

Minutes of Regular Board Meeting

March 17, 2020

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, March 17, 2020 at the Administrative Center.

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

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

By Phone: Larry Pitorak, Jake Yanchar

Approval of Minutes: Exhibit 03/20/A
The minutes of the regular February 2020 board meeting were approved as presented upon motion by Paul Newman, seconded by Josh Hutchinson.
The motion passed.

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

Communications: Exhibit 03/20/B
In addition to the communications presented in the board packet, Ed shared an email thread from library employees thanking the board for the work the board is doing to help employees during the coronavirus pandemic.

Agenda: Exhibit 03/20/C
Kate Pitrone made a motion, seconded by Josh Hutchinson, to approve the agenda with addition of item 6B clarification of Personnel Policy 440 and Item 17 executive session
The motion passed.

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

Fiscal Officer's Report: Exhibit 03/20/D
Approval of Disbursements and Gifts Exhibit 03/20/E
Paul Newman made a motion, seconded by Raymond Rundelli, 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, Rundelli, Yanchar
Nays: None

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Clarification of Personnel Policy 440

Raymond Rundelli made a motion, seconded by Josh Hutchinson to approve Resolution 20-1 to clarify the intent of Personnel Policy 440 Unanticipated Closing:

The Board will carry out Personnel Policy #440, Unanticipated Closings by paying all employees for their posted scheduled hours. If buildings remain closed beyond posted scheduled hours, the board will pay regular full-time and part-time employees their approved hours as listed on the most recent organization chart.

The resolution passed.

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

Director's Report:

Exhibit 03/20/F

In addition to his written report, Ed informed the board that the IRS has delayed tax filing and that MacMillan publishing had abandoned their e-book library purchasing restrictions

Assistant Director's Report:

Exhibit 03/20/G

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

Human Resources Report:

Exhibit 03/20/H

Human Resource Actions

Exhibit 03/20/I

Paul Newman 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, Rundelli, Yanchar
Nays: None

Retirement Gifts:

Paul Newman made a motion seconded by Jake Yanchar to approve retirement gifts to retiring employees Doug Cisan and Lori MacRitchie as listed in the Human Resources Actions.

The motion passed.

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

Local Manager's Report: None

Committee Reports:

Exhibit 03/20/J

Ad Hoc Facilities

Approval of GMP #1 (Renovations) Change Order #2

Exhibit 03/20/K

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Raymond Rundelli made a motion, seconded by Josh Hutchinson, to approve GMP #1 Change order #2 as presented in the board packet.
The motion passed.

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

Approval of GMP #2 (New Builds) Change Order #2 Exhibit 03/20/L
Raymond Rundelli made a motion, seconded by Kate Pitrone, to approve GMP #2 Change order #2 as presented in the board packet.
The motion passed.

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

Bainbridge Pond Discussion

The board discussed various options to address the “wet” pond at Bainbridge. A decision will be made after final proposal estimates are received.

Unfinished Business: None

New Business:

Approval of Amendments to Operating Policy #951 Exhibit 03/20/M
Raymond Rundelli made a motion, seconded by Josh Hutchinson, to approve the proposed changes to Operating Policy 951 as presented in the board packet.
The motion passed

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

Everstream Contract Exhibit 03/20/N
Kate Pitrone made a motion, seconded by Josh Hutchinson to approve the Everstream Contract to provide interim internet access to Bainbridge library as presented in the board packet.
The motion passed

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

Spectrum Contract Exhibit 03/20/O
Paul Newman made a motion, seconded by Josh Hutchinson to approve the Spectrum Contract to provide internet access to Chardon, Geauga West, and Middlefield branches.
The motion passed.

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

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Approval of Discard List

Exhibit 03/20/P

Raymond Rundelli made a motion, seconded by Josh Hutchinson to approve the August discard list as presented in the board packet.

The motion passed.

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

Board Development

Reappointment of Paul Newman

Ed informed the board that a recommendation to reappoint board member Paul Newman needs to be sent the Probate Judges. Ed will draft a letter for the board's approval

Foundation report:

Ed reported that the Foundation's Mini-Golf event had a good turnout, however, sponsor donations were lower than last year's donations.

Comments from the Public: None

Executive Session

Kate Pitrone made a motion, seconded by Paul Newman to move to executive session to discuss a personnel matter

The motion passed.

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

The board entered executive session at 4:45 P.M.

Return to Regular Meeting

The Board returned to the regular meeting at 5:00 P.M.

Adjourn:

Josh Hutchinson made a motion, seconded by Raymond Rundelli, to adjourn the meeting. The motion passed and the meeting adjourned at 5:01 P.M.

Karen Delano, President

Raymond Rundelli, Secretary