

Regular

January 16

2018

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, January 16, 2018 at the Administrative Center.

Call to Order and Roll Call: President Kate Pitrone called the meeting to order at 4:18 and the roll call was conducted.

Present: Karen Delano, Joshua Hutchinson, Paul Newman, Kate Pitrone, Raymond Rundelli, Ed Worso – Director, Kris Carroll - Assistant Director and Lisa Havlin – Fiscal Officer. Gordon Burgess arrived at 4:35 p.m.

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,

Excused: Jake Yanchar

Guests: Erwin Leffel

Minutes: Exhibit 01/18/G
The minutes of December 19, 2017 regular meeting were approved as presented upon motion by Raymond Rundelli, seconded by Paul Newman. The motion passed.

Communications:

None

Agenda: Exhibit 01/18/H
Paul Newman made a motion, seconded by Raymond Rundelli, to approve the agenda. The motion passed.

Fiscal Officer's Report: Exhibit 01/18/I

Approval of Disbursements and Gifts: Exhibit 01/18/J

Joshua Hutchinson made a motion, seconded by Paul Newman, to approve the Fiscal Officer's Report including disbursements and gifts as presented.

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

Nays: None

2017 Carryover Balances Exhibit 01/18/K
The Fiscal Officer presented the 2017 carryover balances as submitted to the County Auditor

Director's Report: Exhibit 01/18/L
Strategic Planning Information Exhibit 01/18/M
Ed shared with the Board the documents used by staff to begin strategic planning.

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

Assistant Director's Report:

Exhibit 01/18/N

Customer Service Analysis

Exhibit 01/18/O

Kris provided the results of an unobtrusive survey conducted in all branches in November. The survey rated library appearance and staff customer services skills.

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

Human Resources Report:

Exhibit 01/18/P

Human Resource Actions:

Exhibit 01/18/Q

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

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

Nays: None

Personnel Policy Updates

Exhibit 01/18/R

Joshua Hutchinson made a motion, seconded by Raymond Rundelli, to approve the personnel policy updates as presented.

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

Nays: None

There were no additions to the Human Resources Coordinator's report as presented.

Local Manager's Report:

No local Managers report.

Committee Reports:

Selection Committee

Josh Hutchinson made a motion, seconded by Raymond Rundelli to approve the Selection Committee recommendation to select the most qualified design firm, CBLH and to authorize Administration to move forward with negotiations.

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

Nays: None

Oath of office Board officers: Gordon Burgess arrived at 4:35 and Attorney Raymond Rundelli conducted the swearing in of the new Board Secretary.

New Business:

Buggy Path – Memorandum of Understanding

Exhibit 01/18/S

Josh Hutchinson made a motion, seconded by Gordon Burgess to approve the Memorandum of Understanding between the Library, Geauga Park District and Village of Middlefield needed to move forward with construction of a buggy path between library property and the Maple Highlands Trail South.

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

Approval of the IT Discard List:

Exhibit 01/18/T

Paul Newman made a motion, seconded by Gordon Burgess, to approve the IT Discard List.

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

Unfinished Business: None.

Board Development:

A Personnel Committee meeting was scheduled for February 5, 2018

Foundation report:

Foundation membership is growing with 10 members present at the last meeting. The Foundation sponsored a Martin Luther King Day program with speaker Sala Udin. Mini-golf fund raiser is scheduled for March 18.

Comments from the Public: None.

Adjourn: Raymond Rundelli made a motion, seconded by Gordon Burgess, to adjourn the organizational meeting. The motion passed and the meeting adjourned at 4:48 P.M.

Kate Pitrone, President

Gordon Burgess, Secretary