

Minutes of Regular Board Meeting

November 19, 2019

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, November 19, 2019 at the Administrative Center.

Call to Order and Roll Call: President Paul Newman called the meeting to order at 4:05 and the roll call was conducted.

Present: Karen Delano, Josh Hutchinson, Paul Newman, Larry Pitorak, Kate Pitrone, 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 Luoma, Dawn Malaska, Marlene Pelyhes, Mike Pope, Chris Reda, and Deborah Schrock.

Guests: Kathy McClure, Al and Kathy Catani

Approval of Minutes:

Exhibit 11/19/A

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

The motion passed.

Communications:

Exhibit 11/19/B

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

Agenda:

Exhibit 11/19/C

Jake Yanchar made a motion, seconded by Josh Hutchinson, to approve the agenda.

The motion passed.

Fiscal Officer's Report:

Exhibit 11/19/D

Approval of Disbursements and Gifts

Exhibit 11/19/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: Delano, Hutchinson, Newman, Pitorak, Pitrone, Yanchar

Nays: None

Capital Projects Financial Update

Exhibit 11/19/F

Lisa provided the board with an update of the capital projects finances. The document included soft costs and costs paid from general receipts. Another document showed the expenses the will come out of the library contingency.

Fines and Fees Comparison Report

Exhibit 11/19/G

The Fiscal Officer shared a report detailing the changes to revenue from fines and fees. Two major changes that impacted the amount of revenue was the 2017 move to Clevnet and

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elimination of juvenile overdue fees. The second impact was in 2018, Clevnet moved to automatic renewals.

Director's Report:

Exhibit 11/19/H

Approval of Change Order #1, Middlefield Floor Boxes

Exhibit 11/19/I

Josh Hutchinson made a motion, seconded by Kate Pitrone, to approve Change Order, #1 for Middlefield Floor Boxes that was presented in the board packet.

The motion passed.

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

Nays: None

Approval of Change Order #1, Bainbridge Sanitary Tap Fees

Exhibit 11/19/J

Kate Pitrone made a motion, seconded by Karen Delano, to approve Change Order #1, Bainbridge Sanitary Tap Fees that was presented in the board packet.

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

Nays: None

Approval of Change Order #6, Thompson Sanitary Tap Fees

Exhibit 11/19/K

Kate Pitrone made a motion, seconded by Karen Delano, to approve Change Order #6, Thompson Sanitary Tap Fees that Ed Worso presented at the Board Meeting.

The motions passed.

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

Nays: None

Approval of Change Order #5, Bainbridge Import Fill Material

Exhibit 11/19/L

Kate Pitrone made a motion, seconded by Josh Hutchinson, to approve Change Order #5, Bainbridge Import Fill Material that was presented in the board packet.

The motion passed.

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

Nays: None

Assistant Director's Report:

Exhibit 11/19/M

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

Human Resources Report:

Exhibit 11/19/N

Human Resource Actions

Exhibit 11/19/O

Josh Hutchinson 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, Pitorak, Pitrone, Yanchar

Nays: None

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Approval of Change in Position Descriptions

Exhibit 11/19/P

Josh Hutchinson made a motion, seconded by Jake Yanchar, to approve the Marketing Assistant and Marketing & Communication Manager position descriptions as presented in the board packet.

The motion passed.

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

Nays: None

Approval of Retirement Gift

Exhibit 11/19/Q

Karen Delano made a motion, seconded by Josh Hutchinson, to approve a retirement gift in the amount of \$100 to Albina Taich.

The motion passed.

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

Nays: None

Local Manager's Report: None

Unfinished Business: None

New Business:

Approval of Discard List

Exhibit 11/19/R

Josh Hutchinson made a motion, seconded by Kate Pitrone on to approve the November discard list as presented in the board packet.

The motion passed.

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

Nays: None

Board Development:

Recommendations for 2020 officers were discussed. Nomination of officers will take place at the December meeting.

Foundation report:

Becki Gierman reported the November Foundation meeting was postponed due to a snow storm and is rescheduled for Wednesday, November 20th. Current projects are end of year fundraising including a Giving Tuesday campaign on December 3rd. We're looking at 2020 library funding requests to be voted on during the December meeting. The 9th Annual Mini Golf Fundraiser is Sunday, March 8, 2020 at Geauga West Branch from 10:00 AM - 3:00 PM. The 2020 Mini Golf sponsorship solicitation is underway.

Comments from the Public: None

Executive Session:

Josh Hutchinson made a motion, seconded by Jake Yanchar to move to executive session to discuss the Director and Fiscal Officer compensation.

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The motion passed.

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

The board entered into executive session at 4:34 pm.

The board resumed regular session at 5:03 pm

Committee Reports:

Personnel Committee:

Approval of Director and Fiscal Officer Salary Increase and Merit Exhibit 11/19/S

Jake Yanchar made a motion, seconded by Kate Pitrone to approve the Director and Fiscal Officer Salary increase and merit as recommended by the Personnel Committee.

The motion passed.

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

Adjourn:

Kate Pitrone made a motion, seconded by Josh Hutchinson, to adjourn the meeting. The motion passed and the meeting adjourned at 5:04 P.M.

Paul A. Newman, President

Josh Hutchinson, Secretary