

Regular

April 17

2018

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, April 17, 2018 at the Administrative Center.

**Call to Order and Roll Call:** President Kate Pitrone called the meeting to order at 4:02 and the roll call was conducted.

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

**Also Present:** Rachael Hartman, Patrick Jolly, Judy Lasco, Lisa Mertel, Chris Reda, Marlene Pelyhes, Lori Weber

**Excused:** Jake Yanchar

**Minutes:** Exhibit 04/18/A  
The minutes of March 20 regular meeting were approved as corrected upon motion by Gordon Burgess, seconded by Paul Newman. The motion passed.

**Communications:**  
None

**Agenda:** Exhibit 04/18/B  
Paul Newman made a motion, seconded by Joshua Hutchinson to approve the agenda. The motion passed.

**Fiscal Officer's Report:** Exhibit 04/18/C  
*Approval of Disbursements and Gifts:* Exhibit 04/18/D  
Gordon Burgess made a motion, seconded by Joshua Hutchinson, to approve the Fiscal Officer's Report including disbursements and gifts as presented. The motion passed.

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

*Approval to Add Accounts*  
Gordon Burgess made a motion, seconded by Joshua Hutchinson to add accounts 301.000.53770 Auditor/Treasure Fees and account 301.000.41220 Intergovernmental Misc. to the Debt Service Fund. The motion passed.

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

*Approval of Revised Investment Policy 391*

Exhibit 04/18/E

Paul Newman made a motion, seconded by Gordon Burgess to a revision to Policy 391 to allow investment maturity beyond 2 years unless they are matched to a specific obligation or debt of the Library (Item 6Ciii in the board packets). The motion passed

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

Nays: None

*Approval to Close First National Bank Credit Card Merchant account*

Joshua Hutchinson made a motion, seconded by Paul Newman to approve closure of the no longer needed credit card merchant account. The motion passed.

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

Nays: None

**Director's Report:**

Exhibit 04/18/F

*Approval of Amended Clevnet agreement*

Exhibit 04/18/G

Raymond Rundelli made a motion, seconded by Gordon Burgess to approve the amended Clevnet agreement as presented in the board packet. The motion passed

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

Nays: None

*Facilities planning update*

Exhibit 04/18/H

Ed reported that he has been in communication with Chardon Tomorrow about future plans for Chardon Library. Ed shared information about Construction Manager at Risk and updated the board on the progress of selecting a CMR.

*Hearing Loop interview request*

Exhibit 04/18/I

Ed shared a request to be interviewed for an article in *Hearing Life*, about the library's use of hearing loops.

*Strategic Planing*

Ed reported that the Library's strategic plan will be completed and planned to be presented to library staff and board members on June 1.

*Bookmobile*

Ed reported that Madison Public Library is interested in taking the old Bookmobile. They will house the vehicle in the school garage and the school's mechanic will care for the vehicle. The donation of the Bookmobile will allow Madison to decide to expand into providing mobile services.

**Assistant Director's Report:**

Exhibit 04/18/J

*Approval of Building Closure, June 1, 2018 and Staff Day Expenses*

Paul Newman made a motion, seconded by Joshua Hutchinson to approve closing library buildings on June 1, 2018 for Staff Day and to provide staff meals and beverages as needed.

**Human Resources Report:**

Exhibit 04/18/K

*Human Resource Actions:*

Exhibit 04/18/L

Joshua 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,  
Nays: None

**Local Manager's Report:**

Judy Lasco, Chardon Branch Manager, gave the board an update on the many community partnerships the library participates in. Judy hi-lighted a recent collaboration with Chardon Tomorrow. The Library has become a stop on the group's popular monthly programs. In February, the Library was the last stop on the Chocolate Walk and in April the Library was the last stop for the Traveling Tea Party. These events have brought in people from the community that have not visited the library in years. Judy also spoke about Chardon Youth Services Department's collaboration with Mobile Services to bring programming to Leader's Mobile Home Park. There are tentative plans to partner with United Way to bring library programming as well as food distribution to the park this summer. Judy gave board members a demonstration of Cassie and Spot, programs that allow the library to track and manage internet use.

**New Business:**

*Discard List*

Exhibit 04/18/ M

Joshua Hutchinson made a motion, seconded by Paul Newman to approve the April 2018 discard list as presented. The motion passed.

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

*Reappointment of Kate Pitrone*

Gordon Burgess made a motion, seconded by Karen Delano to recommend to the Judges of the Court of Common Pleas that Kate Pitrone be reappointed to another term as library board trustee. The motion passed.

**Committee Reports:** None

**Unfinished Business:** None.

**Adjournment:** Paul Newman made a motion, seconded by Raymond Rundelli, to adjourn the meeting. The motion passed and the meeting adjourned at 4:47 P.M.

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Kate Pitrone, President

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Gordon Burgess, Secretary