

## Minutes of Regular Board Meeting

July 16th, 2019

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, July 16, 2019 at the Thompson Branch.

**Call to Order and Roll Call:** President Paul Newman called the meeting to order at 4:00 and the roll call was conducted.

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

Also Present: Becki Gierman, Rachael Hartman, Patrick Jolly, Robin Kuhlman, Judy Lasco, Lisa Mertel, Marlene Pelyhes, Mike Pope, and Chris Reda

Guests: Al and Kathy Catani, Alex Duncan, Ron and Laura Duncan, and Claudia Toth

**Approval of Minutes:** Exhibit 07/19/A  
The minutes of the regular June meeting were approved as presented upon motion by Kate Pitrone, seconded by Jake Yanchar.  
The motion passed.

Josh Hutchinson and Karen Delano arrived at the meeting at 4:02 P.M.

**Communications:** None

**Agenda:** Exhibit 07/19/B  
Raymond Rundelli made a motion, seconded by Karen Delano, to approve agenda as amended with the following changes: 17. Executive Session and 18. Adjourn.  
The motion passed.

**Fiscal Officer's Report:** Exhibit 07/19/C  
*Approval of Disbursements and Gifts* Exhibit 07/19/D  
Raymond Rundelli made a motion, seconded by John Hutchinson, to approve the Fiscal Officer's Report including disbursements and gifts as presented in the board packet.  
The motion passed.

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

*Approval of Appropriation Transfers*  
Josh Hutchinson made a motion, seconded by Kate Pitrone, to transfer funds as presented.  
The motion passed.

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

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### *Approval of Reimbursement*

Kate Pitrone made a motion, seconded by Josh Hutchinson, for reimbursement of the OLC Membership as presented.

The motion passed.

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

Nays: None

### *GMP #1 Clarification*

Exhibit 07/19/E

Fiscal Officer, Lisa Havlin, clarified the amount approved by the board as the Guaranteed Maximum Price for renovations. The summary included in the May board packets had a different total than the documents presented and approved at the meeting. The documents presented at the meeting included the correct (lower) amount.

### **Director's Report:**

Exhibit 07/19/F

In addition to the Director's written report:

### *Geauga West Renovation update*

Chester Township zoning inspector, Steven Averill has asked for proof of authorization to work on GW land. We have provided a signed letter from Superintendent Rich Markwardt on school board letterhead and also provided a copy of the lease we hold. Mr. Averill is stating this is not enough proof of authorization and that we need additional written permission from the superintendent of the school board to apply for a variance. This matter was discussed with the county prosecutor. We have attempted to comply with zoning. It would frustrate the library's purpose to comply beyond our established reasonable compliance with their requests.

### **Assistant Director's Report:**

Exhibit 07/19/G

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

### **Human Resources Report:**

Exhibit 07/19/H

#### *Human Resource Actions*

Exhibit 07/19/I

Raymond Rundelli made a motion, seconded by Kate Pitrone, to approve the Human Resource Actions as presented in the board packet.

The motion passed.

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

Nays: None

**Local Manager's Report:** None

**Committee Reports:** None

### **Unfinished Business:**

#### *Trustee Application Update*

The Board has received 4 applications for board trustee. Raymond Rundelli pointed out that the statute makes a distinction between a vacancy and a term end. The library's procedure

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only requires posting a board opening for a vacancy. Mr. Rundelli asked that we receive clarification from the County Commissioner Administrator, Gerry Morgan and Judges of the Court of Common Pleas regarding our procedure for appointment of trustees. The executive committee will review applications and proceed with a recommendation.

### **New Business:**

*Approval of Skywatcher's Club MOU*

Exhibit 07/19/J

Josh Hutchinson made a motion, seconded by Raymond Rundelli to approve the Skywatcher's Club MOU as presented.

The motion passed.

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

Nays: None

*Approval of the Middlefield Reading Patio*

Exhibit 07/19/K

Josh Hutchinson made a motion, seconded by Kate Pitrone to approve the design of the Middlefield Reading Patio. The proposed patio is in memoriam to Hope Merryfield by the East Geauga Friends of the Library.

The motion passed.

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

Nays: None

*Approval of Discard List*

Exhibit 07/19/L

Jake Yanchar made a motion, seconded by Karen Delano to approve the July discard list as presented in the board packet. The motion passed.

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

Nays: None

**Board Development:** None

### **Foundation report:**

Becki Gierman reported that the Foundation has been focusing on strategic planning this summer. In July, the Foundation Board discussed financial planning and budgeting. Their next focus will be communications.

### **PAC report:**

Karen Delano reported that the required financial statement has been filed. She commented that the friends groups need to donate to the PAC at least once a quarter for the PAC to avoid paying fines due to inactivity.

### **Comments from the Public:**

Ron Duncan commented to the board concerns regarding EPA documents formerly on file at Middlefield now in storage at the Administrative Center.

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**Executive Session:**

Kate Pitrone made a motion, seconded by Josh Hutchinson to enter executive session for the discussion of employment of a public employee.

The motion passed. The board entered executive session at 4:43 pm.

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

Nays: None

The board resumed regular session at 5:07 pm.

**Adjourn:**

Kate Pitrone made a motion, seconded by Raymond Rundelli, to adjourn the meeting. The motion passed and the meeting adjourned at 5:08 P.M.

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Paul A. Newman, President

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Karen Delano, Secretary