

Minutes of Regular Board Meeting

October 15, 2019

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, October 15, 2019 at the Geauga West Branch.

Call to Order and Roll Call: President Paul Newman called the meeting to order at 4:03 and the roll call was conducted.

Present: Josh Hutchinson, Paul Newman, Larry Pitorak (Arrived 4:16), Kate Pitrone, Raymond Rundelli, Jake Yanchar, Ed Worso – Director, Kris Carroll - Assistant Director, Lisa Havlin-Fiscal Officer.

Also Present: Eric Coulbourne, Patrick Culliton, Katy Farrell, Becki Gierman, Rachael Hartman, Patrick Jolly, Judy Lasco, Lisa Mertel, Marlene Pelyhes, and Chris Reda.

Guests: Chris Gumal

Approval of Minutes:

Exhibit 10/19/A

The minutes of the regular September board meeting were approved as presented upon motion by Kate Pitrone, seconded by Jake Yanchar.

The motion passed.

Communications:

Exhibit 10/19/B

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

Agenda:

Exhibit 10/19/C

Raymond Rundelli made a motion, seconded by Kate Pitrone, to approve the agenda.

The motion passed.

Fiscal Officer's Report:

Exhibit 10/19/D

Approval of Disbursements and Gifts

Exhibit 10/19/E

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

The motion passed.

Ayes: Hutchinson, Newman, Pitrone, Rundelli, Yanchar

Nays: None

Approval to Purchase Refreshments for Program

Josh Hutchinson made a motion, seconded by Raymond Rundelli, to approve the purchase of refreshments for the "Donuts for Veterans" Administrative Center Branch program on November 11th, 2019.

The motion passed.

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Approval of Appropriation Transfer

Josh Hutchinson made a motion, seconded by Kate Pitrone, to approve the Appropriation Transfer as presented in the board packet.

The motion passed.

Director's Report:

Exhibit 10/19/F

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

Assistant Director's Report:

Exhibit 10/19/G

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

Human Resources Report:

Exhibit 10/19/H

Human Resource Actions

Exhibit 10/19/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: Hutchinson, Newman, Pitrone, Rundelli, Yanchar

Nays: None

Approval of Policy Revisions

Exhibit 10/19/J

Josh Hutchinson made a motion, seconded by Kate Pitrone, to approve Personnel policy revisions 643 Staff Recognition; Policy 723 Personal Time; and Policy 550 Overtime Restrictions as presented in the board packet.

The motion passed.

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

Nays: None

Larry Pitorak arrived at the meeting at 4:16 P.M.

Local Manager's Report:

Lisa Mertel, Geauga West Branch

Lisa discussed local events and collaborations with the Geauga West Branch.

Committee Reports:

Personnel Committee Report

Exhibit 10/19/K

Approval of Merit Pay Recommendations

Exhibit 10/19/L

Josh Hutchinson made a motion, seconded by Kate Pitrone, to approve the Merit Pay Recommendations as recommended by the Personnel Committee.

The motion passed.

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

Approval of 2020 Salary Increase

Exhibit 10/19/M

Raymond Rundelli made a motion, seconded by Josh Hutchinson, to approve the 2020 Salary Increase as recommended by the Personnel Committee.

The motion passed.

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

Unfinished Business: None

New Business:

Approval to Move the November Board Meeting

Raymond Rundelli made a motion, seconded by Josh Hutchinson, to approve moving the November 2019 board meeting to the Administrative Center.

The motion passed.

Approval of 2020 Board Meeting Schedule

Exhibit 10/19/N

Jake Yanchar made a motion, seconded by Raymond Rundelli, to approve the 2020 Board Meeting Schedule as presented in the board packet.

The motion passed.

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

Approval of Fine Free Library Proposal

Following a discussion, Josh Hutchinson made a motion, seconded by Raymond Rundelli, to approve moving forward with developing fine free circulation policies. Policies will be rewritten and presented to the Board for approval prior to implementation. Target date for start of fine free policies is January 2020.

The motion passed.

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

Board Development:

Larry Pitorak met with Lisa Havlin, Ed Worso and the library administration over several weeks to review library policies and procedures

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Foundation report:

Becki Gierman reported that they had a wonderful attendance for the Foundation's 30th Anniversary celebration that was on Wednesday, September 25th at Punderson.

Comments from the Public: None

Adjourn:

Raymond Rundelli made a motion, seconded by Josh Hutchinson, to adjourn the meeting. The motion passed and the meeting adjourned at 4:40 P.M.

Paul A. Newman, President

Josh Hutchinson, Secretary