

## Minutes of Regular Board Meeting

November 20, 2018

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, November 20, 2018 at the Middlefield Library.

**Call to Order and Roll Call:** President Kate Pitrone called the meeting to order at 4:01pm and roll call was conducted.

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

**Also Present:** Chris Reda, Rachael Hartman, Patrick Jolly, Judy Lasco, Lisa Mertel, Lori Weber, Marlene Pelyhes, Mike Pope, and Nick Fagan

**Guests:** Erwin Leffel, Jeff Lechak, Al Catani, Kathy Catani

**Minutes:** Exhibit 11/18/A  
The minutes of the October 16, 2018 regular meeting were approved as amended upon motion by Paul Newman, seconded by Gordon Burgess. The motion passed.

**Communications:** Exhibit 11/18/B  
There were no additions to the communications presented in the board packets.

**Agenda:** Exhibit 11/18/C  
The agenda was approved as amended, moving Committee Reports from item #11 to the end of the meeting. Gordon Burgess made a motion to approve the amended agenda, and Paul Newman seconded. The motion passed.

**Fiscal Officer's Report:** Exhibit 11/18/D  
*Approval of Disbursements and Gifts:* Exhibit 11/18/E  
Gordon Burgess made a motion, seconded by Paul Newman, 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 Operating Policy #304:* Exhibit 11/18/F  
Josh Hutchinson made a motion, seconded by Paul Newman, to approve Operating Policy 304: Budgetary Level of Control, as amended. The motion passed.

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

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*Approval of Appropriations Transfer:*

Gordon Burgess made a motion, seconded by Josh Hutchinson, to approve the transfer of funds as presented in the Fiscal Officer Report. The motion passed.

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 11/18/G

*Ad Hoc Construction Committee*

Raymond Rundelli made a motion, seconded by Paul Newman, to appoint an Ad Hoc Construction Committee consisting of Raymond Rundelli, Kate Pitrone and Jake Yanchar. The motion passed.

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

There were no additions to the Director's written report.

**Assistant Director's Report:**

Exhibit 11/18/H

There were no additions to the Assistant Director's Report.

**Human Resources Report:**

Exhibit 11/18/I

*Human Resource Actions:*

Exhibit 11/18/J

Raymond Rundelli made a motion, seconded by Paul Newman, 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

**Local Manager's Report:**

Rachael Hartman (Middlefield) discussed the Memory lab and its function for preserving ephemeral and outdated media. Chagrin Falls Park has already requested assistance with preserving history once the equipment is purchased. Gordon Burgess suggested crowd-sourcing transcription to involve interested patrons.

**Committee Reports:** moved to the end of meeting

**Unfinished Business:** None

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### **New Business:**

#### *Items for Discard:*

Exhibit 11/18/K

Gordon Burgess made a motion, seconded by Josh Hutchinson, to approve the disposal of equipment as presented on the November 2018 Discard List. The motion passed.

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

Nays: None

### **Board Development:**

Recommendations for 2019 officers and committee assignments were discussed. Nomination of officers will take place at the December meeting.

### **Foundation report:**

Gordon Burgess volunteered to be the Foundation liaison in 2019. Appointment will take place at the January 2019 Library Board Meeting.

### **Executive Session:**

Josh Hutchinson made a motion, seconded by Raymond Rundelli to move to executive session to discuss compensation of public employees. The motion passed.

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

Nays: None

The board entered into executive session at 4:36pm.

The board resumed regular session at 5:40pm

### **Committee Reports:**

#### *Personnel Committee recommendations*

Exhibit 11/18/L

Raymond Rundelli made a motion, seconded by Josh Hutchinson, to approve the Job Description, Organization Charts and addition of one 16 hour position as recommended by the Personnel Committee. The motion passed.

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

Nays: None

Raymond Rundelli made a motion, seconded by Jake Yanchar to approve all eligible staff and Administrative Executives to receive a salary increase as recommended by the Personnel Committee. The motion passed.

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

Nays: None

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Raymond Rundelli made a motion, seconded by Jake Yanchar to approve all merit payments as recommended by the Personnel Committee. The motion passed.

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

Nays: None

**Adjourn:** Gordon Burgess made a motion to adjourn, seconded by Karen Delano. The motion passed and the meeting ended at 5:45pm.

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Kate Pitrone, President

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Gordon Burgess, Secretary