

## Organizational

January 16

2018

The Geauga County Public Library Board of Trustees met for the 2018 organizational meeting and then in regular session on Tuesday January 16, 2018 at the Administrative Center.

**Call to order and roll call:** The organizational meeting was called to order at 4:00 by Board Vice-President Kate Pitrone and the roll call was conducted.

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

**Excused:** Gordon Burgess, Jake Yanchar

**Also Present:** Rachael Hartman, , Nick Fagan, Melissa Foley, Judy Lasco, Lisa Mertel, Patrick Jolly, Marlene Pelyhes, Mike Pope Jr, Chris Reda, 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. Joshua Hutchinson seconded the motion. There were no nominations from the floor. The motion to approve the slate of officers passed.

The new officers are:

President	Kate Pitrone
Vice President	Paul Newman
Secretary	Gordon Burgess

Ayes: Delano, Hutchinson, Newman, Pitrone, Rundelli

Nays: None

**Oath of office Board officers:** Attorney Raymond Rundelli conducted the swearing in of the board officers. Kate Pitrone began duties as President and conducted the remainder of the organizational meeting.

**Appointment of Fiscal Officer and bond for Fiscal Officer:** Exhibit 01/18/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, Pitrone, Rundelli

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, Pitrone, Rundelli

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:** Raymond Rundelli 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, Pitrone, Rundelli

Nays: None

**Approval of Bylaws:** Exhibit 01/18/B  
Joshua Hutchinson made a motion, seconded by Raymond Rundelli, to approve the Bylaws as presented for 2018. The motion passed.

Ayes: Delano, Hutchinson, Newman, Pitrone, Rundelli

Nays: None

**Approval of Organizational Chart, Personnel Policies 131-142:** Exhibit 01/18/C  
Joshua Hutchinson 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, Pitrone, Rundelli

Nays: None

**Committee Appointments:** Exhibit 01/18/D  
President Kate Pitrone presented committee appointments. The 2018 committees are:

Executive: Kate Pitrone, Paul Newman, Gordon Burgess

Finance: Gordon Burgess (Chair), Karen Delano, Paul Newman

Personnel: Raymond Rundelli (Chair), Josh Hutchinson, Jake Yanchar

Foundation Liaisons: Raymond Rundelli

**Fiscal Officer's Annual Cash Recommendations:** Exhibit 01/18/E  
Paul Newman made a motion, seconded by Joshua Hutchinson, 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, Pitrone, 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, Pitrone,  
Nays: None

**Stock value:** Exhibit 01/18/F  
Lisa Havlin reported that the stock held by the Library at the end of 2018 had a value of \$25,030.95.

**Adjourn:** Raymond Rundelli made a motion, seconded by Karen Delano, to adjourn the organizational meeting. The motion passed and the meeting adjourned at 4:18 P.M.

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Kate Pitrone, President

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Gordon Burgess, Secretary