

Minutes of Regular Board Meeting

February 26, 2019

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, February 26, 2019 at the Administrative Center.

Call to Order and Roll Call: President Paul Newman called the meeting to order at 4:01 and the roll call was conducted.

Present: Gordon Burgess, Karen Delano (Arrived 4:16), 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, Rachael Hartman, Patrick Jolly, Judy Lasco, Lisa Mertel, Marlene Pelyhes, Mike Pope, Christine Reda, Lori Weber.

Guests: Beth Brown, Mr & Mrs Kendra, Mr & Mrs. Katani, Donley's representatives: Pete Dorio, Patrick Canada, Brian Laubscher, Mary Reid; CBLH Representatives: Scott Weaver, Aaliyah Russell

Approval of Minutes: Exhibit 02/19/A
The minutes of the organizational and the regular January 15th, 2019 meeting were approved as presented upon motion by Raymond Rundelli, seconded by Kate Pitrone.
The motion passed.

Communications: Exhibit 02/19/C
There were no additions to communications presented in the board packet.

Agenda: Exhibit 02/19/B
Kate Pitrone made a motion, seconded by Gordon Burgess, to approve the agenda as amended with additions: 13C Acceptance of gift property; 13D Approval to negotiate price of Wrayno property and 13 D Approval of CBLH change order.
The motion passed.

Fiscal Officer's Report: Exhibit 02/19/D
Approval of Disbursements and Gifts Exhibit 02/19/E
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, Hutchinson, Newman, Pitrone, Rundelli, Yanchar
Nays: None

Approval of Banking Changes
Kate Pitrone made a motion, seconded by Gordon Burgess, to approve the bank changes as presented.
The motion passed.

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

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Nays: None

Approval of Employee Life Insurance Benefits

Gordon Burgess made a motion, seconded by Kate Pitrone, to approve the Employee Life Insurance Benefits as presented.

The motion passed.

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

Nays: None

Approval of Revised Operating Policy 380 – Credit Card Use

Exhibit 02/19/F

Joshua Hutchinson made a motion, seconded by Jake Yanchar, to approve the revisions to Operating Policy 380 – Credit Card Use.

The motion passed.

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

Nays: None

Director's Report:

Exhibit 02/19/G

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

Karen Delano arrived at the meeting at 4:16 p.m.

Assistant Director's Report:

Exhibit 02/19/H

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

Human Resources Report:

Exhibit 02/19/I

Human Resource Actions

Exhibit 02/19/J

Gordon Burgess made a motion, seconded by Raymond Rundelli, 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

Committee Reports:

Approval of the Design Development for Renovations

Exhibit 02/19/K

Scott Weaver and Aaliyah Russell from CBLH shared a presentation of the Middlefield Branch and Geauga West Branch renovated interiors and Donley's representatives shared a budget update and updated renovation timeline with the board. Upon recommendation by the Ad Hoc Construction Committee, Kate Pitrone made a motion, seconded by Raymond Rundelli, to approve the Design Development for renovations as presented.

The motion passed.

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

Nays: None

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Approval of Subcontractor Prequalification Criteria

Exhibit 02/19/L

Mary Reed, general counsel for Donley Construction, presented suggested subcontractor prequal criteria as well as explained to the Board the process for approval.

Raymond Rundelli made a motion, seconded by Jake Yanchar, to approve the Subcontractor Prequalification criteria as presented.

The motion passed.

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

Nays: None

Approval of Bainbridge Tree Clearing Package

Exhibit 02/19/M

Gordon Burgess made a motion, seconded by Kate Pitrone, to approve the Bainbridge Tree Clearing Package as presented.

The motion passed.

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

Nays: None

Unfinished Business: None

New Business:

Approval of Closing the Library for Staff Day

Joshua Hutchinson made a motion, seconded by Kate Pitrone, to approve the closing of the libraries for Staff Day on October 11th, 2019.

The motion passed.

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

Nays: None

Discard List

Exhibit 02/19/N

Gordon Burgess made a motion, seconded by Raymond Rundelli, to approve the discard list as presented.

The motion passed.

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

Nays: None

Approval of Gift Property by Janice Koster

Be it resolved the Geauga County Board of Trustees accept Thompson Township parcel #30-015100 from Ms. Janice Koster, as a donation, and grant the director authority to enter into all necessary transactions to facilitate the transfer to the Geauga County Public Library Board of Trustees.

Kate Pitrone made a motion, seconded by Joshua Hutchinson, to approve the resolution.

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The motion passed.

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

Approval to Negotiate Purchase of the Wrayno Property

Gordon Burgess made a motion, seconded by Joshua Hutchinson, to approve negotiations for the purchase of the Wrayno property adjacent to the property currently owned by the Library Board.

The motion passed.

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

Approval of CBLH Change Order

Exhibit 02/19/O

Raymond Rundelli made a motion, seconded by Kate Pitrone, to approve a CBLH change order for design changes made necessary by the proposed Thompson building site move.

Board Development:

Ed suggested that he approach the new head of OLC, when appointed, and propose that the Library host one of the regional Board of Trustees dinners.

Foundation report:

Gordon Burgess reported that the Foundation Mini-Golf fund raiser has new sponsors and is on track. The Foundation declined to approve funds for the book sale building at the Geauga County Fair but will consider including funding in the 2020 budget.

Comments from the Public: None

Adjourn:

Gordon Burgess made a motion, seconded by Raymond Rundelli, to adjourn the meeting. The motion passed and the meeting adjourned at 5:08 p.m.

Paul A. Newman, President

Karen Delano, Secretary