

Minutes of Regular Board Meeting

September 15, 2020

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, September 15, 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: Vice-President Josh Hutchinson called the meeting to order at 4:02 and the roll call was conducted.

Present: Josh Hutchinson, Paul A. Newman, Larry Pitorak, Kate Pitrone, Raymond Rundelli, Jake Yanchar (arrived at 4:09), Ed Worso – Director, Kris Carroll - Assistant Director and Lisa Havlin – Fiscal Officer

Also Present: Kevin Barton, Patrick Culliton, Rebecca Gierman, Rachael Hartman, Patrick Jolly, Judy Lasco, Marlene Pelyhes, Michael Pope, Christine Reda

Approval of Minutes:

Exhibit 09/20/A

The minutes of the August 18, 2020 regular board meeting were approved as presented upon motion by Raymond Rundelli, seconded by Kate Pitrone.

The motion passed.

Ayes: Hutchinson, Newman, Pitorak, Pitrone, Rundelli

Nays: None

Communications:

None

Agenda:

Exhibit 09/20/B

Raymond Rundelli made a motion, seconded by Paul Newman, to approve the agenda.

The motion passed.

Ayes: Hutchinson, Newman, Pitorak, Pitrone, Rundelli

Nays: None

Fiscal Officer's Report:

Exhibit 09/20/C

Approval of August Disbursements and Gifts

Exhibit 09/20/D

Paul Newman made a motion, seconded by Kate Pitrone to approve the Fiscal Officer's Report including disbursements and gifts as presented in the board packet.

The motion passed.

Ayes: Hutchinson, Newman, Pitorak, Pitrone, Rundelli

Nays: None

Approval to Rescind Remaining Cost Saving Measures

Paul Newman made a motion, seconded by Kate Pitrone, to rescind the remaining cost saving measures that were implemented by the Board at their April meeting.

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The motion passed.

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

Approval of Bank Depository Agreements

Exhibit 09/20/E

Kate Pitrone made a motion, seconded by Raymond Rundelli, to approve the bank depository agreements for October 1, 2020 thru September 30, 2025 with PNC and First National Banks.

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

Approval of CARES Act Grant and Required Fund & Accounts

Exhibit 09/20/F

Paul Newman made a motion, seconded by Raymond Rundelli to approve the library's participation in the CARES Act Grant and addition of the required fund and accounts needed to account for the grant funds

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

Jake Yanchar arrived at 4:09

Approval of Fund Transfer

Paul Newman made a motion, seconded by Kate Pitrone to approve a \$3,000 transfer of funds received from the CARES Act Mini-Grant from the General Fund to the 201 Special Revenue fund.

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

Approval of Changes to Operating Policy #304 - Budgetary Level of Control

Exhibit 09/20/G

Paul Newman made a motion, seconded by Kate Pitrone to approve the requested changes to Operating Policy #304 – Budgetary Level of Control to allow the fiscal officer to move funds within the 201 and 202 Special Revenue Funds at the fund level.

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

Approval of 2020 Amended Appropriations

Exhibit 09/20/H

Paul Newman made a motion, seconded by Kate Pitrone to approve the amended 2020 Appropriations to include CARES Act grant funds.

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

Director's Report:

Exhibit 09/20/I

There were no additions to the Directors written report

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Assistant Director's Report:

Exhibit 09/20/J

In addition to her written report, Assistant Director, Kris Carroll, let the Board know that Bainbridge Library's temporary move to the Kenston Gardiner Center had been completed and that 54 patrons had already visited the location in the few hours it had been opened.

Human Resources Report:

Exhibit 09/20/K

Human Resource Actions

Exhibit 09/20/L

Raymond Rundelli made a motion, seconded by Jake Yanchar, to approve the Human Resource Actions as presented in the board packet.

The motion passed.

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

Nays: None

Approval of IT Department Job Descriptions

Exhibit 09/20/M

Paul Newman made a motion, seconded by Kate Pitrone, to approve updates to job descriptions for Server/Software Specialist, Computer Technician, and Technology Trainer positions.

The motion passed.

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

Nays: None

Approval of Changes to Personnel Policy #590 and #727

Exhibit 09/20/N

Paul Newman made a motion, seconded by Jake Yanchar to approve the changes to Personnel Policy #590, to renumber the policy to #644 and to delete Personnel Policy #727 as the language was incorporated into new Policy #644 Holidays and Closings.

The motion passed.

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

Nays: None

Approval of Changes to Personnel Policy #820 Resignation

Exhibit 09/20/O

Raymond Rundelli made a motion, seconded by Josh Hutchinson to approve the Personnel Policy #820 Resignation.

The motion passed.

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

Nays: None

Approval to Delete Personnel Policy #546

Exhibit 09/20/P

Kate Pitrone made a motion, seconded by Paul Newman to approve deleting Personnel Policy #546 as this policy's language is included in Personnel Policy #213

The motion passed.

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

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Nays: None

Committee Reports:

Ad Hoc Committee

Ed suggested that the Ad Hoc committee meet to discuss uses for the unused contingency funds. Ed will schedule an 8:00 AM meeting.

Unfinished Business: None

New Business:

Change Order #7 for GMP #2 New Builds

Exhibit 09/20/Q

Paul Newman made a motion, seconded by Kate Pitrone to approve Change Order #7 for GMP #2.

The motion passed.

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

Nays: None

Approval to Close Middlefield Library

Paul Newman mad a motion, seconded by Jake Yanchar to close Middlefield Library for in-person patron services on election day. Middlefield is used as a polling place and the increased number of people in the building could be over the approved number of patrons allowed in the building. The Library will still be open to staff and for curb-side holds pickup. The motion passed.

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

Nays: None

Approval of September 2020 Discard List

Exhibit 09/20/R

Raymond Rundelli made a motion, seconded by Paul Newman, to approve the September 2020 discard list as presented.

The motion passed.

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

Nays: None

Board Development:

Ed forwarded information about OLC virtual Trustee meetings to the Board.

Foundation report:

Becki Gierman reported that she, Ed Worso, and Raymond Rundelli recently met with the presidents of all Friends Groups. Becki presented a plan that would change how Friends groups are organized. There would be a committee of Friends groups within the Foundation. One member of the Friends committee would sit on the Foundation Board. Volunteer teams would be formed at each building. The purpose of the change is to create a sense of community throughout the system as a whole.

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At their last meeting, the Foundation approved new by-laws and an update MOU to be presented to the Library Board of Trustees reflecting these changes. At the Library Board's next meeting Becki will present updated Operating Policies #410 Friends of the Library, #420 Specialized Support Groups and #440 Geauga County Library Foundation for Library Board approval.

The Foundation's virtual fund raiser, Stay at Home and Read, has received \$750 in sponsorships and has several celebrity spokespeople including Fran DeWine and the Chardon Polka Bank participating.

Comments from the Public:

Trudy Gordin, a member of the board of the Geauga West Friends, commented that the Geauga West Friends are not in favor of the new organization of Friends groups. Five of the library's friends groups have been contacted and she has been told that three of the groups will not be participating in the new organization. The other two groups have not responded. Ms Gordin requested the Board consider another collaborative plan.

Executive Session

Raymond Rundelli made a motion, seconded by Kate Pitrone to adjourn to executive session to consider the discipline of a public employee. Director Ed Worso joined the trustees in the session.

The regular meeting adjourned at 4:47.

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

Nays: None

The Board returned to the regular meeting at 5:04

Adjourn:

Raymond Rundelli made a motion, seconded by Kate Pitrone, to adjourn the meeting. The motion passed and the meeting adjourned at 5:04 PM.

Joshua Hutchinson, Vice-President

Raymond Rundelli, Secretary