

Minutes of Regular Board Meeting

January 15, 2019

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, January 15, 2019 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: Nick Fagan, Rachael Hartman, Patrick Jolly, Judy Lasco, Dawn Malaska, Lisa Mertel, Marlene Pelyhes, Mike Pope, Christine Reda, Lori Weber

Guests: Beth Brown, Mr & Mrs Kendra, Mr & Mrs. Katani

Approval of Minutes: Exhibit 01/19/G
The minutes of the regular December 19, 2019 meeting minutes were approved as presented upon motion by Jake Yanchar, seconded by Kate Pitrone. The motion passed.

Agenda: Exhibit 01/19/H
Gordon Burgess made a motion, seconded by Josh Hutchinson, to approve the agenda. The motion passed.

Communications: Exhibit 01/19/I
There were no additions to communications presented in the board packet

Fiscal Officer's Report: Exhibit 01/19/J
Approval of Disbursements and Gifts Exhibit 01/19/K
Kate Pitrone made a motion, seconded by Gordon Burgess, 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 Revised 2019 Board Meeting Calendar Exhibit 01/19/L
Raymond Rundelli made a motion, seconded by Gordon Burgess to approve the revised 2019 Board Meeting Calendar. The motion passed.

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

Approval of Revised Operating Policy 380 – Credit Card Use Exhibit 01/19/M
Gordon Burgess made a motion, seconded by Raymond Rundelli to approve the revisions to Operating Policy 380 – Credit Card Use. The motion passed.

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

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Nays: None

Appointment of Credit Card Compliance Officer

Gordon Burgess made a motion, seconded by Josh Hutchinson to approve the appointment of Karen Delano, Chair of the Finance Committee as 2019 Credit Card Compliance Officer. The motion passed.

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

Nays: None

Approval of Revised Operating Policy 510 Hours of Service

Exhibit 01/19/N

Gordon Burgess made a motion, seconded by Kate Pitrone to approve the revisions to Operating Policy 510 – Hours of Services as presented at the meeting. The motion passed.

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

Nays: None

Approval of Deletion of Operating Policy 514 Hours of Operation

Exhibit 01/19/O

Josh Hutchinson made a motion, seconded by Kate Pitrone to delete Operating Policy 514 – Hours of Services made redundant by revisions to Operating Policy 510. The motion passed.

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

Nays: None

Director's Report:

Exhibit 01/19/P

Staff Continuing Education Assistance

Josh Hutchinson made a motion, seconded by Jake Yanchar, to approve the director's recommendation for Staff Continuing Education Assistance. The motion passed.

- Serena Christine (toward MLIS from KSU) \$405.26
 - LIS 61095-002 Information Services o Diverse Populations
- Lauren Webster (toward MLIS from KSU) \$1612.00
 - LIS 60050 Research and Assessment in LIS
 - LIS 60612 Library Materials and Services for Adults

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

Nays: None

There were no additions to the Director's report.

Assistant Director's Report:

Exhibit 01/19/Q

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

Human Resources Report:

Exhibit 01/19/R

Human Resource Actions

Exhibit 01/19/S

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

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

Unfinished Business: None

New Business:

Discard List

Exhibit 01/19/T

Raymond Rundelli made a motion, seconded by Josh Hutchinson to approve the discard list as presented. The motion passed.

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

Foundation report:

The Foundation welcomed two new members at their last meeting. Gordon Burgess also reported that the Foundation is planning the annual Mini-Golf event and beginning the process to rewrite their bylaws.

Comments from the Public: None

Adjourn:

Gordon Burgess made a motion, seconded by Raymond Rundelli to adjourn the meeting. The motion passed and the meeting adjourned at 4:31 p.m.

Paul A. Newman, President

Karen Delano, Secretary