

January 24

2017

The Geauga County Public Library Board of Trustees met for the 2017 organizational meeting and then in regular session on Tuesday January 24, 2017 at the Administrative Center.

Call to order and roll call: The organizational meeting was called to order at 4:00 by Board President Raymond Rundelli and the roll call was conducted.

Present: Karen Delano, Joshua Hutchinson, Paul Newman, Raymond Rundelli, Jake Yanchar, Ed Worso – Director, Kris Carroll - Assistant Director, and Lisa Havlin – Fiscal Officer. Melissa Foley – Deputy Fiscal Officer Excused: Gordon Burgess, Kate Pitrone

Also Present: Rachael Hartman, Linda Yanko, Nick Fagan, Brigid Novak, Eric Coulbourne, Patrick Jolly, Mike Pope Jr, Lori Weber, Erwin Leffel.

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

The new officers are:

President	Jake Yanchar
Vice President	Kate Pitrone
Secretary	Paul Newman

Ayes: Delano, Hutchinson, Newman, Rundelli, Yanchar

Nays: None

Oath of office Board officers: Attorney Raymond Rundelli conducted the swearing in of the board officers. President Jake Yanchar began his duties and conducted the remainder of the organizational meeting.

Appointment of Fiscal Officer and bond for Fiscal Officer: Exhibit 01/01/A
Raymond Rundelli made a motion, seconded by Paul Newman, 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: Delano, Hutchinson, Newman, Rundelli, Yanchar

Nays: None

Appointment of Deputy Fiscal Officer – Melissa Foley, bond set at \$10,000: Raymond Rundelli made a motion, seconded by Joshua Hutchinson, to approve the appointment of

Melissa Foley as the Deputy Fiscal Officer with bond to be set at \$10,000. The motion passed.

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

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

Appointment of Director: Joshua Hutchinson made a motion, seconded by Paul Newman to approve the appointment of Edward Worso as Library Director at the salary and employment package presented in memorandum. The motion passed.

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

Approval of Bylaws: Exhibit 01/17/B
Paul Newman made a motion, seconded by Raymond Rundelli, to approve the Bylaws as presented for 2017. The motion passed.

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

Approval of Organizational Chart, Personnel Policies 131-142: Exhibit 01/17/C
Paul Newman made a motion, seconded by Karen Delano, to approve the Organizational Charts, Personnel Policies #131-142 as presented. The motion passed.

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

Committee Appointments: Exhibit 01/17/D
Jake presented committee appointments. Raymond Rundelli made a motion, seconded by Paul Newman to approve the committee appointments as presented. The 2017 committees are:

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

Fiscal Officer's Annual Cash Recommendations: Exhibit 01/17/E
Joshua Hutchinson made a motion, seconded by Karen Delano, 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: Delano, Hutchinson, Newman, Rundelli, Yanchar
Nays: None

Fiscal Officer to invest monies: Paul Newman made a motion, seconded by Joshua Hutchinson to allow the Fiscal Officer to invest monies without prior approval of the Board. The motion passed.

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

Stock value: Exhibit 01/17/F
Lisa Havlin reported that the stock held by the Library at the end of 2016 had a value of \$25,030.95.

Adjourn: Paul Newman made a motion, seconded by Josh Hutchinson, to adjourn the organizational meeting. The motion passed and the meeting adjourned at 4:17 P.M.

Jake Yanchar, President

Paul Newman, Secretary