

Minutes of Regular Board Meeting

July 20, 2021

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, July 20, 2021, at the Bainbridge Library.

Call to order and roll call: President Josh Hutchinson called the board meeting to order at 4:05 P.M. and the roll call was conducted.

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

Also Present: Kevin Barton, Patrick Culliton, Alicia Evans, Katy Farrell (4:30 P.M.), Becki Gierman, Rachael Hartman, Patrick Jolly, Marlene Pelyhes, Mike Pope, Christine Reda, and Mary Balog

Approval of Minutes:

Exhibit 07/21/A

The minutes of the Tax Budget Hearing and June 2021 regular board meetings were approved as presented upon motion by Paul Newman seconded by Kate Pitrone. The motion passed.

Ayes: Delano, Hutchinson, Newman, Pitorak, Pitrone

Nays: None

Communications: None

Agenda:

Exhibit 07/21/B

Kate Pitrone made a motion, seconded by Karen Delano, to approve the agenda with two amendments: presentation by R Strategy moved to beginning of meeting and the addition of 16 Executive Session.

The motion passed.

Ayes: Delano, Hutchinson, Newman, Pitorak, Pitrone

Nays: None

Fiscal Officer's Report:

Exhibit 07/21/C

Approval of Disbursements & Gifts

Exhibit 07/21/D

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

The motion passed.

Ayes: Delano, Hutchinson, Newman, Pitorak, Pitrone

Nays: None

Approval of Participation in Emergency Connectivity Fund

Exhibit 07/21/E

Karen Delano made a motion, seconded by Paul Newman, to approve the library's participation in the Emergency Connectivity Fund. Funds will be used to provide circulating jet packs to patrons without adequate internet access.

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Salary Survey Information

Exhibit 07/21/F

The Fiscal Officer also shared a summary comparison of GCPL's current salary ranges and salary ranges as reported on the recent NEO-RLS salary survey.

Director's Report:

Exhibit 07/21/G

Approval of Staff Continuing Education Assistance

Karen Delano made a motion, seconded by Kate Pitrone, to approve continuing education assistance as presented in the board packet:

Eli Millette – toward MLIS from KSU
LIS 60624 Cataloging school libraries
LIS60618 Information literacy
EDMA225 Classroom management

Assistant Director's Report:

Exhibit 07/21/H

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

Human Resources Report:

Exhibit 07/21/I

Human Resource Actions

Exhibit 07/21/J

Kate Pitrone made a motion, seconded by Raymond Rundelli to approve the Human Resource Actions as amended at the meeting.

The motion passed.

Ayes: Delano, Hutchinson, Newman, Pitorak, Pitrone

Nays: None

Approval of Amendments to Job Descriptions

Paul Newman made a motion, seconded by Kate Pitrone to approve amendments to the Circulation Clerk, Mobile Services Clerk and Mobile Services Driver position descriptions. The motion passed.

Ayes: Delano, Hutchinson, Newman, Pitorak, Pitrone

Nays: None

Approval of Changes to Personnel Policy #325

Exhibit 07/21/K

Paul Newman made a motion, seconded by Larry Pitorak to approve the changes to Personnel Policy 325 – Mileage Reimbursement as presented in the board packet.

The motion passed.

Ayes: Delano, Hutchinson, Newman, Pitorak, Pitrone

Nays: None

Local Manager's Report

Mary Balog, Head of Youth Services at Bainbridge Library reported on recent events at Bainbridge Library. In addition to increased use of study rooms, in-person programming has increased, including a children's gardening program that was able to take advantage of the new children's program room and outdoor patio. Mary has partnered with Fieldstone Farms to

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create a Read to Horses program that is very well attended. Youth Services also partnered with COSI to distribute Learning Lunch Box activity kits that will be used by Chagrin Falls Park in their summer camp. On Friday July 16, Bainbridge held an open house that was attended by 650 patrons.

Kevin Barton, Manager of Thompson Library, reported that Thompson is seeing new patrons who are very excited by the new library. Thompson's study rooms have also been popular, and the area garden club has started a garden on the property. Facilities is also working with Kevin to create a story walk in another area of Thompson's property.

Committee Reports: None

Unfinished Business: None

New Business:

Approval of Delete Operating Policies # 410, #420, #430

Exhibit 07/21/L

Paul Newman made a motion seconded by Kate Pitrone to table the discussion of Policy #410 - Friends of the Library, Policy #420 - Specialized Support Groups, and Policy #430 - United Way.

The motion passed.

Ayes: Delano, Hutchinson, Newman, Pitorak, Pitrone

Nays: None

Approval of Amendments to Operating Policy #440

Exhibit 07/21/M

Paul Newman made a motion seconded by Kate Pitrone to table the discussion of Policy #440 - Foundation.

The motion passed.

Ayes: Delano, Hutchinson, Newman, Pitorak, Pitrone

Nays: None

Approval of July Discard List

Exhibit 07/21/N

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

The motion passed.

Ayes: Delano, Hutchinson, Newman, Pitorak, Pitrone

Nays: None

Board Development

Ed reported that he has been in contact with the Geauga County Commissioners and was told that a new Library Trustee would be appointed before today's meeting. Kate Pitrone will follow-up with the commissioners.

Foundation report:

Exhibit 07/21/O

There were no additions to the Foundation report as presented in the board packet.

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Comments from the Public:

Larry Corbus asked the Board to consider scheduling a meeting to discuss the Capital Projects. The projects are near completion and Larry would like to review the process and finances with the Board, Library Administration, and a representative from Donley's and CBLH. The Board scheduled a special meeting to be held at the Bainbridge Library on August 10 at 4 PM.

Executive Session:

Kate Pitrone made a motion seconded by Paul Newman to move to executive session for consideration of compensation of a public employee. They requested that Fiscal Officer, Lisa Havlin and HR Coordinator, Christine Reda join them in executive session. The motion passed and the Board entered Executive Session at 5:25 P.M.

Ayes: Delano, Hutchinson, Newman, Pitorak, Pitrone

Nays: None

The Board returned from executive session at 5:53 P.M. and the regular meeting resumed.

Adjournment:

Karen Delano made a motion, seconded by Paul Newman to adjourn the meeting. The motion passed and the meeting adjourned at 5:53 P.M.

Josh Hutchinson, President

Kate Pitrone, Secretary