

Budget

Date: 6/21/2016

Item # 3

May 24

2016

The Geauga County Public Library Board of Trustees budget hearing was convened on Tuesday, May 24, 2016 at Bainbridge Library.

Call to Order and Roll Call: President Raymond Rundelli called the meeting to order at 4:03 and the roll call was conducted.

Present: Karen Delano, Joshua Hutchinson, Paul Newman, Raymond Rundelli, Ed Worso – Director, Therese Feicht - Assistant Director and Cheryl Marks – Fiscal Officer.

Also Present: Kris Carroll, Rachael Hartman, Judi Smith, Linda Yanko, Patrick Jolly, John Springer, Brigid Novak, Lori Weber

Excused: Gordon Burgess, Kate Pitrone, and Jake Yanchar

Guests: Rich DeBear

Public Comment on Proposed Appropriations: None.

Adjournment: Joshua Hutchinson made a motion, seconded by Paul Newman, to adjourn the Budget Hearing. The motion passed and the hearing ended at 4:04.

Raymond Rundelli, President

Regular

Date: 6/21/2016

Item # 3

May 24

2016

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, May 24, 2016 at Bainbridge Library.

Call to order and roll call: President Raymond Rundelli called the meeting to order at 4:05 P.M. and the roll call was conducted.

Present: Karen Delano, Joshua Hutchinson, Paul Newman, Kate Pitrone (4:12), Raymond Rundelli, Ed Worso – Director, Therese Feicht - Assistant Director, and Cheryl Marks – Fiscal Officer.

Also Present: Kris Carroll, Rachael Hartman, Judi Smith, Linda Yanko, Patrick Jolly, John Springer, Brigid Novak, Lori Weber

Excused: Gordon Burgess, Jake Yanchar

Guest: Rich DeBear

Minutes:

Exhibit 05/16/A

The minutes of the April 19, 2016 regular meeting were approved as presented upon motion by Paul Newman, seconded by Joshua Hutchinson. The motion passed.

Communications:

Exhibit 05/16/B

In addition to the communications included in the board packet, Raymond shared that he was contacted by a representative from Lorain Public Library requesting information about working with John Keister and Associates for our new director search.

Agenda:

Exhibit 05/16/C

Karen Delano made a motion, seconded by Joshua Hutchinson, to approve the agenda with the following additions: 8.A.h. Retirement gift and 12.D. Mobile Services vehicle. The motion passed.

Fiscal Officer's Report:

Exhibit 05/16/D

Approval of Disbursements and Gifts: Paul Newman made a motion, seconded by Joshua Hutchinson, to approve the Fiscal Officer's Report including disbursements and gifts as presented.

Ayes: Delano, Hutchinson, Newman, Rundelli

Nays: None

Resolution Number 1 for Advance Tax Collection:

Exhibit 05/16/E

Paul Newman made a motion, seconded by Joshua Hutchinson, to approve Resolution Number 1 Request for Advance of Taxes Collected as requested by the Fiscal Officer. The motion passed.

Ayes: Delano, Hutchinson, Newman, Rundelli
Nays: None

There were no additions to the Fiscal Officer's written report.

Director's Report: In addition to his written report: Exhibit 05/16/F

Board member Kate Pitrone arrived at this point in the meeting.

Chardon Library Interior Design Progress Update: Rich DeBear from Library Design Associates, Inc. presented a revised proposal for the project which is less than the budgetary proposal the board approved at its last meeting and presented a color board representing the finishes and furnishings for the project.

Middlefield Garage Project: The final walk-through is scheduled for Wednesday, May 25, 2016. Prevailing wage paperwork is outstanding for three subcontractors.

Administrative Center Parking Lot Project: Exhibit 05/16/G
Joshua Hutchinson made a motion, seconded by Paul Newman to approve the contract as presented for the Administrative Parking Lot. The motion passed.

Ayes: Delano, Hutchinson, Newman, Rundelli
Nays: None

Facilities Proposal and Discussion: Ed and Raymond shared information about a recent meeting with Kenston Schools about placing a bond issue on the ballot on behalf of the library and research and options for other ways to fund capital projects culminating in agreement by the board to invite bond counsel to the next board meeting to further investigate capital funding options for public district libraries.

Staff Educational Assistance requests: Joshua Hutchinson made a motion, seconded by Paul Newman, to approve Director Ed Worso's recommendation to provide education assistance reimbursements per policy for the following employees:

Dawn Hauser, Library Assistant I, Technical Services for *HDFS 24011 Interpersonal Relationships and Families* from KSU toward completion of her associate's degree - \$351.00

Lisa Havlin, Library Assistant IV, Business Office for *PSCI 1500 Introduction to Ocean Studies* and *URST 2000 Introduction to Urban Studies* from Lakeland/CSU toward completion of her undergraduate degree - \$213.31

The motion passed.

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

Assistant Director's Report: In addition to her written report: Exhibit 05/16/H

Personnel Actions:

Exhibit 05/16/I

Kate Pitrone made a motion, seconded by Paul Newman, to approve the Personnel Actions as presented. The motion passed.

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

July 4th Weekend – Sunday Closing: Joshua Hutchinson made a motion, seconded Kate Pitrone, to close all GCPL locations Sunday, July 3, 2016 as it falls within Independence Day weekend. The motion passed.

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

Personnel Policy #695 – Staff Privileges:

Exhibit 05/16/J

Paul Newman made a motion, seconded by Kate Pitrone, to approve revisions to Personnel Policy #695 – Staff Privileges as presented. The motion passed.

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

Retirement Gift: Paul Newman made a motion, seconded by Joshua Hutchinson, to approve a retirement gift of \$100 to Peggy Cox, Youth Services Assistant at Chardon Library who retired at the end of April. The motion passed.

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

Raymond Rundelli moved up New Business to this point in the meeting to accommodate board member Joshua Hutchinson who needed to leave the meeting by 5:00.

New Business:

Contract with Berkshire School District for Library Service:

Exhibit 05/16/K

Joshua Hutchinson made a motion, seconded by Kate Pitrone, to approve the contract with the addition of an Exhibit A to stipulate that the GCPL employee providing the service will work at the Ledgemont Elementary School/Thompson Library Station. The motion passed.

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

Approval of Budget, 2017:

Exhibit 05/16/L

Joshua Hutchinson made a motion, seconded by Paul Newman, to approve the 2017 Budget as presented. The motion passed.

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

Items for discard:

Exhibit 05/16/M

Joshua Hutchinson made a motion, seconded by Kate Pitrone, to approve the disposal of

equipment as presented and listed on the May 2016 Discard List. The motion passed.

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

Mobile Services vehicle: Joshua Hutchinson made a motion, seconded by Kate Pitrone, to approve the purchase of a Subaru Outback for \$32,273.50 from Ganley Subaru to be used primarily for outreach services and as part of our Outreach Plan. The motion passed.

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

Local Manager's Report: Bainbridge Manager Kris Carroll noted recent staff cross-training efforts among departments and buildings. For example, IT Computer Technician Kevin Barton is gaining experience working on the reference desk at Bainbridge to help while Head of Adult Services Brigid Novak is working full time as Interim Technical Services Manager. Several Library Assistant III's from public services are learning copy cataloging in Technical Services to help during an employee's FMLA leave.

Committee Reports: None.

Unfinished Business: None.

Board Development:

Setting Dates for Committee Meetings: Committees set meeting dates for discussion and consideration of issues needing attention before the next board meeting: Bainbridge Committee and Facilities/Capital Planning Committees will meet jointly June 16, 2016 at 5:30 PM at the Administrative Center. The Personnel Committee will meet June 13, 2016 at 8:00 AM at the Administrative Center.

Reappointment of Board member: The Judges of Common Pleas reappointed Jake Yanchar for another term to begin at the conclusion of his current term on June 30, 2016.

Foundation report: The Foundation board is scheduled to meet after this library board meeting today and will consider revised Bylaws.

Comments from the Public: None.

Adjournment: Karen Delano made a motion to adjourn, seconded by Paul Newman. The motion passed and the meeting ended at 5:05 P.M.

Raymond Rundelli, President

Kate Pitrone, Secretary