

## Minutes of Regular Board Meeting

July 21, 2020

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, July 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, Paul A. Newman, Larry Pitorak (arrived at 4:03), Kate Pitrone, Raymond Rundelli, Jake Yanchar Ed Worso – Director, Kris Carroll - Assistant Director and Lisa Havlin – Fiscal Officer

**Also Present:** Kevin Barton, Eric Coulbourne, Patrick Culliton, Katy Farrell, Rebecca Gierman, Rachael Hartman, Patrick Jolly, Robin Kuhlman, Judy Lasco, Lisa Luoma, Marlene Pelyhes, Michael Pope, Christine Reda

### **Approval of Minutes:**

Exhibit 07/20/A

The minutes of the June 23, 2020 budget hearing and regular board meeting and the June 29, 2020 special meeting minutes were approved as presented upon motion by Raymond Rundelli, seconded by Kate Pitrone.  
The motion passed.

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

### **Communications:**

None

### **Agenda:**

Exhibit 07/20/B

Kate Pitrone made a motion, seconded by Paul Newman, to approve the agenda.  
The motion passed.

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

Larry Pitorak arrived at 4:03

### **Fiscal Officer's Report:**

Exhibit 07/20/C

*Approval of May Disbursements*

Exhibit 07/20/D

Paul Newman made a motion, seconded by Josh Hutchinson to approve the Fiscal Officer's Report including disbursements as presented in the board packet.  
The motion passed.

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

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*Approval of Revised Cash Drawer Amounts*

Paul Newman made a motion, seconded by Josh Hutchinson, to approve updated cash drawer amounts removing the \$50 from Newbury Library Station's cash drawer  
The motion passed.

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

*2020 Budget Commission Hearing*

Fiscal Officer, Lisa Havlin amended the information presented in her written report to provide the board updated place and time for the August 17, 2020 budget commission meeting.

**Director's Report:**

Exhibit 07/20/E

In addition to his written report, Director, Ed Worso discussed with the board a recent email from Kimya Matthews concerning the library continuing service at Newbury Library Station.

**Assistant Director's Report:**

Exhibit 07/20/F

In addition to her written report, Assistant Director, Kris Carroll, confirmed that she has a verbal agreement with Kenston schools for use of the Gardiner Center as a temporary library space while the current Bainbridge building is closed. A written agreement will be prepared with details including janitorial fees and open hours.

**Human Resources Report:**

Exhibit 07/20/G

*Human Resource Actions*

Exhibit 07/20/H

Josh Hutchinson 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

*Approval to Rescind Hiring Freeze*

Kate Pitrone made a motion, seconded by Paul Newman, to rescind the hiring freeze to allow for flexibility in replacing employees who resign.  
The motion passed.

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

*Approval of Changes to Thompson Organizational Chart*

Exhibit 07/20/I

Jake Yanchar made a motion, seconded by Kate Pitrone to approve the changes to the Thompson Organizational Chart made necessary by the new Thompson Library building.  
The motion passed.

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

Nays: None

*Approval of Changes to Personnel Policy #630 - FMLA*

Exhibit 07/20/J

Josh Hutchinson made a motion, seconded by Raymond Rundelli to approve the Personnel Policy #630 – FMLA. After board discussion, the motion passed.

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

Nays: None

*Approval of Personnel Policy #631 – Expanded FMLA*

Exhibit 07/20/K

Jake Yanchar made a motion, seconded by Paul Newman to approve the Personnel Policy #631 – Expanded and FMLA and Emergency Sick Leave.  
The motion passed.

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

Nays: None

*Approval of Changes to Personnel Policy #212 EEOC*

Exhibit 07/20/L

Paul Newman made a motion, seconded by Jake Yanchar to approve the Personnel Policy #212 Equal Employment Opportunity.  
The motion passed.

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

Nays: None

*Approval of Personnel Policy #213 Harassment*

Exhibit 07/20/M

Raymond Rundelli made a motion, seconded by Josh Hutchinson, to approve the Personnel Policy #213 Harassment  
The motion passed.

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

Nays: None

*Approval to Delete Personnel Policy #221 ADA*

Exhibit 07/20/N

Raymond Rundelli made a motion, seconded by Josh Hutchinson, to delete Personnel Policy #221 ADA. Wording from this policy is now included in Personnel Policy #212.  
The motion passed.

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

Nays: None

**Committee Reports:** None

**Unfinished Business:** None

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### **New Business:**

#### *Newbury Library Station*

The Board discussed the need to know the ownership of the former Newbury School building before committing to open Newbury Library Station.

### **Board Development:**

Ed will forward information about OLC virtual Trustee meetings to the Board. Ed also reminded the Board that OLC had confirmed that virtual board meetings can continue to be held until the current order is rescinded.

### **Foundation report:**

Becki Gierman reported that the Foundation Board held a virtual meeting on July 14. Two long-time board members resigned. The Foundation is still providing book bags at the United Way food program. 356 bags have been given away to date. The program will end July 29. The Board also discussed their fall fund raiser. It was decided to hold a non-event. Other library foundations have raised funds using this type of event.

Becki also reported she worked on two grants for the library. \$500 was received from the Cleveland Foundation for hosting the 2020 Common Ground event. The library is also applying for the LSTA CARES Act grant which will provide \$3,000 which can be used to purchase personal protective equipment.

**Comments from the Public:** None

### **Adjourn:**

Raymond Rundelli made a motion, seconded by Josh Hutchinson, to adjourn the meeting. The motion passed and the meeting adjourned at 4:40 PM.

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Karen Delano, President

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Raymond Rundelli, Secretary