

## Minutes of Regular Board Meeting

January 21, 2020

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, January 21, 2020 at the Administrative Center.

**Call to Order and Roll Call:** President Karen Delano called the meeting to order at 4:08 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:** Donley'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,

**Approval of Minutes:** Exhibit 1/20/G  
The minutes December 17, 2019 regular meeting minutes were approved as presented upon motion by Kate Pitrone, seconded by Paul Newman.  
The motion passed.

**Communications:** Exhibit 1/20/H  
There were no additions to communications presented in the board packet.

**Agenda:** Exhibit 1/20/I  
Paul Newman made a motion, seconded by Kate Pitrone, to approve the agenda as presented in the board packet.  
The motion passed.

**Fiscal Officer's Report:** Exhibit 1/20/J  
*Approval of December Disbursements* Exhibit 1/20/K  
Paul Newman made a motion, seconded by Larry Pitorak, to approve the Fiscal Officer's Report including disbursements as presented.  
The motion passed.

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

*Approval of Banking Changes*  
Kate Pitrone made a motion, seconded by Raymond Rundelli, to approve the removal of Paul A. Newman and addition of Karen Delano as authorized signer on all banking and investment accounts.  
The motion passed.

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

*Approval of Credit Card Compliance Officer*

Paul Newman made a motion, seconded by Kate Pitrone, to approve the recommendation of Karen Delano as Credit Card Compliance Officer for 2020.  
The motion passed.

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

There were no additions to the Fiscal Officer report

**Director's Report:**

Exhibit 1/20/L

*Staff Continuing Education Assistance*

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

- Joshua Riley (toward RT from KSU) \$ 429.10
  - RTT 100000 Introduction to Respiratory Therapy
  - RTT 11003 App and Mechanisms of Cardiopulmonary
  
- Lynn Vandevort (toward MLIS from KSU) \$1292.95
  - LIS 60510 Digital Technologies 1
  - LIS 60608 The Public Library
  - LIS 60612 Library Materials and Services for Adults

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

*Report on Newbury and Chardon*

Ed Worso updated the board concerning the Newbury Branch and Chardon Schools.  
Raymond Rundelli will draft a letter to the West Geauga School Board requesting an update on the future of the Newbury property. Kate Pitrone will be asking for an update at the next Chardon Tomorrow meeting.

**Assistant Director's Report:**

Exhibit 1/20/M

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

**Human Resources Report:**

Exhibit 1/20/N

*Human Resource Actions*

Exhibit 1/20/O

Kate Pitrone made a motion, seconded by Paul Newman, to approve the Human Resource Actions as presented in the board packet.  
The motion passed.

Ayes: Delano, Newman, Pitorak, Pitrone, Rundelli

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Nays: None

*Approval of Personnel Policy #270 – Job Classifications*

Exhibit 1/20/P

Raymond Rundelli made a motion, seconded by Kate Pitrone, to approve the amendments to Personnel Policy 270 as presented at the board meeting.

The motion passed.

Ayes: Delano, Newman, Pitorak, Pitrone, Rundelli

Nays: None

*Approval of Updated Job Descriptions*

Exhibit 1/20/Q

Kate Pitrone made a motion, seconded by Paul Newman, to approve the changes to the Technology Trainer and Maintenance Worker II position descriptions as presented in the board packet.

The motion passed.

Ayes: Delano, Newman, Pitorak, Pitrone, Rundelli

Nays: None

**Unfinished Business:** None

**New Business:**

*Approval of Renovations GMP #1 Change Order Package*

Exhibit 1/20/R

Raymond Rundelli made a motion, seconded by Paul Newman, to approve the Renovations GMP #1 change order package as presented in the board packet.

The motion passed.

Ayes: Delano, Newman, Pitorak, Pitrone, Rundelli

Nays: None

*Approval of New Builds GMP #2 Change Order Package*

Exhibit 1/20/S

Raymond Rundelli made a motion, seconded by Larry Pitorak, to approve the New Builds GMP #2 change order package as presented in the board packet.

The motion passed.

Ayes: Delano, Newman, Pitorak, Pitrone, Rundelli

Nays: None

*Approval of 2020 Corbus Library Consultants Contract*

Exhibit 1/20/T

Paul Newman made a motion, seconded by Larry Pitorak, to approve the 2020 Corbus Library Consultants contract as presented in the board packet.

The motion passed.

Ayes: Delano, Newman, Pitorak, Pitrone, Rundelli

Nays: None

*January Discard List*

Exhibit 1/20/U

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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:** None

**Foundation report:**

GCLF announced this week that they are the Geauga County affiliate for the Ohio Governor's Imagination Library. The initiative is a partnership with the state of Ohio and the Dolly Parton Imagination Library. Kid's age newborn-5 can sign up to receive a free book every month delivered to their home. The program is funded by GCLF and its community partners with 50% matching funds from the state of Ohio. There are approximately 5,200 eligible kids in Geauga County. The cost to the Foundation with the matching funds is \$12.50 per kid per year. Realistically, we will max out at 70% participation. Our goal this year is to enroll 30%, which will be 1,560 kids at a cost of \$19,500.

**Comments from the Public:**

Jim MacNeal and Gary Burden commented on a teen program that will held at the Chardon Branch.

Kathy Johnson voiced her concern about GCPL'S move to fine free circulation.

**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.

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Karen Delano, President

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Raymond Rundelli, Secretary