

Minutes of Regular Board Meeting

August 17, 2021

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, August 17, 2021, at the Chardon Library.

Call to order and roll call: Vice President Jake Yanchar called the board meeting to order at 4:03 P.M. and the roll call was conducted.

Present: Kristen Brickman, Karen Delano, Joshua Hutchinson (arrived 4:29), Paul Newman, Kate Pitrone, Jake Yanchar
Kris Carroll - Assistant Director and Lisa Havlin – Fiscal Officer.

Also Present: Eric Coulbourne, Patrick Culliton, Alicia Evans, Katy Farrell, Becki Gierman, Rachael Hartman, Joya Hoge, Patrick Jolly, Amy Lydan, Marlene Pelyhes, Mike Pope, Christine Reda, and Mary Balog

Oath of Office:

Jake Yanchar conducted the swearing in of ne Library Board Trustee Kristen Brickman.

Approval of Minutes:

Exhibit 8/21/A

The minutes of the July regular meeting were approved as presented upon motion by Paul Newman seconded by Kate Pitrone.

The motion passed.

Ayes: Brickman, Delano, Newman, Pitrone, Yanchar

Nays: None

The minutes of the August 10 Special Meeting were approved as presented upon motion by Kate Pitrone seconded by Paul Newman.

The motion passed.

Ayes: Brickman, Delano, Newman, Pitrone, Yanchar

Nays: None

Communications:

Exhibit 8/21/B

Kris Carroll reported that she has meeting scheduled with the Newbury School Property Task Force to discuss a possible Newbury Library Station. She will include an update to the board following the meeting.

Agenda:

Exhibit 8/21/C

Karen Delano made a motion, seconded by Kate Pitrone, to approve the agenda with the addition of item 14C Approval of Severance

The motion passed.

Ayes: Brickman, Delano, Newman, Pitrone, Yanchar

Nays: None

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Fiscal Officer's Report:

Exhibit 8/21/D

Approval of Disbursements

Exhibit 8/21/E

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: Brickman, Delano, Newman, Pitrone, Yanchar

Nays: None

Budget Commission Meeting

Exhibit 8/21/F

Fiscal Officer, Lisa Havlin relayed to the board a request from the County Budget Commission. The budget commission asked the library board to consider reducing the library's 2022 tax revenue receipts to offset the reduced expenditures the library encountered due to COVID.

The board discussed the promise to Chardon residents to save for a future addition or new building in Chardon. The board also considered the current issues facing the library such as the transition due to the completed capital projects including two new buildings, uncertain economic climate and the as yet undefined personnel expense changes. After discussion, Karen Delano made a motion, seconded by Paul Newman to direct the Fiscal Officer to open a Chardon Capital Fund and to revisit the budget commission's proposal to reduce millage for collection in 2023 after reassessing anticipated increased costs and actual revenues. The motion passed. The board ask the Fiscal Officer to communicate this decision to the Budget Commission.

Ayes: Brickman, Delano, Newman, Pitrone, Yanchar

Nays: None

Director's Report:

Exhibit 8/21/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:

Christine Peace – toward MLIS from SUNY Buffalo	\$939.00
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LIS 507	Information Life Cycle
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LIS 508	Information Users and Uses
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Debbie Schrock – toward BA from KSU	\$485.61
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Purchasing and Supply Management

Labor Studies in Technology

Assistant Director's Report:

Exhibit 8/21/H

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

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Human Resources Report:

Exhibit 8/21/I

Human Resource Actions

Exhibit 8/21/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: Brickman, Delano, Newman, Pitrone, Yanchar

Nays: None

Josh Hutchinson arrived at 4:29

Approval of Retirement Gift

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

The motion passed.

Ayes: Brickman, Delano, Newman, Pitrone, Yanchar

Nays: None

President Josh Hutchinson began chairing at this point in the meeting.

Local Manager's Report

Patrick Culliton, Marketing Manager, presented the recently completed video high-lighting the Inspiration Station.

Committee Reports:

Personnel Committee:

Approval of Amendment to and Addition of Personnel Policies

Exhibit 8/21/K

Kate Pitrone made a motion, seconded by Jake Yanchar to approve the amendment to Personnel Policy 260 Performance Evaluation and the addition of Personnel Policy 511 Remote work.

The motion passed.

Ayes: Brickman, Delano, Hutchinson, Newman, Pitrone, Yanchar

Nays: None

Approval of Amendments to Job Descriptions

Exhibit 8/21/L

Kate Pitrone made a motion, seconded by Paul Newman to approve amendments to the Family & Local History Specialist (Genealogy) position description and the addition of the Maker Space Assistant position description and the related organizational chart changes.

The motion passed.

Ayes: Brickman, Delano, Hutchinson, Newman, Pitrone, Yanchar

Nays: None

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Approval of 360 Degree Reviews

Exhibit 8/21/M

Jake Yanchar made a motion, seconded by Karen Delano to approve the 360 degree review questions for Administrative staff as presented in the board packet.

The motion passed.

Ayes: Brickman, Delano, Hutchinson, Newman, Pitrone, Yanchar

Nays: None

Unfinished Business: None

New Business:

Approval of Change Order

Exhibit 8/21/N

Paul Newman made a motion, seconded by Karen Delano, to approve Change Order #12 for GMP #2 New Buildings as presented in the board packet.

The motion passed.

Ayes: Brickman, Delano, Hutchinson, Newman, Pitrone, Yanchar

Nays: None

Approval of August Discard List

Exhibit 8/21/O

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

The motion passed.

Ayes: Brickman, Delano, Hutchinson, Newman, Pitrone, Yanchar

Nays: None

Approval of Employee Severance

Exhibit 8/21/P

Paul Newman made a motion, seconded by Jake Yanchar to approve the severance of an employee according to the previous severance agreement.

The motion passed.

Ayes: Brickman, Delano, Hutchinson, Newman, Pitrone, Yanchar

Nays: None

Foundation report:

Exhibit 8/21/Q

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

Adjournment:

Kate Pitrone made a motion, seconded by Paul Newman to adjourn the meeting. The motion passed and the meeting adjourned at 4:49 P.M.

Josh Hutchinson, President

Kate Pitrone, Secretary