

Minutes of Regular Board Meeting

December 17, 2019

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, December 17, 2019 at the Administrative Center.

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

Present: Karen Delano, Paul Newman, Larry Pitorak, Kate Pitrone, Raymond Rundelli, Jake Yanchar (left at 4:48 pm), Ed Worso – Director, Kris Carroll - Assistant Director and Lisa Havlin – Fiscal Officer.

Also Present: Patrick Culliton, Eric Coulbourne, Katy Farrell, Rebecca Gierman, Rachael Hartman, Patrick Jolly, Judy Lasco, Lisa Luoma, Marlene Pelyhes, Mike Pope, Christine Reda

Guests: Donely's Representatives: John Clark, Brian Laubscher, Ed Ellsworth, Pat Canada; CBLH Representatives: Marc Bittenger, Scott Weaver; Larry Corbus, Kathy McClure

Approval of Minutes: Exhibit 12/19/A
The minutes of November 19, 2019 Records Commission and the regular November 19, 2019 meeting minutes were approved as presented upon motion by Kate Pitrone, seconded by Jake Yanchar.
The motion passed.

Agenda: Exhibit 12/19/B
Raymond Rundelli made a motion, seconded by Kate Pitrone, to approve the agenda as amended with the addition of New Business 11S. Approval of Fine Amnesty.
The motion passed.

Fiscal Officer's Report: Exhibit 12/19/C
Approval of November Disbursements Exhibit 12/19/D
Kate Pitrone made a motion, seconded by Raymond Rundelli, to approve the Fiscal Officer's Report including disbursements as presented.
The motion passed.

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

Approval of Resolution #03-19 Exhibit 12/19/E
Karen Delano made a motion, seconded by Kate Pitrone, to approve Resolution #03-19 Request for Advance of Taxes Collected as presented.
The motion passed.

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

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Approval of Appropriations Transfers

Raymond Rundelli made a motion, seconded by Jake Yanchar to approve the appropriation transfers as presented at the board meeting.

Approval of 2019 End of Year Fund Transfer

Kate Pitrone made a motion, seconded by Jake Yanchar, to transfer funds as presented. The motion passed.

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

Nays: None

Approval of 2019 Mileage Reimbursement Rate

Raymond Rundelli made a motion, seconded by Kate Pitrone, to approve using the 2020 IRS Mileage Rate for employee reimbursement. The motion passed.

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

Nays: None

Director's Report:

Exhibit 12/19/F

Staff Continuing Education Assistance

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

- Deborah Schrock (toward BA from KSU) \$441.26
 - ARCH 10001-401 Understanding Architecture
 - NUTR 23511-400 Science of Human Nutrition

- Mary Jo Dean (Children literature conference) \$ 26.25
 - University of Findlay Mazza Museum

- Amber Weinrich (toward MLIS from KSU) \$739.50
 - Info Services to Diverse Populations
 - Gender and Sexual Identity in Children's Literature

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

Nays: None

Facilities Additions and Renovations

Larry Corbus (GCPL's owner's representative) and representatives from Donley's and CBLH gave a presentation about the CMR process, the pros and cons using this type of construction process and the types of changes that can impact the Guaranteed Maximum Price (GMP).

Assistant Director's Report:

Exhibit 12/19/G

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

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Jake Yanchar left the meeting at 4:48 pm.

Human Resources Report:

Exhibit 12/19/H

Human Resource Actions

Exhibit 12/19/I

Raymond Rundelli made a motion, seconded by Kate Pitrone, to approve the Human Resource Actions as amended at the meeting. The motion passed.

Ayes: Delano, Newman, Pitorak, Pitrone, Rundelli

Nays: None

Approval of Retirement Gift

Kate Pitrone made a motion, seconded by Raymond Rundelli, to approve a \$100 retirement gift for employee Colleen Powers.

The motion passed.

Ayes: Delano, Newman, Pitorak, Pitrone, Rundelli

Nays: None

Approval of Updated Job Descriptions

Exhibit 12/19/J

Karen Delano made a motion, seconded by Raymond Rundelli, to approve the changes to the Mobile Services Manager and Maintenance Coordinator position descriptions as presented in the board packet.

The motion passed.

Ayes: Delano, Newman, Pitorak, Pitrone, Rundelli

Nays: None

Approval of Changes to Personnel Policy #695 – Staff Privileges

Exhibit 12/19/K

Raymond Rundelli made a motion, seconded by Kate Pitrone, to approve the changes to Personnel Policy #695, Staff Privileges as presented in the board packet.

The motion passed.

Ayes: Delano, Newman, Pitorak, Pitrone, Rundelli

Nays: None

Unfinished Business: None

New Business:

Approval of 2020 Appropriations

Exhibit 12/19/L

Karen Delano made a motion, seconded by Raymond Rundelli, to approve the 2020 appropriations as presented.

The motion passed.

Ayes: Delano, Newman, Pitorak, Pitrone, Rundelli

Nays: None

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Approval of Changes to Personnel Policy #590 – Closings

Exhibit 12/19/M

Karen Delano made a motion, seconded by Raymond Rundelli, to approve the changes to Personnel Policy #590 – Closings as presented in the board packet.

The motion passed.

Ayes: Delano, Newman, Pitorak, Pitrone, Rundelli

Nays: None

Approval of Changes to Personnel Policy #727 – Full-Time Paid Holidays & Other Closings

Exhibit 12/19/N

Karen Delano made a motion, seconded by Raymond Rundelli, to approve the changes to Personnel Policy #727 – Full-Time Paid Holidays & Other Closings as presented in the board packet.

The motion passed.

Ayes: Delano, Newman, Pitorak, Pitrone, Rundelli

Nays: None

Approvals of Changes to Operating Policies - Circulation #710-#793

Exhibit 12/19/O

Raymond Rundelli made a motion, seconded by Kate Pitrone, to approve the changes to Operating Policies Circulation #710 - #793 to reflect GCPL's move to fine-free materials as presented in the board packet.

- Policy 710, Confidentiality and Storage of Patron Personal Information and Circulation Records
- Policy 711, Eligibility, Registration and Use of Library Card
- Policy 712, Retention of Circulation Records
- Policy 721, Institution Cards
- Policy 723, Homebound/Outreach Registration
- Policy 729, Exempt Borrowers
- Policy 731, Loan Periods, Renewals, Fines, and Fees
- Policy 733, Loan of Items to Other Library Systems
- Policy 761, Fines for Late Check-Ins
- Policy 765, Lost Materials and Fees
- Policy 766, Damaged Materials, Fees
- Policy 785, Limits on Juvenile Borrowing
- Policy 791, Non-Circulating Items
- Policy 793, Bookmobile Circulation Policy

The motion passed.

Ayes: Delano, Newman, Pitorak, Pitrone, Rundelli

Nays: None

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*Approval of Changes to Operating Policy #796 Sale of Excess
Library Materials, Equipment, and Furnishings*

Exhibit 12/19/P

Kate Pitrone made a motion, seconded by Raymond Rundelli, to approve the changes to Operating Policy #796, Sale of Excess Library Materials, Equipment, and Furnishings as presented in the board packet.

The motion passed.

Ayes: Delano, Newman, Pitorak, Pitrone, Rundelli

Nays: None

Approval of Fine Amnesty

Raymond Rundelli made a motion, seconded by Kate Pitrone to approve waiving all overdue fines on January 2, 2020. Fines for lost or damaged materials and fines already in collection with Unique Collection agency will not be waived.

The motion passed.

Ayes: Delano, Newman, Pitorak, Pitrone, Rundelli

Nays: None

Discard List

Exhibit 12/19/Q

Raymond Rundelli made a motion, seconded by Kate Pitrone to approve the discard list as presented.

The motion passed.

Ayes: Delano, Newman, Pitorak, Pitrone, Rundelli

Nays: None

Board Development:

Approval of Nominations for 2020 Officers

Kate Pitrone made a motion, seconded by Raymond Rundelli, to approve the nominations for 2019 Board Officers as presented.

The motion passed.

President:	Karen Delano
Vice President:	Josh Hutchinson
Secretary:	Raymond Rundelli

Ayes: Delano, Newman, Pitorak, Pitrone, Rundelli

Nays: None

Foundation report:

Rebecca Gierman reported that the Foundation approved funding for seven GCPL projects in 2020 totaling \$11,510. The Geauga Civil Rights Series program will run in January and February. The programs will be held all over the county, covering something for all ages. Emphasis is the importance of learning the history of social and racial injustice. Promotion is starting this week. So far they have had about a third of the sponsors renew for our Mini Golf

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Fundraiser on March 8, 2020. They are well underway in reaching their goal of raising \$15,000. Raymond Rundelli volunteered to help work the event.

Comments from the Public: None

Adjourn:

Raymond Rundelli made a motion, seconded by Karen Delano to adjourn the meeting. The motion passed and the meeting adjourned at 5:04 p.m.

The motion passed.

Paul A. Newman, President

Josh Hutchinson, Secretary