

Minutes of Regular Board Meeting

April 21, 2020

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, April 21, 2020. In accordance with the March 13, 2020 opinion from the Ohio Attorney General's Office the meeting was held via teleconference. Public access to the meeting was provided by a public link on the library's website board meeting announcement page.

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 (arrived 4:05), Paul Newman, Larry Pitorak (arrived 4:05) Kate Pitrone, Raymond Rundelli (arrived 4:05), Jake Yanchar Ed Worso – Director, Kris Carroll - Assistant Director and Lisa Havlin – Fiscal Officer.

Approval of Minutes: Exhibit 04/20/A
The minutes of the March 14, 2020 emergency meeting and the regular March 2020 board meeting were approved as presented upon motion by Kate Pitrone, seconded by Paul Newman.

The motion passed.

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

Communications: Exhibit 04/20/B
In addition to the communications presented in the board packet, Ed reported that he communicated with Judge Grendell's constable and sent copies of the last two letters of recommendation for board appointments as requested. Josh Hutchins, Larry Pitorak and Raymond Rundelli arrived at this point in the meeting.

Agenda: Exhibit 04/20/C
Paul Newman made a motion, seconded by Kate Pitrone, to approve the agenda.
The motion passed.

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

Fiscal Officer's Report: Exhibit 04/20/D
Approval of Disbursements and Gifts Exhibit 04/20/E
Kate Pitrone made a motion, seconded by Paul Newman 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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Cost Saving Measures

Following a discussion on reductions to revenue and proposed cost saving measures, including a discussion on the merits and disadvantages of furloughing employees, Josh Hutchinson made a motion, seconded by Kate Pitrone to implement the following cost saving measures:

- Hiring Freeze
- Hold on all workshops, conferences and business travel except for free webinars
- Hold on all Education Assistance. Any tuition assistance already approved by the board will be paid
- Hold on all furniture & equipment purchases. This hold does not include purchase for new buildings or for planned landscaping equipment.
- Move all lawn maintenance to facilities department as employee time allows.

The resolution passed.

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

Director's Report:

Exhibit 04/20/F

There were no additions to the director's written report

Assistant Director's Report:

Exhibit 04/20/G

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

Human Resources Report:

Exhibit 04/20/H

Human Resource Actions

Exhibit 04/20/I

Josh Hutchinson made a motion, seconded by Paul Newman, 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

Amendment to Flexible Spending Plan:

Exhibit 04/20/J

Kate Pitrone made a motion seconded by Josh Hutchinson to approve a change to the library's flexible spending plan as required by recently enacted CARES Act.

The motion passed.

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

Local Manager's Report:

Exhibit 04/20/K

Mike Pope, IT Manger, reported that the department has been busy with expanded virtual services and overseeing internet installation at the new buildings. Karen Delano suggested that the library expand their virtual offerings, for example, Geauga West's Look, Lunch and

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Listen programs. Kris Carroll reported that public service staff is contact scheduled speakers for this program and others to see if the speakers are interested in providing a virtual program. Karen commented that the library needs to keep staff and patrons engaged and that the more programming the library can do, the better.

Committee Reports:

Ad Hoc Facilities

Approval of GMP #1 (Renovations) Change Order #3

Exhibit 04/20/L

Paul Newman made a motion, seconded by Raymond Rundelli, to approve GMP #1 Change order #3 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 #3

Exhibit 04/20/M

Paul Newman made a motion, seconded by Kate Pitrone, to approve GMP #2 Change order #3 as presented in the board packet.

The motion passed.

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

Nays: None

Approval of North East Ohio Gas Line Extension Proposal

Exhibit 04/20/N

Josh Hutchinson made a motion, seconded by Raymond Rundelli, to approve the NEOG proposal to extend a new gas line to the new Thompson library.

The motion passed.

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

Nays: None

Approval of Collective Spaces Shelving Proposal

Exhibit 04/20/O

Josh Hutchinson made a motion, seconded by Paul Newman, to approve the Collective Spaces proposal to provide shelving for the new Thompson library.

The motion passed.

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

Nays: None

Unfinished Business: None

New Business: None

Board Development: None

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Foundation report:

Becki Gierman reported that the Foundation's Mini Golf fund raiser grossed \$13,300. Becki has been reaching out to the Library's Friends groups to discuss cancellation of book sales and other ideas for fund raising. The Imagination Library had over 800 enrollees.

Comments from the Public: None

Adjourn:

Paul Newman made a motion, seconded by Kate Pitrone, to adjourn the meeting. The motion passed and the meeting adjourned at 5:15 P.M.

Karen Delano, President

Raymond Rundelli, Secretary