

Regular

March 20

2018

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

**Call to Order and Roll Call:** President Kate Pitrone called the meeting to order at 4:02 and the roll call was conducted.

**Present:** Gordon Burgess, Karen Delano, Joshua Hutchinson, Paul Newman, Kate Pitrone, 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, Erwin Leffel, Lisa Mertel, Patrick Jolly, Mike Pope, Jr., Chris Reda, Marlene Pelyhes

**Minutes:** Exhibit 03/18/A  
The minutes of February 20 regular meeting and February 28 special meeting were approved as presented upon motion by Paul Newman, seconded by Gordon Burgess. The motion passed.

**Communications:**  
None

**Agenda:** Exhibit 03/18/B  
Gordon Burgess made a motion, seconded by Jake Joshua Hutchinson to approve the agenda. The motion passed.

**Fiscal Officer's Report:** Exhibit 03/18/C  
*Approval of Disbursements and Gifts:* Exhibit 03/18/D  
Paul Newman made a motion, seconded by Joshua Hutchinson, to approve the Fiscal Officer's Report including disbursements and gifts as presented. The motion passed.

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

*Approval to Add Account*  
Gordon Burgess made a motion, seconded by Karen Delano to add account 450.000.48720 Refund/Reimbursable to the Capital Improvement Fund. The motion passed.

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

*Approval of Bond Resolution*

Exhibit 03/18/E

Joshua Hutchinson made a motion, seconded by Paul Newman to approve the resolution authorizing issuance of bonds. The motion passed.

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

*Approval of Revised Investment Policy*

Topic was tabled until the April Trustee meeting

*Audit Results*

Exhibit 03/18/F

Results of the 2016/2017 financial audit and the 2017 OPERS census data and wages audit were shared with the Board.

*Investment Advisors*

The Fiscal Officer reported that she and Ed met with three potential investment advisors. The Board expressed their desire to work with a local advisor and recommended the library use the advisor from First National Bank for bond investments.

**Director's Report:**

Exhibit 03/18/G

*Approval to Purchase Thompson Property*

Exhibit 03/18/H

Joshua Hutchinson made a motion, seconded by Jake Yanchar to approve the purchase of property owned by Thompson Township, as reflected in the Thompson Township Trustees' resolution. The motion passed

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

*Approval of CBLH contract*

Exhibit 03/18/I

Joshua Hutchinson made a motion, seconded by Paul Newman to approve the design contract between CBLH and the library. The motion passed

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

*Strategic planning update*

Exhibit 03/18/J

Ed shared the draft purpose developed during strategic planning meetings.

**Assistant Director's Report:**

Exhibit 03/18/K

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

**Human Resources Report:**

Exhibit 03/18/L

*Human Resource Actions:*

Exhibit 03/18/M

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, Yanchar  
Nays: None

**Local Manager's Report:**

Lisa Mertel new manager at Geauga West and Judy Lasco new manager at Chardon, were introduced to the Board.

**New Business:***Discard List*

Gordon Burgess made a motion, seconded by Karen Delano to approve the March 2018 discard list as presented. The motion passed.

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

Nays: None

**Unfinished Business:** None.

**Board Development:**

Exhibit 03/18/N

Chris Reda, HR Coordinator, shared with the Board the steps taken for progressive job discipline. Chris report that she had recently shared the process with all heads of service and requested that they document any conversations the have with staff and follow-up with an email.

**Foundation report:**

The Mini-golf fund raiser was held March 18. This year, the event was advertised by the Kiwanis at their pancake breakfast held at Geauga West School. All Foundation members participated in the event and the Foundation had an excellent sponsorship response.

**Comments from the Public:**

Erwin Leffel, Thompson Township Trustee, commented that he had originally hoped the library could be gifted the Thompson property but the trustees did agree to selling for the appraised value. Mr. Leffel also commented that the Library could become the social center of the Township.

**Adjournment:** Paul Newman made a motion, seconded by Gordon Burgess, to adjourn the meeting. The motion passed and the meeting adjourned at 4:33 P.M.

---

Kate Pitrone, President

---

Gordon Burgess, Secretary