

Minutes of Regular Board Meeting

May 21, 2019

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, May 21, 2019 at the Bainbridge Branch.

Call to Order and Roll Call: President Paul Newman called the meeting to order at 4:01 and the roll call was conducted.

Present: Gordon Burgess, Karen Delano, Joshua Hutchinson, Paul Newman, Kate Pitrone, Jake Yanchar (Arrived 4:02), Ed Worso – Director, Kris Carroll - Assistant Director and Lisa Havlin – Fiscal Officer.

Also Present: Eric Coulbourne, Nick Fagan, Becki Gierman, Patrick Jolly, Judy Lasco, Dawn Malaska, Lisa Mertel, Marlene Pelyhes, Mike Pope, Christine Reda, and Deborah Schrock

Guests: Beth Brown, Kristina O'Brien, Donley's representative: Patrick Canada, CBLH Representative: Marc Bittinger

Approval of Minutes:

Exhibit 05/19/A

The minutes of the regular April 16 meeting were approved as presented upon motion by Kate Pitrone, seconded by Josh Hutchinson
The motion passed.

Jake Yanchar arrived at the meeting at 4:02 P.M.

Communications:

Exhibit 05/19/B

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

Agenda:

Exhibit 05/19/C

Gordon Burgess made a motion, seconded by Karen Delano, to approve the agenda.
The motion passed.

Fiscal Officer's Report:

Exhibit 05/19/D

Approval of Disbursements and Gifts

Exhibit 05/19/E

Kate Pitrone made a motion, seconded by Gordon Burgess, to approve the Fiscal Officer's Report including disbursements and gifts as presented in the board packet.
The motion passed.

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

Nays: None

Approval of Resolution 02-19 Request for Advance Tax Collection

Exhibit 05/19/F

Karen Delano made a motion, seconded by Josh Hutchinson, to approve Resolution 02-19 request for advance tax collection.

The motion passed.

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

Approval to Open Additional STAR Ohio account

Exhibit 05/19/G

Gordon Burgess made a motion, seconded by Josh Hutchinson to approve opening an additional STAR Ohio account to take advantage of the higher interest rates offered.

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

Director's Report:

Exhibit 05/19/H

Approval of Tuition Reimbursement Request

Karen Delano made a motion, seconded by Josh Hutchinson to approve the following tuition reimbursement requests:

Amber Weinrich toward MLIS from KSU

- LIS 60614 Selection and Acquisition of Library Materials \$555.25

Serena Chris Gumal toward MLIS from KSU

- LIS 60092 Master's Internship in LIS \$396.25

The motion passed.

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

There were no additions to the Director's report

Assistant Director's Report:

Exhibit 05/19/I

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

Human Resources Report:

Exhibit 05/19/J

Human Resource Actions

Exhibit 05/19/K

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

The motion passed.

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

Approval of Updated Mobile Services Manager Job Description

Exhibit 05/19/L

Gordon Burgess made a motion, seconded by Kate Pitrone to approve the updates to the Mobile Services Manager Job Description as presented in the board packet.

The motion passed.

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

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Committee Reports:

Ad Hoc Facilities

Approval of GMP #1 (Renovations)

Exhibit 05/19/M

Josh Hutchinson, made a motion, seconded by Jake Yanchar to approve the Guaranteed Maximum Price bid as presented in the board packet and provided at the board meeting. Contracts will be awarded to subcontractors to complete renovations at Middlefield and Geauga West branches. The motion passed.

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

Nays: None

Approval of Prequalified Subcontractor for New Builds

Exhibit 05/19/N

Gordon Burgess made a motion, seconded by Jake Yanchar, to approve the list of Prequalified Subcontractor for new buildings at Bainbridge and Thompson as presented. The motion passed.

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

Nays: None

Unfinished Business: None

New Business:

Approval of 2020 Tax Budget

Gordon Burgess made a motion, seconded by Josh Hutchinson to approve the 2020 tax budget as presented during the budget hearing. The motion passed.

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

Nays: None

Approval of Wrayno property purchase documents

Exhibit 05/19/O

Gordon Burgess made a motion, seconded by Kate Pitrone, to approve the Wrayno property purchase documents as presented in the board packet. The motion passed.

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

Nays: None

Approval of Discard List

Exhibit 05/19/P

Kate Pitrone made a motion, seconded by Karen Delano to approve the May discard list as presented in the board packet. The motion passed.

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

Nays: None

Board Development: None

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Foundation report:

Gordon Burgess reported that the Foundation met for a planning session to format a mission and vision statement for the Foundation as the first step in strategic planning. The Foundation will meet for another planning session centered on discovering the strengths, weaknesses, opportunities, and threats that face the Foundation. The Library Board is invited to attend. The tentative day is June 11, 2019.

Comments from the Public: None

Adjourn:

Gordon Burgess made a motion, seconded by Jake Yanchar, to adjourn the meeting. The motion passed and the meeting adjourned at 4:22 P.M.

Paul A. Newman, President

Karen Delano, Secretary