

Minutes of Regular Board Meeting
November 16, 2021

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, November 16, 2021, at the Thompson 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 (arrived at 4:21), Kate Pitrone, Jake Yanchar
Kris Carroll - Assistant Director and Lisa Havlin – Fiscal Officer.

Also Present: Kevin Barton, Patrick Culliton, Alicia Evans, Katy Farrell, Becki Gierman, Rachael Hartman, Patrick Jolly, Judy Lasco, Marlene Pelyhes, Mike Pope, Christine Reda

Approval of Minutes:

Exhibit 11/21/A

The minutes of the October 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 11/21/B

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

The motion passed.

Ayes: Delano, Hutchinson, Newman, Pitrone, Yanchar

Nays: None

Fiscal Officer's Report:

Exhibit 11/21/C

Approval of Disbursements and Gifts

Exhibit 11/21/D

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

The motion passed.

Ayes: Delano, Hutchinson, Newman, Pitrone, Yanchar

Nays: None

Approval to Use Public Funds

Paul Newman made a motion, seconded by Jake Yanchar, to approve using public funds not to exceed \$600 to purchase refreshments for the Director Candidate Meet and Greet.

The motion passed.

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

Approval of Appropriation Transfers

Paul Newman made a motion, seconded by Jake Yanchar, to approve the appropriation transfers as listed in the Fiscal Officer report.
The motion passed.

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

Approval of Amended 2021 Appropriations

Exhibit 11/21/E

Kate Pitrone made a motion, seconded by Paul Newman to approve the amendments to the 2021 appropriations as included in the board packet.
The motion passed.

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

Approval of Resolution #21-01 LGS Agreement

Exhibit 11/21/F

Paul Newman made a motion, seconded by Jake Yanchar to approve the engagement letter with Local Government Services as included in the board packet.
The motion passed.

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

Board Trustee, Larry Pitorak arrived at 4:21

Approval of NOACA EV Charging Station Agreement

Exhibit 11/21/G

Paul Newman made a motion, seconded by Jake Yanchar to approve the updated Electric Vehicle Charging Station Program Partner Agreement. After board discussion about possible ongoing costs, how the charging stations fit with the Library's mission and possible educational programming, the motion failed. The board asked that the Fiscal Officer request further information about maintenance costs and agreed to revisit the agreement at their December meeting.

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

Assistant Director's Report:

Exhibit 11/21/H

Approval of Staff Continuing Education Assistance

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

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Julia Connors	From Kent State	\$1,123.00
LIS 60030	People in the Information Ecology	
LIS 60615	The Academic Library	

Human Resources Report:

Exhibit 11/21/I

Human Resource Actions

Exhibit 11/21/J

Kate Pitrone made a motion, seconded by Karen Paul Newman to approve the Human Resource Actions as presented in the board packet.

The motion passed.

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

Nays: None

Local Manager's Report

Thompson Library manager, Kevin Barton told the Board that he had developed community relationships with many groups that are now using the library as a meeting space. In addition to groups, Kevin discussed the many programs that Thompson has hosted that educate individuals on various topics.

Committee Reports:

Personnel Committee

Approval of 2021 Administrative Staff Merit Payments

Tabled to follow Executive Session

Approval of 2022 Fiscal Officer Compensation

Tabled to follow Executive Session

Approval of Fulltime Position

Exhibit 11/21/K

Paul Newman made a motion, seconded by Jake Yanchar, to approve the addition of a full-time circulation position at Middlefield Library. Two 20-hour positions will be combined and the full-time employee will be eligible for library benefits.

The motion passed.

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

Nays: None

Approval of Changes to the Bookmobile Supervisor Job Description

Exhibit 11/21/L

Paul Newman made a motion, seconded by Kate Pitrone to approve the changes to the Bookmobile Supervisor job description to change the job title to Mobile Services Supervisor as presented in the board packet.

The motion passed.

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

Nays: None

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Approval of Marketing Specialist Job Description

Exhibit 11/21/M

Kate Pitrone made a motion, seconded by Larry Pitorak to approve the changes to the Marketing Specialist job description as presented in the board packet.
The motion passed

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

The Personnel Committee asked the Trustees for feedback on who the HR Coordinator should report to. Currently the HR Coordinator reports to the Director. Larry recommended that the HR Coordinator report directly to the Board while communicating with the Director and Fiscal Officer. Josh added that the HR Coordinator is responsible for employee reviews and should have the authority to go to anyone to ask for those reviews. The Personnel Committee will make a recommendation to the full Board at a later date.

Unfinished Business:

None

New Business:

Approval of HVAC Proposal

Exhibit 11/21/N

Jake Yanchar made a motion, seconded by Kate Pitrone, to approve the Geauga Mechanical proposal to retrofit the HVAC controls at Chardon and Geauga West as presented in the board packet. After discussion about future functionality, the motion passed.

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

Approval of LED Lighting Proposal

Exhibit 11/21/O

Kate Pitrone made a motion, seconded by Paul Newman to approve the GEM Electric proposal to install LED lighting at Chardon and Middlefield as presented in the board packet.
The motion passed.

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

Approval of Bathroom Renovation Proposal

Exhibit 11/21/P

Kate Pitrone made a motion, seconded by Jake Yanchar, to approve the Eagle Ridge proposal to renovate the staff bathroom at Geauga West as presented in the board packet.
The motion passed.

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

Approval of Shade Sail Proposal

Exhibit 11/21/Q

Following the discussion with Facilities Manager, Patrick Jolly about the need to take down the shades if wind speed exceeds 40 mph, Kate Pitrone made a motion, seconded by Karen

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Delano, to approve the Turf World proposal to install shade sails at Bainbridge and Geauga West libraries as presented in the board packet.
The motion passed.

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

Approval of Website Design Proposal Exhibit 11/21/R
Karen Delano made a motion, seconded by Jake Yanchar, to approve the Company 119 proposal to design a new library website and provide hosting as presented in the board packet.
The motion passed.

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

The Trustees discussed changing the date of the December meeting but agreed that December 21 works for all members.

Approval of 2022 Meeting Schedule Exhibit 11/21/S
Paul Newman made a motion, seconded by Karen Delano to approve the 2022 Library Board meeting schedule as presented in the board packet.
The motion passed.

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

Approval of November Discard List Exhibit 11/21/T
Paul Newman made a motion, seconded by Karen Delano to approve the discard list as presented in the board packet.
The motion passed.

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

Board Development

None

Foundation report: Exhibit 11/21/U
In addition to the information included in her report, Becki reported that the Foundation was working on the 2022 library funding requests. Becki introduced Erwin Leffel, Chair of the Foundation Erwin thanked the Board for the Thompson building and informed the Board that the Foundation Partner Committee was working toward having the Partner Committee function the same way as the former Friends Groups did.

Comments from the Public:

Erwin Leffel, Thompson Township Trustee requested collaboration with the Library Board to work with the township and the Geauga Park District to provide property and maintain a trail

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that would connect the library with an outdoor space and park building. Erwin will approach the Francis Spatz Leighton trust to release funding for a trail. If funding is approved, Erwin will ask the Library Board to transfer property to the Geauga Park District and for the library to accept an easement so the library can maintain trail berms.

Trustee Larry Pitorak left the meeting at 5:32 and returned during the Executive Session.

Executive Session:

Paul Newman made a motion, seconded by Karen Delano to move to executive session to discuss compensation of a public employee.

The motion passed. The board moved to executive session at 5:32.

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

The board resumed the regular meeting at 6:10.

Approval Public Employee Compensation

Exhibit 11/21/V

Paul Newman made a motion, seconded by Jake Yanchar to approve the 2021 administration staff merit payments and 2022 Fiscal Officer compensation as presented by the Personnel Committee.

The motion passed.

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

Adjournment:

Jake Yanchar made a motion, seconded by Paul Newman to adjourn the meeting. The motion passed and the meeting adjourned at 6:15 P.M.

Josh Hutchinson, President

Kate Pitrone, Secretary