

Regular

December 19

2017

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, December 19, 2017 at the Administrative Center.

**Call to Order and Roll Call:** President Jake Yanchar called the meeting to order at 4:00 and the roll call was conducted.

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

**Also Present:** Eric Coulbourne, Nick Fagan, Katy Ferrel, Rachael Hartman, Patrick Jolly, Robin Kuhlman, Judy Lasco, Lisa Mertel, Patrick Jolly, Mike Pope, Jr., Chris Reda

**Guests:** Erwin Leffel

**Minutes:** Exhibit 12/17/A  
The minutes of November 21, 2017 Records Commission meeting and the November 21, 2017 regular meeting were approved as presented upon motion by Paul Newman, seconded by Josh Hutchinson. The motion passed.

**Communications:** Exhibit 12/17/B  
There were no additions to the communications presented in the board packets

**Agenda:** Exhibit 12/17/C  
Gordon Burgess made a motion, seconded by Paul Newman, to approve the agenda. The motion passed.

**Fiscal Officer's Report:** Exhibit 12/17/D  
*Approval of Disbursements and Gifts:* Exhibit 12/17/E  
Joshua Hutchinson made a motion, seconded by Raymond Rundelli, 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 to open new fund and account:* Exhibit 12/17/F  
Gordon Burgess made a motion, seconded by Paul Newman, to approve the opening of a new fund and account to allow tracking and reporting of bond issue receipts and expenditures. The motion passed.

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

Nays: None

*Resolution #9-17*

Exhibit 12/17/G

Paul Newman made a motion, seconded by Josh Hutchinson, to approve resolution #9-17 filing a request with the County Auditor to receive property tax advances in January and February 2018. The motion passed.

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

Nays: None

*Approval to Transfer Funds*

Exhibit 12/17/H

Paul Newman made a motion, seconded by Kate Pitrone, to transfer funds from the General Fund into the Building and Repair Fund. The motion passed.

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

Nays: None

*Approval of Amended 2017 Appropriations*

Exhibit 12/17/I

Paul Newman made a motion, seconded by Kate Pitrone, to amend 2017 appropriations as presented. The motion passed.

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

Nays: None

*Mileage Rate 2018*

Gordon Burgess made a motion, seconded by Paul Newman, to approve the standard IRS mileage rate of 54.5 cents for every mile of business travel in 2018. The motion passed.

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

Nays: None

*Ohio Pooled Collateral System*

Exhibit 12/17/J

Lisa presented information about the new Ohio Pooled Collateral System (OPCS) which allows public entities to ensure that deposits are secured according to Ohio Revised Code requirements

*PNC Depository Agreement*

Exhibit 12/17/K

PNC bank updated their depository agreement to include information about OPCS

*OMAP Information*

Exhibit 12/17/L

Included in the Fiscal Officer's report was information about the OMAP program that allowed the library to attain a higher Standard and Poor credit rating

*Preliminary Financing Plan*

Exhibit 12/17/M

Michelle Hillstrom of Stifel, Nicolaus & Company provided an informational preliminary financing plan for administration and board members.

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

**Director's Report:**

Exhibit 12/17/N

*Staff Continuing Education Assistance*

Raymond Rundelli made a motion, seconded by Gordon Burgess, to approve the director's recommendation for Staff Continuing Education Assistance. The motion passed.

- Amy Lydan (MLIS) \$2640.00
  - LIS 50693-001 Designing successful grant projects
  - LIS 50693-002 Tips and Tricks for searching online databases
  - LIS 50693-003 Ethical principles and cases for information professionals
  - LIS 50693-004 Crisp communications
  - LIS 60608-001 The public Library
  - LIS 61095-002 Leadership in libraries
- Amber Weinrich (MLIS) \$529.00
  - LIS 60020-001 Information Organization
  - LIS 60030-003 People Information ecology

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

Nays: None

There were no additions to the Library Director's Report as presented.

**Assistant Director's Report:**

Exhibit 12/17/O

There were no additions to the Assistant Director's report as presented.

**Human Resources Report:**

Exhibit 12/17/P

*Human Resource Actions:*

Exhibit 12/17/Q

Josh Hutchinson made a motion, seconded by Gordon Burgess, to approve the Human Resource Actions as presented in the board packet. The motion passed.

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

Nays: None

*2018 Holiday Schedule*

Exhibit 12/17/R

Gordon Burgess made a motion, seconded by Paul Newman, to approve the 2018 Holiday Schedule. The motion passed.

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

Nays: None

*Job Description Revisions*

Exhibit 12/17/S-U

Gordon Burgess made a motion, seconded by Kate Pitone, to approve the revisions to job descriptions as presented. The motion passed.

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

Nays: None

*Personnel Policy Updates*

Exhibit 12/17V-BB

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

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

**Local Manager's Report:**

No local Managers report.

**Committee Reports:**

**Personnel Committee:**

Exhibit 12/17/CC-DD

*Salary Increases*

Gordon Burgess made a motion, seconded by Kate Pitrone, to move any staff annual raises and merit payments to coincide with the calendar year. Annual raises will be take affect the first pay of the year starting in January of 2018. Merit payments will be considered later in the year following 2018 evaluations. The motion passed.

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

*Memberships*

The committee also discussed reimbursing staff for the full cost of professional memberships. The board considered the proposal and asked that an rewritten policy be presented at the January board meeting for consideration.

**New Business:**

*Approval of 2018 Appropriations:*

Exhibit 12/17/FF

Kate Pitrone made a motion, seconded by Gordon Burgess, to approve 2018 appropriations as presented. The motion passed.

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

**Unfinished Business:** None.

**Board Development:**

*Approval of Nominations for 2018 Officers:*

Raymond Rundelli made a motion, seconded by Paul Newman, to accept and approve the nominations for 2018 Board Officers as presented at the November meeting. The motion passed.

President:	Kate Pitrone
Vice President:	Paul Newman
Secretary:	Gordon Burgess

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

*Approval of 2018 Committee assignments:*

Raymond Rundelli made a motion, seconded by Josh Hutchinson, to accept and approve the 2018 Committee Assignments as presented at the November meeting. The motion passed.

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

**Foundation report:**

Raymond Rundelli updated the Board on the most recent Foundation meeting including recruitment of new Board members and the progress of the 2018 mini-golf fund raiser.

**Comments from the Public:** None.

**Executive Session:**

Raymond Rundelli made a motion, seconded by Josh Hutchinson, to move into executive session for consideration of compensation of public employees at 5:03 p.m. The motion passed.

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

The Board returned to the regular meeting at 6:00 p.m.

Gordon Burgess and Kate Pitrone left the meeting to attend other previously scheduled appointments at 6:05

**Administrative salaries:**

Exhibit 12/17/GG

Raymond Rundelli made a motion, seconded by Josh Hutchinson to approve administrative salaries as presented in the attached memorandum. The motion passed.

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

**Adjourn:**

Raymond Rundelli made a motion, seconded by Josh Hutchinson to adjourn the meeting. The motion passed and the meeting adjourned at 6:10 p.m. The motion passed.

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Jake Yanchar, President

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Paul A. Newman, Secretary