

Minutes of Regular Board Meeting

December 15, 2020

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, December 15, 2020. In accordance with the November 23, 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, Kate Pitrone (arrived at 4:01), Raymond Rundelli, Jake Yanchar, Ed Worso – Director, Kris Carroll - Assistant Director and Lisa Havlin – Fiscal Officer

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

Kate Pitrone joined the meeting at this time.

Approval of Minutes: Exhibit 12/20/A
The minutes of the November 17, 2020 records commission meeting were approved as presented and November 17, 2020 meeting were approved as amended upon motion by Josh Hutchinson, seconded by Paul Newman.
The motion passed.

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

Communications: Exhibit 12/20/B
Josh Hutchinson questioned the statement in the communications that said the Friends groups could no longer use the library's meeting rooms. Ed clarified that this was just due to the meeting rooms being closed as a COVID protocol.

Agenda: Exhibit 12/20/C
Paul Newman made a motion, seconded by Josh Hutchinson to approve the agenda as presented.
The motion passed.

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

Fiscal Officer's Report: Exhibit 12/20/D
Approval of November Disbursements and Gifts Exhibit 12/20/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.

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The motion passed.

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

Approval of Resolution #20-3 Advance Tax Collection

Exhibit 12/20/F

Paul Newman made a motion, seconded by Josh Hutchinson to approve resolution #20-3 Request for Advance Taxes Collected for 2021.

The motion passed.

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

Approval of Appropriations Transfers

Paul Newman made a motion, seconded by Raymond Rundelli to approve the appropriations transfers as presented.

The motion passed.

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

Approval of Fund Transfers

Josh Hutchinson made a motion, seconded by Paul Newman to approve an end of year transfer of \$750,000 from the general fund to the building and repair fund.

The motion passed.

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

Approval of 2021 Mileage Rate

Paul Newman made a motion, seconded by Jake Yanchar to approve the standard IRS mileage rate be applied to mileage reimbursement requests in 2021.

The motion passed.

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

Director's Report:

Exhibit 12/20/G

Approval of Staff Continuing Education Assistance

Josh Hutchinson made a motion, seconded by Paul Newman to approve the following Continuing Education Assistance request:

Debbie Schrock (toward BA from KSU)	\$485.61
o Customer Service	
o Technical and Applied Studies Cornerstone	

The motion passed.

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

Assistant Director's Report: Exhibit 12/20/H
There were no additions to the Assistant Director's report as included in the board packet.

Human Resources Report: Exhibit 12/20/I
Human Resource Actions Exhibit 12/20/J
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

Approval of Retirement Gift
Paul Newman made a motion, seconded by Josh Hutchinson, 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 Policy #260 Performance Evaluation Exhibit 12/20/K
Paul Newman made a motion, seconded by Raymond Rundelli, to approve the changes of Personnel Policy #260 Performance Evaluation as presented in the board packet.
The motion passed.

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

Approval of Personnel Policy #440 Unanticipated Closure Exhibit 12/20/L
Kate Pitrone made a motion, seconded by Josh Hutchinson, to approve the changes of Personnel Policy #440 Unanticipated Closure as presented in the board packet.
The motion passed.

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

Approval of Personnel Policy #632 Paid Sick Leave (Temporary) Exhibit 12/20/M
Paul Newman made a motion, seconded by Josh Hutchinson, to approve Temporary Personnel Policy #632 Paid Sick Leave as presented in the board packet.
The motion passed.

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

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Local Manager's Report

Mike Pope, IT Manager provided a preview of the equipment purchased for the Bainbridge Maker Space.

Committee Reports:

Finance Committee

Exhibit 12/20/N

Approval of 2021 Appropriations

Paul Newman made a motion, seconded by Jake Yanchar, to approve 2021 budget appropriations as presented in the board packet.

The motion passed.

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

Nays: None

Unfinished Business:

None

New Business:

Approval of December Discard List

Exhibit 12/20/O

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

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

Nays: None

Lines and Links

Karen Delano asked if Lines and Link Lite that is emailed could include the stories that are included in the mailed Lines and Links. Patrick Culliton, Marketing Director, replied that the most recent Lines and Link Lite had a targeted message explaining the changes to in person public services.

Board Development:

Approval of Nominations for 2021 Officers

Paul Newman made a motion, seconded by Raymond Rundelli, to approve the nominations for 2021 Board Officers as presented.

The motion passed.

President: Josh Hutchinson

Vice President: Jake Yanchar

Secretary: Kate Pitrone

Foundation report:

Becki Gierman reported that the Foundation and Partners Creation Committee met in November and December to work on the leadership structure of the new committee that will take the place of the individual Friends groups. Becki also shared that a non-profit consultant has volunteered to join the committee in their next meeting. At their last meeting, the Foundation approved \$20,000 in funding to the library including sponsoring the Summer

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Reading Program. Becki is also investigating third party vendors to provide online books sales.

Karen Delano asked Becki to explain the proposed change to the Foundation by-laws to remove a Library Board liaison since Becki and Ed attend the Foundation meeting. After discussion, the Board agreed that a liaison was not needed. Ed will make the appropriate change to the Library by-laws for approval at the January Organizational meeting.

Karen also asked that Becki share information about lifetime memberships. Becki reported that lifetime memberships with Friends groups will be honored as lifetime memberships with the Foundation.

Comments from the Public:

Trudy Gordin asked Becki questions about the Foundation and Partners committee and when Friends members would be informed about lifetime memberships. After further discussion between Ms Gordin and Becki, Raymond reminded Ms Gordin the comments were intended to address library board concerns and asked her to follow up with the Foundation with any Foundation concerns.

Executive Session:

Kate Pitrone made a motion seconded by Josh Hutchinson to enter executive session to consider compensation of public employees. The motion passed and the Board entered executive session at 5:05 PM.

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

Nays: None

The board returned to regular session at 5:33.

Director and Fiscal Office Compensation

Exhibit 12/20/P

Raymond Rundelli made a motion, seconded by Kate Pitrone, approve the following recommendations from the Personnel Committee:

- Ed Worso and Lisa Havin will receive the same raise as given to employees at the November board meeting
- 2020 Merit payment will be given according to the proposal
- Personnel committee will follow-up with Ed and Lisa to go over the self-evaluations sent to the Board last week.

The motion passed.

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

Nays: None

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Adjourn:

Josh Hutchinson made a motion, seconded by Paul Newman, to adjourn the meeting. The motion passed and the meeting adjourned at 5:33 PM.

Karen Delano, President

Raymond Rundelli, Secretary