

# Minutes of Organizational Meeting

January 19, 2021

The Geauga County Public Library Board of Trustees met for the Organizational Meeting on Tuesday, January 19, 2021. In accordance with the November 3, 2021 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 Organizational meeting to order at 4:01 and the roll call was conducted.

Present: Karen Delano, Josh Hutchinson Paul Newman, Larry Pitorak, Kate Pitrone, Raymond Rundelli, Ed Worso – Director, Kris Carroll - Assistant Director, Lisa Havlin-Fiscal Officer.

Also Present: Eric Coulbourne, Becki Gierman, Rachael Hartman, Patrick Jolly, Robin Kuhlman, Judy Lasco, Lisa Luoma, Dawn Malaska, Marlene Pelyhes, Mike Pope, Chris Reda, and Deborah Schrock.

## **Election of Officers:**

Paul Newman made a motion, seconded by Raymond Rundelli to approve the following slate of officers as recommended by the Executive Committee. There were no nominations from the floor.

The motion passed.

The new officers are:

President:	Josh Hutchinson
Vice President:	Jake Yanchar
Secretary:	Kate Pitrone

## **Oath of office Board Officers**

Notary Raymond Rundelli conducted the swearing in of the board officers, Josh Hutchinson and Kate Pitrone. Josh Hutchinson began duties as President and conducted the remainder of the Organizational meeting.

## **Appointment of Fiscal Officers and Bond:**

Exhibit 1/21/A

Paul Newman made a motion, seconded by Raymond Rundelli to approve the appointment of Lisa Havlin as Fiscal Officer. The Fiscal Officer's salary and employment package specified in memorandum and bond to be set at \$40,000.

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

Nays: None

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## **Oath of Fiscal Officers:**

Notary Raymond Rundelli conducted the swearing in of the Fiscal Officer.

## **Appointment of Deputy Fiscal Officers and Bond:**

Paul Newman made a motion, seconded by Kate Pitrone to approve the appointment of Dawn Malaska as Deputy Fiscal Officer with bond to be set at \$10,000.

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

Nays: None

## **Appointment of Director:**

Exhibit 1/21/A

Paul Newman made a motion, seconded by Kate Pitrone, to approve the appointment of Edward Worso as Library Director at the salary and employment package presented in memorandum. The motion passed.

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

Nays: None

## **Approval of Bylaws:**

Exhibit 1/21/B

Paul Newman made a motion, seconded by Kate Pitrone, to approve the Bylaws for 2021. The motion passed.

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

Nays: None

## **Approval of Organizational Chart, Personnel Policies 131-142:**

Exhibit 1/21/C

Paul Newman made a motion, seconded by Raymond Rundelli, to approve the Organizational Charts, Personnel Policies #131-142 as presented. The motion passed.

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

Nays: None

## **Committee Appointments:**

Exhibit 1/21/D

Ed Worso presented committee appointments. The 2021 committees are:

Executive: Josh Hutchinson, Kate Pitrone & Jake Yanchar

Finance: Karen Delano (Chair), Paul Newman & Jake Yanchar

Personnel: Kate Pitrone (Chair), Larry Pitorak & Raymond Rundelli

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

Exhibit 1/21/E

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*Petty Cash Amounts*

Raymond Rundelli made a motion, seconded by Karen Delano, to approve the Fiscal Officer's recommendations for branch petty cash amounts as listed in her board report.

The motion passed.

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

Nays: None

*Cash Drawer Amounts*

Paul Newman made a motion, seconded by Karen Delano, to approve the Fiscal Officer's recommendations for cash drawer amounts as listed in her board report.

The motion passed.

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

Nays: None

*Fiscal Officer to invest monies*

Paul Newman made a motion, seconded by Raymond Rundelli, to allow the Fiscal Officer to invest monies without prior approval of the Board.

The motion passed.

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

Nays: None

**Stock Holdings:**

Exhibit 1/21/F

Lisa Havlin reported that the stock held by the Library at the end of 2020 had a value of \$6,215.28.

**Adjourn:**

Kate Pitrone made a motion, seconded by Paul Newman, to adjourn the meeting. The motion passed and the meeting adjourned at 4:12 P.M.

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Josh Hutchinson, President

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Kate Pitrone, Secretary