

December 12

2016

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, December 12, 2016 at the Administration Center.

Call to order and Roll Call: President Raymond Rundelli called the meeting to order at 4:00 P.M., and the roll call was conducted.

Present: Gordon Burgess, Joshua Hutchinson, Paul Newman, Kate Pitrone, Raymond Rundelli, Jake Yanchar, Edward Worso – Director, Kris Carroll - Assistant Director, and Lisa Havlin – Fiscal Officer

Excused: Karen Delano

Also Present: Christine Reda, Rachael Hartman, Judi Smith, Linda Yanko, Patrick Jolly, Brigid Novak, Lori Weber, and Cara Coe

Guest: Lisa Davis

Minutes: Exhibit 12/16/A
The minutes of the November 15, 2016 records retention meeting and the November 15, 2016 regular board meeting were approved as presented upon motion by Gordon Burgess, seconded by Kate Pitrone. The motion passed.

Communications: Exhibit 12/16/B
There were no additions to the Communications as written.

Agenda: Exhibit 12/16/C
Gordon Burgess made a motion, seconded by Kate Pitrone, to approve the agenda with the following changes – 11B move to 6F, and 11A move to 14. The motion passed.

Fiscal Officer’s Report: Exhibit 12/16/D
Approval of Disbursements and Gifts: Exhibit 12/16/E
Kate Pitrone 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, Hutchinson, Newman, Pitrone, Rundelli, Yanchar
Nays: None

Resolution #2-Request for Advance of Tax Collected: Exhibit 12/16/F
Joshua Hutchison made a motion, seconded by Paul Newman, to approve the resolution as presented. The motion passed.

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

Transfer of Funds:

Exhibit 12/16/G

Joshua Hutchison made a motion, seconded by Gordon Burgess, to approve the Transfer of Funds as presented. The motion passed.

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

Nays: None

Mileage Rate 2017: Paul Newman made a motion, seconded by Kate Pitrone, to approve using the 2017 IRS mileage rate yet to be announced by the IRS for GCPL's mileage reimbursement rate for 2017. The motion passed.

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

Nays: None

Approval to Add Finance Accounts: Accounts being proposed are as follows:

101.000.52270 Minor Equipment

101.600.52325 Mobile Services Parts and Supplies

101.600.53330 Mobile Services Repairs

Paul Newman made a motion, seconded by Gordon Burgess, to add finance accounts as presented. The motion passed.

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

Nays: None

In addition to the Fiscal Officer's written report:

2017 Permanent Budget & Appropriations:

Exhibit 12/16/H

Paul Newman made a motion, seconded by Gordon Burgess, to approve the 2017 Permanent Budget & Appropriations as presented. The motion passed.

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

Nays: None

Director's Report:

Exhibit 12/16/I

HR Actions:

Exhibit 12/16/J

Gordon Burgess made a motion, seconded by Kate Pitrone, to approve the HR actions with hours correction for Bainbridge Library Assistant III. The motion passed.

Review of Reporting Going Forward: Ed Worso stated that the library will be using statistics in its reporting more than ever, and will be reviewing many procedural changes.

Kris Carroll will be reporting public service and Chris Reda will report HR actions.

Ad Center Parking Lot: Although there are issues remaining with the parking lot, Ed recommended that GCPL's best option is to remit final payment and utilize the warranty if problems arise.

Facilities Planning – Update: The Facilities Planning Committee will meet again on 1/11/17, and will present findings at the January Board meeting.

Planning Priorities:

Exhibit 12/16/K

Ed Worso presented an updated 2016 planning priorities chart noting that most items are completed or in process. Beginning January, Ed will move to more Strategic Planning directives.

Local Manager’s Report: none.

Committee Reports:

Personnel Committee:

Exhibit 12/16/L

Joshua Hutchinson made a motion, seconded by Kate Pitrone to approve revisions to Circulation Clerk, Shelver, Library Associate and Marketing Specialist job descriptions, Personnel Policy #636 – Bereavement Leave, and Personnel Policies #131-142 – Organizational Chart as presented. The motion passed.

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

Nays: None

Personnel Committee Annual Director Evaluation: Gordon Burgess made a motion, seconded by Jake Yanchar, that the board move to Executive Session to discuss the director’s evaluation and compensation for 2017. The motion passed and the Board entered Executive session at 4:41pm to discuss evaluation and compensation for the Director. The motion passed.

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

Nays: None

Jake Yanchar made a motion, seconded by Gordon Burgess to exit executive session. The motion passed and the board meeting reconvened at 5:03pm.

Director’s Compensation 2017:

Exhibit 12/16/M

Joshua Hutchison made a motion, seconded by Gordon Burgess to approve the director’s compensation as presented and recommended by Personnel Committee. The motion passed.

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

Nays: None

Unfinished Business: none.

New Business:

Hearing on HR Matter: Moved to end of meeting

2017 Permanent Budget and Appropriations: Approved as part of Fiscal Officer’s report

Board Development:

Executive Committee Recommendation for officer candidates: Gordon Burgess made a motion, seconded by Joshua Hutchinson, to approve the nominations of officers as presented. The motion passed.

Jake Yanchar President
Kate Pitrone Vice President
Paul Newman Secretary

Foundation report: Ed Worso reported that there will be a meeting in January, and will have information from that meeting at the January board meeting.

Hearing on HR Matter: Raymond Rundelli stated that he spoke to Ms. Lisa Davis before the board meeting, and Ms. Davis requested that the appeal to her termination be held publicly, during the meeting. The board questioned Ms. Davis and the Director about the events leading to her termination.

Comments from the Public: None

Executive Session: Josh Hutchinson made a motion, seconded by Gordon Burgess to enter executive session to consider the dismissal of Ms. Davis and deliberate the merits of her appeal. The motion passed and the board and Director Ed Worso entered executive session at 5:28 PM.

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

Jake Yanchar made a motion, seconded by Gordon Burgess to exit executive session. The regular board meeting resumed at 6:08 PM

Termination of Lisa Davis: Paul Newman moved to rescind the termination of Ms. Davis. Gordon Burgess seconded the motion. The motion failed.

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

Adjournment: Jake Yanchar made a motion to adjourn, seconded by Gordon Burgess.

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

The motion passed and the meeting ended at 6:19 P.M.

Raymond Rundelli, President

Kate Pitrone, Secretary