

Regular

February 20

2018

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, February 20, 2018 at the Administrative Center.

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

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

Also Present: Eric Coulbourne, Nick Fagan, Rachael Hartman, Patrick Jolly, Robin Kuhlman, Judy Lasco, Lisa Mertel, Patrick Jolly, Mike Pope, Jr., Chris Reda, Marlene Pelyhes

Minutes: Exhibit 02/18/A
The minutes of January 16 organizational and regular meeting were approved as presented upon motion by Paul Newman, seconded by Joshua Hutchinson. The motion passed.

Communications: Exhibit 02/18/B
There were no additions to the communications presented in the board packets

Agenda: Exhibit 02/18/C
Gordon Burgess made a motion, seconded by Jake Yanchar to approve the agenda as amended to add item number 17 Executive Session. The motion passed.

Fiscal Officer's Report: Exhibit 02/18/D
Approval of Disbursements and Gifts: Exhibit 02/18/E
Raymond Rundelli made a motion, seconded by Paul Newman, to approve the Fiscal Officer's Report including disbursements and gifts as presented. The motion passed.

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

Approval of Banking Changes Exhibit 02/18/F
Jake Yanchar made a motion, seconded by Paul Newman to approve banking changes needed to remove Jake Yanchar and add President Kate Pitrone as authorized signer on library banking accounts effective January 17, 2018. The motion passed.

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

Approval of Credit Card Policy Changes

Exhibit 02/18/G

Paul Newman made a motion, seconded by Joshua Hutchinson to approve changes to Operating Policy #380 Credit Card Use to include the Assistant Director as an authorized user. The motion passed.

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

Director's Report:

Exhibit 02/18/H

Staff Continuing Education Assistance

Gordon Burgess made a motion, seconded by Joshua Hutchinson to approve the recommended staff continuing education assistance reimbursement:

Emily Petsche (undergraduate at Lake Erie College) \$179.50

- BA 400 Senior Seminar
- MBA 530 Leadership
- MBA 544 Marketing Strategies
- MK 335 Marketing Research

Jordan Spehar (undergraduate degree at Kent State University) \$718.80

- COMT 1100 Intro to Office Productivity Apps
- GEOG 17063 World Geography
- MATH 11008 Explorations in Modern Math
- MUS 22121 Music as a World Phenomenon

Chris Gumal (MLIS at Kent State University) \$529.50

- LIS 50693 Ethical Principles and Cases for Information Professional
- LIS 60601 Information Sources and Reference Services
-

The motion passed.

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

Facilities Planning update

Exhibit 02/18/I

Bids for the Administration building project were received from IAP, however, more clarification is needed. Patrick will meet with IAP representative and three contractors on Wednesday. The Board agreed to convene a special meeting after information is received to choose the best contractor for the project

Thompson Property update

Ed was contacted by David Bruening who offered to donate land south of the Thompson square for the new Thompson library building. Patrick and Ed are contacting the necessary agencies to determine if the property would be an acceptable site for the building.

Ingram Contract

Exhibit 02/18/J

Paul Newman made a motion, seconded by Gordon Burgess to approve a one-year Ingram contract at a discount of 44.7% for hardcover books. This is a change from the previous contract through OhioNet which offered a 44.1% gross discount on hardcover books and an additional 1% net discount if invoice are paid by the 10th of the month. The Ingram representative stated that the new discount should offer greater savings. The motion passed.

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

Assistant Director's Report:

Exhibit 02/18/K

Library Statistics

Exhibit 02/18/L

Kris provided not only GCPL statistics but also a chart prepared by Marlene Pelyhes that showed the increase in Clevnet inter-library loans. GCPL's items shared with other Clevnet libraries is almost equal with the number of Clevnet items received by GCPL patrons.

Zoobean Contract

Exhibit 02/18/M

Kris explained Zoobean services which would allow online participation in the summer reading program. Paul Newman made a motion, seconded by Jake Yanchar to approve the contract. The motion passed.

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

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

Human Resources Report:

Exhibit 02/18/N

Human Resource Actions:

Exhibit 02/18/O

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

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

Personnel Policy Updates

Exhibit 02/18/P

Paul Newman made a motion, seconded by Gordon Burgess, to approve the personnel policy updates as presented. The motion passed.

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

Chris asked the Board how mass changes to the policy manual should be handled. If only wording is changing, for instance from Clerk-Treasurer to Fiscal Officer, does each policy need to be presented. The Board asked that Chris note the change that will be made and list the policies that are affected. A vote could then be recorded approving the change. There is no need to include in the board packet each individual policy if wording is the only change. The Board also suggested that Chris investigate a document management system that could make changes and tracking of those changes easier.

There were no additions to the Human Resources Coordinator's report as presented.

Local Manager's Report:

Patrick Jolly reported the various projects that are taking place in the system. Besides the large building projects, facilities is also updating lighting in most buildings to LED. The department is working with First Energy to take advantage of their rebate program. The rebate program saves the library considerable money, in addition to the savings from lower energy

bills. Ed also asked the Board to be considering the best way to dispose of the old Bookmobile once the new one is in service.

Committee Reports:

Personnel Committee

Exhibit 02/18/Q

Ed discussed the recommendations of the Personnel Committee concerning Director and Fiscal Officer evaluations. The Committee recommended having quarterly evaluations between the committee and the director/fiscal officer and an annual evaluation with the Board. Ed also presented a simplified evaluation form that the Board agreed was less subjective and more easily used.

Ad Hoc Facilities Committee

Exhibit 02/18/R

Ed shared the recommendations of the Ad Hoc Facilities meeting. The committee discussed the scope of work that should be shared with the design firm in order to obtain a proposal and contract.

New Business:

Patron Concern

Josh Hutchinson brought up a patron concern about Overdrive. The patron noticed that since the system joined Clevnet, the checkout period for Overdrive items changed to 14 days instead of the previous 21 days. Kris explained that patrons have an option to change the checkout period to 21 days. Nick Fagan also pointed out that patrons can amend their account settings to default to 21 days. Josh will contact the patrons and let him know that he can call any library to get help with these options

Unfinished Business: None.

Board Development:

Kate suggested that for Board Development, selected staff share how they do their job. Also, a tour of buildings or departments could be included.

Foundation report:

The Foundation sponsored a program featuring Jim Selecki. Mini-golf fund raiser is scheduled for March 18 and the Foundation is investigating renting the mini-golf equipment to other organizations. A contract has been drafted for this use. Raymond also reported that the members are engaged and beginning to see how they can change the direction of the Foundation as needed.

Comments from the Public: None.

Executive Session:

Raymond Rundelli made a motion, seconded by Gordon Burgess to move to executive session to discuss discipline of a public employee. The motion passed.

Ayes: Burgess, Delano, Hutchinson, Newman, Pitrone, Rundelli, Yanchar

Nays: None

Adjournment: The Board returned to the regular meeting. Gordon Burgess made a motion, seconded by Karen Delano, to adjourn the meeting. The motion passed and the meeting adjourned at 5:58 P.M.

Kate Pitrone, President

Gordon Burgess, Secretary