

## Minutes of Regular Board Meeting

May 18, 2021

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, May 18, 2021. In accordance with the November 3, 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 Josh Hutchinson called the meeting to order at 4:00 and the roll call was conducted.

**Present:** Karen Delano Josh Hutchinson, Paul Newman, Larry Pitorak (arrived at 4:05) Kate Pitrone, Raymond Rundelli, Jake Yanchar, Ed Worso – Director, Kris Carroll - Assistant Director and Lisa Havlin – Fiscal Officer.

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

**Approval of Minutes:** Exhibit 05/21/A  
The minutes of the regular April 2021 regular board meeting were approved as presented upon motion by Paul Newman seconded by Karen Delano.  
The motion passed.

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

**Communications:** Exhibit 05/21/B  
There were no additions to the communications contained the board packet.

**Agenda:** Exhibit 05/21/C  
Paul Newman made a motion, seconded by Kate Pitrone, to approve the agenda with the addition of Discussion with John Keister an possible Executive Session to follow Comments from the Public.  
The motion passed.

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

**Fiscal Officer's Report:** Exhibit 05/21/D  
*Approval of Disbursements and Gifts* Exhibit 05/21/E  
Paul Newman made a motion, seconded by Karen Delano, to approve the Fiscal Officer's Report including disbursements and gifts as presented in the board packet.  
Larry Pitorak joined the meeting at 4:05.  
The motion passed.

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

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*Approval of Amendment to Operating Policy #380 – Credit Cards* Exhibit 05/21/F  
Paul Newman made a motion, seconded by Kate Pitrone, to approve the amendment to Operating Policy #380 – Credit Cards as presented in the board packet.

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

**Director's Report:**

Exhibit 05/21/G

*Approval of Staff Continuing Education Assistance*

Jake Yanchar made a motion, seconded by Paul Newman to approve continuing education assistance reimbursement in the amount of \$682.73 to Debbie Schrock toward her Bachelor of Arts degree from Kent State University for the following classes:

- Cultural Dynamic Technology
- Information Fluency in the Workplace and Beyond

**Assistant Director's Report:**

Exhibit 05/21/H

In addition to her written report Kris Carroll reported that she has meet with managers to discuss how to move forward with the changes to the state health mandates and the possible next stage of public services.

**Human Resources Report:**

Exhibit 05/21/I

*Human Resource Actions*

Exhibit 05/21/J

Following an overview of Personnel Policy #260 presented by Chris Reda, HR Coordinator, Kate Pitrone made a motion, seconded by Raymond Rundelli 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 Changes to Personnel Policy #642 – Staff Recognition*

Exhibit 05/21/K

Kate Pitrone made a motion, seconded by Paul Newman to approve the changes to Personnel Policy 643 – Staff Recognition and the creation of Personnel Policy 642 – Anniversary Hours as presented in the board packet.

The motion passed.

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

*Approval of Changes to Personnel Policy #732 – Personal Time*

Exhibit 05/21/L

Paul Newman made a motion, seconded by Kate Pitrone to approve the changes to Personnel Policy 723 – Personal Time as presented in the board packet.

The motion passed.

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

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President Josh Hutchinson revisited the approval of the HR Actions and led a discussion to ensure the board agreed to the merit payment included in the board packet.

After further discussion, Kate Pitrone made a motion, seconded by Karen Delano to move the discussion to executive session to consider compensation of a public employee.

The motion failed.

Ayes: Delano, Hutchinson, Pitrone, Yanchar

Nays: Newman, Pitorak, Rundelli

### **Local Manager's Report**

IT manager Mike Pope spoke to the board about upcoming changes to the library's copier contract. At contract renewal, the library is planning to add Papercut print management software that will provide enhancements for patrons and provide a cost savings for the library.

### **Committee Reports:**

Ad Hoc Facilities Committee

*Approval of Change Order 40*

Exhibit 05/21/M

Kate Pitrone made a motion seconded by Karen Delano to approve the change order to add additional irrigation and a yard hydrant at the Bainbridge Library to accommodate the Chagrin Valley Herb Society's garden plans.

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

Nays: None

### **Unfinished Business:**

*Chagrin Valley Herb Society Memorandum of Understanding*

Exhibit 05/21/N

Paul Newman made a motion, seconded by Kate Pitrone, to approve the memorandum of understanding as presented in the board packet.

The motion passed.

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

Nays: None

### **New Business:**

Exhibit 05/21/O

*Approval of New Operating Policies*

Paul Newman made a motion seconded by Kate Pitrone to approve the addition of Operating Policy 550 – Inspiration Station and Mobile Memory Lab and the amendments to Operating Policies 731 Loan Periods, Renewals and Fees and 765 – Lost Materials, Fees.

The motion passed.

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

Nays: None

### **Board Development**

Ed reminded the board that OLC's Trustee Townhall meeting with special guest Senator Jerry Cirino would be held May 20.

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### **Foundation report:**

Becki Gierman reported that the Foundation was contacted to provide a presentation detailing their virtual fund raiser experience and also to provide a webinar providing information about the Foundation's partnership with birthing hospitals to sign newborns up for the Imagination Library. Becki also reported that the former Books and Bears kindergarten program had been changed to Books and Raccoons and was being presented virtually this year.

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

Kathy Catani asked the Board to approve the Chagrin Valley Herb Society's plan to develop the new herb garden.

*Approval of Chagrin Valley Herb Society's Garden Plan*

Exhibit 05/21/P

Kate Pitrone made a motion, seconded by Karen Delano to approve the plans as presented in the board packet.

The motion passed.

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

Nays: None

Kathy McClure asked the board if meetings would be hybrid in the future. President Josh Hutchinson replied that the board was working toward that plan.

### **Executive Session**

Paul Newman made a motion, seconded by Kate Pitrone to move to executive session for a discussion with John Keister for consideration of employment for a public employee.

The motion passed and the board moved to executive session at 5:06

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

Nays: None

The board returned to the regular meeting at 6:02

### **Adjournment:**

Paul Newman made a motion, seconded by Jake Yanchar, to adjourn the meeting. The motion passed and the meeting adjourned at 6:03 P.M.

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Josh Hutchinson, President

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Kate Pitrone, Secretary