

Minutes of Regular Board Meeting  
October 19, 2021

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, October 19, 2021, at the Middlefield Library.

**Call to order and roll call:** President Josh Hutchinson called the board meeting to order at 4:00 P.M. and the roll call was conducted.

Present: Kristen Brickman (arrived at 4:07), Karen Delano, Joshua Hutchinson, Paul Newman, Kate Pitrone, Jake Yanchar, Kris Carroll - Assistant Director and Lisa Havlin – Fiscal Officer.

Also Present: Patrick Culliton, Alicia Evans, Katy Farrell, Rachael Hartman, Patrick Jolly, Marlene Pelyhes, Mike Pope, Christine Reda

**Approval of Minutes:** Exhibit 10/21/A  
The minutes of the September regular meeting were approved as presented upon motion by Paul Newman, seconded by Kate Pitrone.  
The motion passed.

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

**Communications:**  
None

**Agenda:** Exhibit 10/21/B  
Kate Pitrone made a motion, seconded by Paul Newman, to approve the agenda as presented in the board packet with the addition of an Executive Session following Item 15. Comments From the Public  
The motion passed.

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

**Fiscal Officer's Report:** Exhibit 10/21/C  
*Approval of Disbursements and Gifts* Exhibit 10/21/D  
Kate Pitrone made a motion, seconded by Paul Newman, to approve the Fiscal Officer's Report including disbursements as presented in the board packet.  
The motion passed.

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

*Approval of E-Rate Consulting Contract* Exhibit 10/21/E  
Paul Newman made a motion, seconded by Kate Pitrone, to approve three-year consulting contract as presented in the board packet.  
The motion passed.

Minutes of Regular Board Meeting  
October 19, 2021

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

*Approval of Miller Dodson Reserve Study Proposal* Exhibit 10/21/F  
Kate Pitrone made a motion, seconded by Jake Yanchar, to approve the proposal from Miller Dodson to provide a reserve study.  
The motion passed.

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

Kristen Brickman arrived at this point in the meeting

**Assistant Director's Report:** Exhibit 10/21/G  
*Approval of Kathryn Taylor Design proposal* Exhibit 10/21/H  
Paul Newman made a motion, seconded by Karen Delano to approve the proposal from Kathryn Taylor Design to provide design services to purchase art for the new Bainbridge and Thompson locations.

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

**Human Resources Report:** Exhibit 10/21/I  
*Human Resource Actions* Exhibit 10/21/J  
Paul Newman made a motion, seconded by Kate Pitrone to approve the Human Resource Actions including retirement gift as presented in the board packet.  
The motion passed.

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

**Local Manager's Report**  
Middlefield manager, Rachael Hartman welcomed the Trustees to the renovated Middlefield Library noting that due to renovations and the pandemic, the board had not met at Middlefield since November 2018. Rachael reported that programming and circulation statistics at Middlefield have returned to pre-pandemic numbers.

**Committee Reports:**  
*Personnel Committee report:* Exhibit 10/21/K  
*Approval of Personnel Policy amendments* Exhibit 10/21/L  
Paul Newman made a motion, seconded by Jake Yanchar, to approve changes to the following policies:

Personnel Policy #230 Hiring, Promotion, Transfers, Nepotism – as amended at the meeting. Amended language reads: *Immediate family members will not be hired when the position requires that one family member would supervise*

Minutes of Regular Board Meeting  
October 19, 2021

*the other. Relatives currently employed by the library, or those who become relatives while employed by the library (i.e., marriage) may not supervise one another.*

Personnel Policy #340 – Educational Assistance – approved as presented in the board packet.

Personnel Policy #644 – Holidays and Closings – approved as presented in the board packet.

The motion passed.

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

Nays: None

*Approval of Merit Payments*

Exhibit 10/21/M

Paul Newman made a motion, seconded by Kate Pitrone, to approve staff merit payments as presented in the board packet.

The motion passed.

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

Nays: None

*Approval of Pay Grade and Salary Adjustments*

Exhibit 10/21/N

Following a Board discussion including the Ohio minimum wage history and the need to stay competitive to attract qualified employee, Kate Pitrone made a motion, seconded by Kristen Brickman to approve the pay grade ranges and corresponding salary adjustments as recommended by the Personnel Committee to be implemented as soon as practical.

The motion passed.

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

Nays: None

*Ad Hoc Facilities Committee Report*

Exhibit 10/21/O

President Josh Hutchinson discussed with the board the committee's recommendations for library services in Newbury. The board affirmed the committee's recommendations and took no further action but would revisit the issue in the future as needed.

The board also discussed the proposed electronic vehicle charging station at Thompson. The board voiced concern about possible continuing costs to the library and how the program fit within the Library's mission. NOACA has received a federal grant to place EV charging stations across Northeast Ohio. The board agreed with the committee's recommendation to have administration gather further information about projected costs of maintenance and repair.

**New Business:**

*Approval of Operating Policy 711*

Exhibit 10/21/P

Paul Newman made a motion, seconded by Kate Pitrone, to approve the amendment to Operating Policy 711 – Eligibility, Registration, and Use of Library Cards as presented in the board packets.

Minutes of Regular Board Meeting  
October 19, 2021

The motion passed.

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

**Board Development**

None

**Foundation report:**

Exhibit 10/21/Q

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

**Executive Session**

Kate Pitrone made a motion, seconded by Paul Newman to enter executive session to discuss employment of a public employee. The motion passed and the board entered executive session at 4:53

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

The board resumed regular session at 5:17

**Approval to Close Library System**

Kristen Brickman made a motion, seconded by Kate Pitrone, to approve closure of all library buildings for a half day to allow staff to attend a meet and greet to introduce library director candidates. The date of closure is to be determined.

The motion passed.

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

**Adjournment:**

Kate Pitrone made a motion, seconded by Paul Newman to adjourn the meeting. The motion passed and the meeting adjourned at 5:20 P.M.

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Josh Hutchinson, President

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Kate Pitrone, Secretary