

## Minutes of Regular Board Meeting

November 17, 2020

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, November 17, 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 4:06 and the roll call was conducted.

**Present:** Karen Delano, Josh Hutchinson, Paul A. Newman, Larry Pitorak (arrived at 4:08), 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, Judy Lasco, Marlene Pelyhes, Michael Pope, Christine Reda

### **Approval of Minutes:**

Exhibit 11/20/A

The minutes of the October 21, 2020 regular board meeting and October 23, 2020 and November 6, 2020 Special Board meeting were approved as presented upon motion by Paul Newman, seconded by Josh Hutchinson.  
The motion passed.

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

### **Communications:**

Exhibit 11/20/B

There were no additions to communications included in the board packet.

Larry Pitorak joined the meeting at this time.

### **Agenda:**

Exhibit 11/20/C

Kate Pitrone made a motion, seconded by Jake Yanchar to approve the agenda with the addition of 16A Executive Session.  
The motion passed.

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

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

Exhibit 11/20/D

*Approval of October Disbursements and Gifts*

Exhibit 11/20/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

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Nays: None

*Approval of 2022 Energy Contracts*

Exhibit 11/20/F

Paul Newman made a motion, seconded by Raymond Rundelli to approve the 2022 – 2025 Direct Energy contracts for energy suppliers.

The motion passed.

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

Nays: None

**Director's Report:**

Exhibit 11/20/G

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

**Assistant Director's Report:**

Exhibit 11/20/H

There was one correction (statistics noted at the end of the report were for the entire system, not Thompson) and no additions to the Assistant Director's report as included in the board packet.

**Human Resources Report:**

Exhibit 11/20/I

*Human Resource Actions*

Exhibit 11/20/J

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, Hutchinson, Newman, Pitorak, Pitrone, Rundelli, Yanchar

Nays: None

*Approval of Retirement Gift*

Kate Pitrone made a motion, seconded by Paul Newman, to approve a retirement gift for a part time employee as listed on the HR Actions report. The motion passed.

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

Nays: None

*Approval of Personnel Policies #325, #440, #750 and #820*

Exhibit 11/20/K

Paul Newman made a motion, seconded by Josh Hutchinson, to approve the changes to the following Personnel Policies as amended.

- 325 Mileage Reimbursement – as presented in board packet
- 440 Unanticipated Closure – as amended with change *If the closure extends for more than ~~4~~ one weeks, continuation of compensation and paid time off accrues for non-working staff will require Board approval.*
- 750 Full-Time – Group Insurance Plans – Health, etc. – as presented in board packet
- 810 Retirement – as presented in board packet.

The motion passed.

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

Nays: None

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**Committee Reports:**

Personnel Committee

Exhibit 11/20/L

*Approval of 2020 Merit Pay*

Exhibit 11/20/M

Raymond Rundelli made a motion, seconded by Josh Hutchinson, to approve 2020 merit payments to staff at the Level 3 amounts and including a \$125 appreciation merit payment for all staff not recommended for merit payments, as presented by the personnel committee. The motion passed.

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

Nays: None

Jake Yanchar left the meeting at 4:36 and returned at 4:39

*Approval of 2021 Salary Increase*

Exhibit 11/20/N

After Board discussion, Raymond Rundelli made a motion, seconded by Josh Hutchinson to approve a 2.5% salary increase for all eligible employees. The motion passed.

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

Nays: None

**Unfinished Business:**

None

**New Business:**

*Approval of GMP #1 Change Order #9*

Exhibit 11/20/O

Paul Newman made a motion, seconded by Josh Hutchinson to approve Change Order #9 for GMP #1 renovations, returning unused contingency to the library. The motion passed.

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

Nays: None

*Approval of Thompson Property Easement*

Exhibit 11/20/P

Paul Newman made a motion, seconded by Kate Pitrone, to approve the property easement as presented in the board packet.

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

Nays: None

*Approval of 2021 Board Meeting Dates and Locations*

Exhibit 11/20/Q

Paul Newman made a motion, seconded by Josh Hutchinson to approve 2021 board meeting dates and locations 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 November Discard List*

Exhibit 11/20/R

Josh Hutchinson made a motion, seconded by Jake Yanchar, to approve the discard list as presented in the board packet.

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

### **Board Development:**

None

### **Foundation report:**

Becki Gierman addressed the feedback GCPL and the Foundations been getting in regards to the restructuring of the Foundation and Partners Organization in hopes correct some of the misperceptions of their vision and purpose.

They have recommended that the funds that the Friends groups have raised in the name of GCPL be spent, donated to the Foundation, or gifted directly to GCPL in order to respect the intentions of their contributors. Ultimately the choice of how—or whether—to dispose of their funds is up to the each individual organization. This restructuring is about planning for the future. Friends of the Library are our most dedicated supporters and strongest advocates. We are hoping they will join us in a larger role in helping build a system wide sense of community and engagement.

The volunteer committee to create the new organization has been meeting regularly. Their goal is to be ready to start actively recruiting members for 2021 in the next 4-6 weeks.

The Stay at Home and Read Fundraiser last month raised \$5,125 dollars for the Foundation's general fund. They were able to reach so many new donors on an online promotion, which they had never done before.

All 88 counties in Ohio are now participating in the Ohio Governor's Imagination Library. Geauga County reached our 2020 goal of enrolling 30% of the number eligible. That's over 1300 kids.

GCLF is participating in a national campaign for Dolly Parton Imagination Library. GCLF also has a big enrollment initiative happening with Chesterland Rotary in early December.

### **Comments from the Public:**

None

### **Executive Session:**

Kate Pitrone made a motion seconded by Josh Hutchinson to enter executive session to consider complaints against a public employee. The motion passed and the Board entered executive session at 5:18 PM.

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

The board returned to regular session at 5:40.

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*Motion to Investigate Public Employee Conduct*

Raymond Rundelli made a motion, seconded by Josh Hutchinson, to engage Meredith Shoop with Littler Mendelson, PC, to conduct an investigation concerning complaints against a public employee. Raymond Rundelli and Jake Yanchar will act as points of contact and the board authorizes Raymond Rundelli to sign and approve the letter of engagement with fees not to exceed \$15,000.

The motion passed.

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

Nays: None

**Adjourn:**

Josh Hutchinson made a motion, seconded by Kate Pitrone, to adjourn the meeting. The motion passed and the meeting adjourned at 5:43 PM.

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Karen Delano, President

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Raymond Rundelli, Secretary