

Regular

September 18

2018

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, September 18, 2018 at 4:00 p.m. at the Chardon Branch.

Call to Order and Roll Call: Vice-President Paul A. Newman called the meeting to order at 3:55p.m. and conducted the roll call.

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

Also Present: Chris Reda, Eric Coulbourne, Mike Pope, Lori Weber, Rachael Hartman, Judy Lasco, Alicia Evans, Marlene Pelyhes, Nick Fagan

Guests: Erwin Leffel

Swearing in Deputy Fiscal Officer:

Raymond Rundelli swore in new Deputy Fiscal Officer, Dawn Malaska.

Minutes:

Exhibit 09/18/A

The minutes of the July 17th regular meeting and August 6th special meeting were approved upon motion by Gordon Burgess, seconded by Josh Hutchinson. The motion passed.

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

Nays: None

Communications:

Exhibit 09/18/B

There were no additions to the communications shared in the board packet.

Agenda:

Exhibit 09/18/C

Raymond Rundelli made a motion, seconded by Gordon Burgess to approve the agenda. The motion passed.

Fiscal Officer's Report:

Exhibit 09/18/D

Approval of Disbursements and Gifts

Exhibit 09/18/E

Josh Hutchinson made a motion, seconded by Raymond Rundelli, to approve July 2018 and August 2018's monthly disbursements and gifts as presented. The motion passed.

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

Nays: None

Approval to add Dawn Malaska as an authorized signer

Gordon Burgess made a motion, seconded by Josh Hutchinson to approve adding Dawn Malaska as a signer as presented. The motion passed.

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

Approval of account transfers

Josh Hutchinson made a motion, seconded by Raymond Rundelli to approve the account transfers as listed in the Fiscal Officer's report.

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

Director's Report:

Exhibit 09/18/F

Approval of Staff Education Assistance

Josh Hutchinson made a motion, seconded by Raymond Rundelli to approve Staff Education Assistance requests as follows. The motion passed.

- Amy Lydan (toward completion of MLIS from KSU) \$547.26
 - LIS 60092 Masters Internship
 - LIS 60280 Masters portfolio
- Amber Weinrich (toward MLIS from KSU) \$1,108.00
 - LIS 60050 Research and Assessment
 - LIS 60626 Library Mats/Services to teens
- Serena Chris Gumal (toward MLIS from KSU) \$405.25
 - LIS 60609 Marketing the Library

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

Assistant Director's Report:

Exhibit 09/18/G

There were no additions to the report presented in the board packets.

Human Resources Report:

Exhibit 09/18/H

Human Resource Actions

Exhibit 09/18/I

Gordon Burgess made a motion, seconded by Josh Hutchinson, to approve the August 2018 & September 2018 Human Resource Actions. The motion passed.

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

Local manager report

Chardon Manger, Judy Lasco, introduced Chardon’s new Head of Youth Services, Alicia Evans. Judy also shared two new programs with the board, Fandom Friday and The Great American Read. Because of the Chardon school reorganization, children’s programming hours and ages may need to be adjusted in the future. The Chardon Polka Band asked to partner with the Library to provide children’s music programs. Three programs are currently scheduled. Chardon Library Friends have also expressed interest in helping with programming. The Friends are sponsoring and planning a Murder Mystery program and hope to help with other programs in the future.

Committee Reports:

Personnel Committee

Approval of new Personnel Policy 224

Exhibit 09/18/J

Josh Hutchinson made a motion, seconded by Raymond Rundelli to approve new Personnel Policy 224 – Call In Pay. The motion passed.

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

Nays: None

Approval of Personnel Policy 340 Revision

Exhibit 09/18/K

Raymond Rundelli made a motion, seconded by Josh Hutchinson to approve changes to Personnel Policy 340 Educational Assistance as proposed. The motion passed.

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

Nays: None

Approval of revisions to Job Descriptions and Personnel Policies

Exhibit 09/18/L

Gordon Burgess made a motion, seconded by Raymond Rundelli to approve changes to

- Job Descriptions
 - Server/Software Specialist
 - Technical Services Assistant
 - Technical Services Specialist
 - Collection Development Librarian
- Personnel Policy #270 Job Classifications
- Organizational Chart Personnel Policy #133 and
- Organizational Chart Personnel Policy #142 as presented. The motion passed.

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

Nays: None

Finance Committee

Exhibit 09/18/M

The Finance Committee discussed budgeting priorities for 2019 with the board.

New Business:

Approval of Newbury School contract

Exhibit 09/18/N

Raymond Rundelli made a motion seconded by Gordon Burgess to approve the contract as presented. The motion passed.

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

Nays: None

Approval of Berkshire School contract

Exhibit 09/18/O

Gordon Burgess made a motion seconded by Raymond Rundelli to approve the contract as presented. The motion passed.

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

Nays: None

Approval of proposed changes to Operating Policy 522

Exhibit 09/18/P

Josh Hutchinson made a motion, seconded by Karen Delano to approve changes to Operating Policy 522 Library Vehicle Use as presented. The motion passed.

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

Nays: None

Discard List

Exhibit 09/18/Q

Raymond Rundelli made a motion seconded by Karen Delano to approve the discard list as presented. The motion passed.

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

Nays: None

Board Development: None

Foundation:

Ed shared invitations to the Foundation's Donor Appreciation Reception. The Foundation is planning to work on a strategic plan modeled after the Library's strategic plan.

Comments from the Public:

Erwin Leffel commented that the public was concerned that the recently acquired Thompson property would continue to be mowed and edge trimmed. Mr. Leffel told the Board that the Thompson Township Trustees will continue to maintain the property until the Library is ready to take over. The Township Trustees asked that the split-rail fence on the property be given to the trustees to be used elsewhere in Thompson. The Board gave approval for the fence removal. Mr. Leffel also conveyed the trustees appreciation for the Library Fun Bus Bookmobile visits to the Thompson Square.

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Adjournment: Gordon Burgess made a motion, seconded by Raymond Rundelli, to adjourn the meeting. The motion passed and the meeting adjourned at 4:47pm.

Paul A. Newman, Vice-President

Gordon Burgess, Secretary