to purchase the parking lot.

Miscellaneous: No additions to the notes distributed in the board packet.

Thompson land:

Exhibit 02/17/H

Ed shared information about land that is listed on the sheriff’s land sale list. The Ad Hoc committee has visited and considered for purchase one of the parcels listed.

Assistant Director’s Report:

Exhibit 02/17/I

No additions to the notes distributed in the board packet

Human Resources report:

Exhibit 02/17/J

Personnel Policy 230:

Exhibit 02/17/K

After discussion, a revision of Personnel Policy 230 was tabled for further review

Personnel Policy 270:

Exhibit 02/17/L

Gordon Burgess made a motion, seconded by Josh Hutchinson, to approve the revisions to the Personnel Policy 270. The motion passed.

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

Nays: None

Human Resource Actions:

Exhibit 02/17/M

Gordon Burgess made a motion, seconded by Kate Pitrone, to approve the Human Resources action as presented. The motion passed.

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

Nays: None

IT Manager job description:

Exhibit 02/17/N

Joshua Hutchinson made a motion, seconded by Kate Pitrone, to approve the IT Manager job description as presented. The motion passed.

Updated organizational chart:

Exhibit 02/17/O

Gordon Burgess made a motion, seconded by Kate Pitrone, to approve the updates to the organization chart as presented. The motion passed.

Local Managers Report: None

Committee Reports:

Ad Hoc Facilities Review presentation by Duane Van Dyke.

Exhibit 02/17/P

Paul Newman made a motion seconded by Raymond Rundelli, to begin the process needed to place a .5 mil bond issue on the November 2017 ballot. Ed will hire bond council, Rebecca Princehorn from the law firm, Bricker and Eichler for guidance. The motion passed.

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

Nays: None

Unfinished Business: None

New Business:

Items for discard:

Exhibit 02/17/Q

Gordon Burgess made a motion, seconded by Joshua Hutchinson, to approve the disposal of equipment as listed on the Discard List dated February 2017. The motion passed.

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

Nays: None

Board Development: None

Foundation report: The Foundation board meets at 4:30 P.M. on February 28, 2017.

Comments from the Public: None.

Adjourn: Joshua Hutchinson made a motion to adjourn, seconded by Gordon Burgess. The motion passed and the meeting ended at 6:14 P.M.

Jake Yanchar, President

Paul Newman, Secretary