

Organizational Meeting

January 15, 2019

The Geauga County Public Library Board of Trustees met for the 20 organizational meeting and then in regular session on Tuesday January 15, 20 at the Administrative Center.

Call to order and roll call: The organizational meeting was called to order at 4:00 by Board President Kate Pitrone 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, Dawn Malaska – Deputy Fiscal Officer

Also Present: Nick Fagan, Rachael Hartman, Judy Lasco, Dawn Malaska, Christine Reda, Lisa Mertel, Marlene Pelyhes, Mike Pope, Lori Weber

Guests: Beth Brown, Mr & Mrs Kendra, Mr & Mrs. Katani

Election of officers: Raymond Rundelli made a motion to approve the following slate of officers as recommended by the Executive Committee. Joshua Hutchinson seconded the motion. There were no nominations from the floor. The motion to approve the slate of officers passed.

The new officers are:

President	Paul Newman
Vice President	Gordon Burgess
Secretary	Karen Delano

Oath of office Board officers: Notary Raymond Rundelli conducted the swearing in of the board officers. Paul Newman began duties as President and conducted the remainder of the organizational meeting.

Appointment of Fiscal Officer and bond for Fiscal Officer: Exhibit 01/19/A
Gordon Burgess made a motion, seconded by Raymond Rundelli, to approve the appointment of Lisa Havlin as the Fiscal Officer at the salary and employment package specified in memorandum and bond to be set at \$40,000. The motion passed.

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

Appointment of Deputy Fiscal Officer – Dawn Malaska, bond set at \$10,000: Raymond Rundelli made a motion, seconded by Kate Pitrone, to approve the appointment of Dawn Malaska as the Deputy Fiscal Officer with bond to be set at \$10,000. The motion passed.

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

Organizational Meeting

January 15, 2019

Oath of Office Fiscal Officers: Notary Raymond Rundelli conducted the swearing in of the fiscal officer and deputy fiscal officer.

Appointment of Director: Gordon Burgess made a motion, seconded by Jake Yanchar to approve the appointment of Edward Worso as Library Director at the salary and employment package presented in memorandum. The motion passed.

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

Approval of Bylaws: Exhibit 01/19/B
Gordon Burges made a motion, seconded by Kate Pitrone, to approve the Bylaws as amended for 2019. The motion passed.

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

Approval of Organizational Chart, Personnel Policies 131-143: Exhibit 01/19/C
Joshua Hutchinson made a motion, seconded by Jake Yanchar, to approve the Organizational Charts, Personnel Policies #131-142 as presented. The motion passed.

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

Committee Appointments: Exhibit 01/19/D
President Paul Newman presented committee appointments. The 2019 committees are:

Executive: Paul Newman, Gordon Burgess, Karen Delano
Finance: Karen Delano (Chair), Gordon Burgess, Kate Pitrone
Personnel: Raymond Rundelli (Chair), Josh Hutchinson, Jake Yanchar
Foundation Liaisons: Gordon Burgess

Fiscal Officer's Report: Exhibit 01/19/E
Petty Cash and Cash Drawer Amounts
Godron Burgess made a motion, seconded by Raymond Rundelli, to approve the Fiscal Officer's recommendations for:

Petty cash total of \$275 to be distributed as follows: \$50 for the Administrative Center and each library, excluding Thompson and Newbury; and Bookmobile for \$25.
Cash drawers total of \$400 to be distributed as follows: \$75 each at Bainbridge, Chardon, Geauga West, and Middlefield and \$50 each at Newbury and Thompson.
The motion passed.

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

Organizational Meeting

January 15, 2019

Nays: None

Fiscal Officer to invest monies: Raymond Rundelli made a motion, seconded by Kate Pitrone to allow the Fiscal Officer to invest monies without prior approval of the Board. The motion passed.

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

Nays: None

Stock value:

Exhibit 01/19/F

Lisa Havlin reported that the stock held by the Library at the end of 2018 had a value of \$21,496.47.

Adjourn: Gordon Burgess made a motion, seconded by Josh Hutchinson, to adjourn the organizational meeting. The motion passed and the meeting adjourned at 4:08 P.M.

Paul A. Newman, President

Karen Delano, Secretary