

Minutes of Organizational Meeting

January 21, 2020

The Geauga County Public Library Board of Trustees met for the Organizational Meeting on Tuesday, January 21, 2020 at the Administrative Center.

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

Present: Karen Delano, Paul Newman, Larry Pitorak, Kate Pitrone, Raymond Rundelli
Ed Worso – Director, Kris Carroll - Assistant Director, Lisa Havlin-Fiscal Officer.

Also Present: Eric Coulbourne, Becki Gierman, Rachael Hartman, Patrick Jolly, Robin Kuhlman, Judy Lasco, Lisa Luoma, Dawn Malaska, Marlene Pelyhes, Mike Pope, Chris Reda, and Deborah Schrock.

Guests: Donely's Representatives: Pat Canada; CBLH Representatives: Scott Weaver; Larry Corbus, Kathy McClure, Al and Kathy Catani, Wayne Sanders, Tom Rose, Crist Yoder, Crist Hershberger, Mark Tapia, Jim MacNeal, Larry and May Kendra, Gary Burden, Kathy Johnson, Kathy Thom, Lisa Hickman, Pastor Ernie Sander, John Doneson

Election of Officers:

Raymond Rundelli made a motion, seconded by Kate Pitrone to approve the following slate of officers as recommended by the Executive Committee. There were no nominations from the floor.

The motion passed.

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

The new officers are:

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

Oath of office Board Officers

Notary Paul Newman conducted the swearing in of the board officers. Karen Delano began duties as President and conducted the remainder of the Organizational meeting.

Appointment of Fiscal Officers and Bonds:

Exhibit 1/20/A

Raymond Rundelli made a motion, seconded by Kate Pitrone to approve the appointment of Lisa Havlin as Fiscal Officer and Dawn Malaska as Deputy Fiscal Officer. The Fiscal Officer's salary and employment package specified in memorandum and bond to be set at \$40,000. The Deputy Fiscal Officer's bond to be set at \$10,000.

The motion passed.

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

Oath of Fiscal Officers:

Notary Paul Newman conducted the swearing in of the Fiscal Officer and Deputy Fiscal Officer.

Appointment of Director:

Exhibit 1/20/A

Paul Newman made a motion, seconded by Kate Pitrone, to approve the appointment of Edward Worso as Library Director at the salary and employment package presented in memorandum.

The motion passed.

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

Approval of Bylaws:

Exhibit 1/20/B

Paul Newman made a motion, seconded by Raymond Rundelli, to approve the Bylaws for 2020.

The motion passed.

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

Approval of Organizational Chart, Personnel Policies 131-142:

Exhibit 1/20/C

Kate Pitrone made a motion, seconded by Paul Newman, to approve the Organizational Charts, Personnel Policies #131-142 as presented.

The motion passed.

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

Committee Appointments:

Exhibit 1/20/D

Ed Worso presented committee appointments. The 2020 committees are:

Executive: Karen Delano, Josh Hutchinson, & Raymond Rundelli
Finance: Jake Yanchar, Larry Pitorak, & Kate Pitrone
Personnel: Josh Hutchinson, Raymond Rundelli, & Jake Yanchar
Foundation Liaison: Kate Pitrone

Fiscal Officer's Report:

Exhibit 1/20/E

Petty Cash and Cash Drawer Amounts

Paul Newman made a motion, seconded by Kate Pitrone, to approve the Fiscal Officer's recommendations for:

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Petty Cash total of \$275 to be distributed as follows:

\$50 for the Administrative Center and each library, excluding Thompson and Newbury; and Mobile services for \$25.

Cash Drawers total of \$400 to be distributed as follows:

\$75 each at Bainbridge, Chardon, Geauga West, and Middlefield; and \$50 each at Newbury and Thompson.

The motion passed.

Ayes: Delano, Newman, Pitorak, Pitrone, Rundelli

Nays: None

Fiscal Officer to invest monies:

Kate Pitrone made a motion, seconded by Paul Newman, to allow the Fiscal Officer to invest monies without prior approval of the Board.

The motion passed.

Ayes: Delano, Newman, Pitorak, Pitrone, Rundelli

Nays: None

Stock Holdings:

Exhibit 1/20/F

Lisa Havlin reported that the stock held by the Library at the end of 2019 had a value of \$8,823.73.

Adjourn:

Paul Newman made a motion, seconded by Raymond Rundelli, to adjourn the meeting. The motion passed and the meeting adjourned at 4:06 P.M.

Karen Delano, President

Raymond Rundelli, Secretary