

Regular

June 20

2017

The Geauga County Public Library Board of Trustees met in regular session on Tuesday June 20, 2016 at Middlefield Branch of GCPL.

Call to Order and Roll Call: President Jake Yanchar called the meeting to order at 4:00 and the roll call was conducted.

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

Also Present: Nick Fagan, Rachael Hartman, David Newyear, Linda Yanko, Patrick Jolly, Mike Pope Jr., Chris Reda, Lori Weber, Jane Zimmerman

Excused: Karen Delano and Kate Pitrone

Guests: Erwin Leffel

Minutes: Exhibit 06/17A
The minutes of May 16, 2017 budget hearing were approved as presented upon motion by Gordon Burgess, seconded by Paul Newman. The motion passed.

Communications: Exhibit 06/17B
There were no additions to the communications as presented.
Ed congratulated Josh Hutchinson on his reappointment to the Board for another term to begin at the conclusion of his current term on June 30, 2017.

Agenda: Exhibit 06/17C
Gordon Burgess made a motion, seconded by Paul Newman, to approve the agenda with the following additions. The motion passed.

Fiscal Officer's Report: Exhibit 06/17D
Approval of Disbursements and Gifts: Exhibit 06/17E
Paul Newman made a motion, seconded by Raymond Rundelli, to approve the Fiscal Officer's Report including disbursements and gifts as presented.

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

Amended Appropriations: Exhibit 06/17F
Gordon Burgess made a motion, seconded Paul Newman, to approve amending appropriations as requested by the Fiscal Officer. The motion passed.

Ayes: Burgess, Hutchinson, Newman, Rundelli, Yanchar

Nays: None

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

Director's Report:

Exhibit 06/17G

Staff Education Assistance Request: Paul Newman made a motion, seconded by Gordon Burgess to approve Director Ed Worso's recommendation to provide education assistance reimbursements per policy as presented. The motion passed.

Ayes: Burgess, Hutchinson, Newman, Rundelli, Yanchar

Nays: None

Facilities Planning:

Exhibit 06/17H

Ed shared information about a the phase one environmental study regarding the property in Thompson and a meeting with the Thompson Ledges Park Commission Board.

Assistant Director's Report:

Exhibit 06/17I

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

Human Resources Report:

Exhibit 06/17J

Human Resource Actions:

Exhibit 06/17K

Gordon Burgess made a motion, seconded by Josh Hutchinson, to approve the Human Resource Actions as presented. The motion passed.

Ayes: Burgess, Hutchinson, Newman, Rundelli, Yanchar

Nays: None

Local Manager's Report: Nick Fagan reported on Mobile Services and discussed increased circulation, additional Fun Bus stops, and the delivery of the new Bookmobile in early fall.

Committee Reports:

Ad Hoc Facilities:

Exhibit 06/17L

Paul Newman made a motion, seconded by Raymond Rundelli, to create a temporary Evaluation Committee to engage directly with Bricker and Eckler in the procurement process for both the architect and the Construction Manager at Risk. The motion passed.

Ayes: Burgess, Hutchinson, Newman, Rundelli, Yanchar

Nays: None

Appointment of Selection Coordinator: Raymond Rundelli made a motion seconded by Gordon Burgess to appoint Fiscal Officer, Lisa Havlin as selection coordinator and to authorize her to convene the evaluation committee. The motion passed.

Ayes: Burgess, Hutchinson, Newman, Rundelli, Yanchar

Nays: None

Authorization for Additional Bond Counsel: Raymond Rundelli made a motion, seconded by Paul Newman, to authorize reimbursement of up to 2 hours of Bond Proposal review to Squire, Patton, and Boggs as requested by the County Commissioners. The motion passed.

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

Personnel Committee Report:

Exhibit 06/17M

Maintenance Worker I and II Job Description:

Exhibit 06/17/N

Paul Newman made a motion, seconded by Josh Hutchinson, to revise the Maintenance Worker I and Maintenance Work II as presented by the committee. The motion passed.

Technical Services Manager Job Description:

Exhibit 06/17/O

Gordon Burgess made a motion, seconded by Paul Newman, to approve revisions to the Technical Services Manager job description as presented by the committee. The motion passed.

Marketing Assistant Job Description:

Exhibit 06/17P

Paul Newman made a motion, seconded by Josh Hutchinson to create the position of Marketing Assistant as presented by the committee. The motion passed.

Station Manager Job Descriptions:

Exhibit 06/17Q

Gordon Burgess made a motion, seconded by Josh Hutchinson to create the position of Station Manager to replace the Head of Station position as recommended by the committee. The motion passed.

Organizational Chart changes: Gordon Burgess made a motion, seconded by Raymond Rundelli, to approve proposed changes to the Organizational Chart. The motion passed.

Personnel Policy 697 - Uniforms:

Exhibit

06/17R Gordon Burgess made a motion, seconded by Paul Newman, to revise Policy 697 as presented by the committee. The motion passed.

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

Personnel Policy 220 – Posting Vacancies:

Exhibit 06/17S

After lengthy discussion concerning the proposed revisions, Gordon Burgess made a motion, seconded by Josh Hutchinson to approve revisions to Personnel Policy 220 as presented by the committee. The motion passed.

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

New Business:

Operating Policy 525- Hazard Communication:

Exhibit 06/17T

Gordon Burgess made a motion, seconded by Josh Hutchinson, to approve changes to Operating Policy 525 as presented. The motion passed.

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

Insurance Changes:

Exhibit 06/17U

Raymond Rundelli made a motion, seconded by Josh Hutchinson, to approve the Insurance changes as presented by the Fiscal Office, Lisa Havlin. The motion passed.

Ayes: Burgess, Hutchinson, Newman, Rundelli, Yanchar

Nays: None

Newbury Expanded Hours:

Exhibit 06/17V

Gordon Burgess made a motion, seconded by Josh Hutchinson, to approve the extension of Newbury hours as presented. The motion passed.

Resolution 3-17 Resolution of Necessity Bond Issue:

Exhibit 06/17W

Fiscal Officer, Lisa Havlin presented the signed Certificate of Estimated Life and Maximum Maturity certifying that the estimated life of improvements to be paid for by a bond issue exceeds five years and that the maximum maturity of a single issue of bonds to pay for those costs is 30 years. Paul Newman made a motion, seconded by Josh Hutchinson declaring the necessity of bond issue for the Geauga County Public Library and to submit the question of such issue to the Electors. The motion passed.

Ayes: Burgess, Hutchinson, Newman, Rundelli, Yanchar

Nays: None

Items for Discard:

Exhibit 06/17X

Gordon Burgess made a motion, seconded by Josh Hutchinson, to approve the disposal of equipment as presented and listed on the June 2017 Discard List. The motion passed.

Ayes: Burgess, Hutchinson, Newman, Rundelli, Yanchar

Nays: None

Unfinished Business: None.

Board Development: None

Foundation report: The Foundation board is scheduled to meet June 27th, 2017.

Comments from the Public: None.

Adjourn: Gordon Burgess made a motion to adjourn, seconded by Raymond Rundelli. The motion passed and the meeting ended at 5:04 P.M.

Jake Yanchar, President

Paul A. Newman, Secretary