

Regular

Date: 2/21/17

Item # 3

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:** President Jake Yanchar called to order the regular monthly board meeting at 4:17 P.M. 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.

**Minutes:** Exhibit 01/17/G  
The minutes of the December 13, 2016 regular meeting were approved as presented upon motion by Paul Newman, seconded by Raymond Rundelli.. The motion passed.

**Communications:** Exhibit 01/17/H  
Email public records request from Joseph Packwood and email from OLC were shared with the Board.

**Agenda:** Exhibit 01/17/I  
Josh Hutchinson made a motion, seconded by Paul Newman, to approve the agenda with the following additions: 6.H. Burton Library PLF Meeting Report and 8. A. c. Operating Policies recommended for deletion.

**Fiscal Officer's Report:** Exhibit 01/17/J  
Approval of disbursements and gifts: Paul Newman made a motion, seconded by Josh Hutchinson to approve the Fiscal Officer's Report including disbursements and gifts as presented. The motion passed.

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

The unencumbered balance at the end of 2016 was over one million less than the estimated amount in August 2016. The Budget Commission also increased our estimated revenue from taxes and inter-governmental sources by \$36,473.

Mileage: Lisa Havlin reported that IRS mileage rate was posted after the December board meeting approval and it is \$.53.5 per mile.

Records Retention Policy: The changes to the policy approved by the Board at the November Records Commission meeting were approved by the Ohio Historical Society and the state auditor's office. The updated policy has been added to the Operating Manual and posted on the website.

Appropriation Transfer: Paul Newman made a motion, seconded by Raymond Rundelli to approve requested transfer of \$32,000 from account 54110 Books to account 53815 Outsourced Processing. The motion passed.

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

Banking Changes: Raymond Rundelli made a motion, seconded by Paul Newman to add Jake Yanchar and remove Raymond Rundelli as a signer on the library's PNC checking account. The motion passed.

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

Revision of OP #270 Sunshine Law - Meetings: Josh Hutchinson made a motion, seconded by Karen Delano to approve the change to method of notification from newspaper to the library website. The motion passed.

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

Burton PLF Meeting: Lisa Havlin reported on the initial negotiation meeting with Burton Public Library regarding PLF disbursements. An agreement will be presented to the county prosecutor to be brought to both boards in February.

## **Director's Report**

Exhibit 01/17/M

### Staff Continuing Education Tuition Reimbursement Requests:

Exhibit 01/17/N

Karen Delano made a motion, seconded by Paul Newman, to approve the Director's recommendation for tuition reimbursement requests per policy as outlined in the report.

The motion passed.

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

Review of Reporting: Personnel and HR matters will be reported by Christine Reda. Public Services and IT issues will be reported by Kris Carroll.

Administrative Center Parking lot project: Josh Hutchinson made a motion, seconded by Raymond Rundelli, to approve the Director's and Facility Manager's recommendation to close out the Ad Center parking lot project with Chagrin Valley Paving: The motion passed.

Ayes: Delano, Hutchinson, Rundelli, Yanchar  
Nays: Newman

Thompson issues:

Exhibit 01/17/O

Issues with the automatic doors and the security system are being addressed.

Facilities planning update:

Exhibit 01/17/P

Ad Hoc Facilities Planning Committee met on January 11. The options for Newbury are being reconsidered. A full presentation and discussion will take place at the February board meeting.

Planning Priorities: The Administration team has hired B.A. David Corporation to facilitate the strategic planning process. After the initial meeting scheduled for late February, the process will include collaboration among staff, the Board, and the community.

Meetings with all Trustees: Ed scheduled meetings each Trustee.

Library Closing Dates for 2017:

Exhibit 01/17/Q

After some discussion, Raymond Rundelli made a motion, seconded by Josh Hutchinson to approve the Library Holiday Closing May 28, May 29, July 4, September 3, September 4, November 23, December 23, December 24, December 25, December 30, December 31, 2017 and January 2, 2018. The motion passed.

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

Miscellaneous: Ed discussed the February 6<sup>th</sup> CLEVNET migration, the GEL Breakfast and State of the County address, NEO-RLS New Supervisor's Academy, and the Geauga and Lake Counties Anchor Institution Task Force.

**Assistant Director's Report:**

Exhibit 01/17/R

Circulation Policies:

Exhibit 01/17/S

Karen Delano made a motion, seconded by Raymond Rundelli, to approve the revisions to Operating Policy #711 Eligibility, Registration, and Use of a Library Card including incorporating the following policies into OP #711: OP 715, OP 719, OP 729, OP 762, OP 765, OP 766, and OP 781. The motion passed.

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

Paul Newman made a motion, seconded by Raymond Rundelli, to approve the revisions to Operating Policy #731 Loan Periods, Renewals, Fines, and Fees including incorporating the following policies into OP #731: OP 729, OP 732, OP 761, OP 765, OP 766, OP 781, OP 782, OP 791, OP 797, and OP 550. The motion passed.

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

Paul Newman made a motion, seconded by Josh Hutchinson, to approve the deletion and removal of Operating Policy #752 Book Drops and Operating Policy #785 Limits on Juvenile Borrowing. The motion passed.

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

Public Services: Kris Carroll reported on circulation and public services statistics.

**IT Update:** The phone migration was completed on January 18<sup>th</sup> with the exception of the Thompson Branch. CLEVNET training has been completed in anticipation of the CLEVNET migration on February 6, 2017.

**HR Report:**

Administrative Assistant – position description revision

Exhibit 01/17/T

Josh Hutchinson made a motion, seconded by Raymond Rundelli, to approve the changes to the Administrative Secretary job description and name.

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

Personnel Policy 270 – Job Classification revision

Exhibit 01/17/U

Raymond Rundelli made a motion seconded by Paul Newman to approve the change to Personnel Policy 270 to reflect the name change of Administrative Secretary to Administrative Assistant.

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

Human Resource Action Report Josh Hutchinson made a motion, seconded by Raymond Rundelli, to approve the Human Resources actions as presented. The motion passed.

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

**Local Managers Report:** Facilities Manager Patrick Jolly shared information about the update of exterior lighting at many locations. Facilities will also be fully staffed starting February 6, 2017.

**Committee Reports:**

Personnel Committee: Raymond Rundelli reported that he met with Ed Worso to review the evaluation of the Director.

**Unfinished Business:**

Karen Delano reported on the P.A.C. Geauga Citizens Preserving Libraries. All required paperwork has been filed.

**New Business:**

Items for discard: Paul Newman made a motion, seconded by Raymond Rundelli, to approve the disposal of equipment as listed on the Discard List dated January 24, 017. The motion passed.

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

**Board Development:**

Discussion took place about Trustees having official library email addresses. Ed is going to inquire about OLC providing Board Development regarding open meetings, Sunshine Laws, and additional information.

**Foundation report:** The Foundation board met January 17, 2017. Mini-golf and the Spring Social were discussed. There was a reminder to all trustees to try to attend.

**Comments from the Public:** None.

**Adjourn:** Paul Newman made a motion to adjourn, seconded by Raymond Rundelli. The motion passed and the meeting ended at 4:50 P.M.

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Jake Yanchar, President

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Paul Newman, Secretary