

Minutes of Organizational Meeting

January 18, 2022

The Geauga County Public Library Board of Trustees met for the Organizational Meeting on Tuesday, January 18, 2022, at the Bainbridge Library.

Call to Order and Roll Call: President Josh Hutchinson called the Organizational meeting to order at 4:00 and the roll call was conducted.

Present: Kristen Brickman (4:05), Karen Delano, Josh Hutchinson, Paul Newman, Larry Pitorak, Kate Pitrone, Jake Yanchar
Kris Carroll - Director, Lisa Havlin - Fiscal Officer.

Also Present: Mary Balog, Patrick Culliton, Jessica Divis, Alicia Evans, Katy Farrell, Becki Gierman, Patrick Jolly, Dawn Malaska, Marlene Pelyhes, Mike Pope, and Christine Reda

Election of Officers:

Karen Delano made a motion, seconded by Josh Hutchinson to approve the following slate of officers as recommended by the Executive Committee.

The motion passed.

The new officers are:

President:	Jake Yanchar
Vice President:	Kate Pitrone
Secretary:	Paul Newman

Oath of office Board Officers

Notary Dawn Malaska conducted the swearing in of the board officers, Jake Yanchar, Kate Pitrone and Paul Newman. Jake Yanchar began duties as President and conducted the remainder of the Organizational meeting.

Appointment of Fiscal Officers and Bond:

Exhibit 1/22/A

Josh Hutchinson made a motion, seconded by Karen Delano to approve the appointment of Lisa Havlin as Fiscal Officer at the salary and employment package specified in memorandum and bond to be set at \$40,000 and Dawn Malaska as Deputy Fiscal Officer with bond to be set at \$10,000.

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

Nays: None

Oath of Fiscal Officers:

Notary Paul Newman conducted the swearing in of the Fiscal Officer and Deputy Fiscal Officer.

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Appointment of Director:

Exhibit 1/22/A

Paul Newman made a motion, seconded by Josh Hutchinson to approve the appointment of Kris Carroll as Library Director at the salary and employment package presented in memorandum. The motion passed.

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

Approval of Bylaws:

Exhibit 1/22/B

Paul Newman made a motion, seconded by Karen Delano to approve the Bylaws for 2022. The motion passed.

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

Trustee Kristen Brickman arrived at 4:05

Approval of Organizational Chart, Personnel Policies 131-142:

Exhibit 1/22/C

Paul Newman made a motion, seconded by Kate Pitrone, to approve the Organizational Charts, Personnel Policies #131-142 as presented. The motion passed.

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

Committee Appointments:

Exhibit 1/22/D

Paul Newman made a motion, seconded by Kate Pitrone to accept the committee assignments as presented in the board packet. The motion passed.

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

Fiscal Officer's Report:

Exhibit 1/22/E

Petty Cash and Cash Drawer Amounts

Paul Newman made a motion, seconded by Karen Delano, to approve the Fiscal Officer's recommendations for branch petty cash and cash draw amounts as listed in her board report. The motion passed.

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

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Fiscal Officer to invest monies

Josh Hutchinson made a motion, seconded by Kate Pitrone, to allow the Fiscal Officer to invest monies without prior approval of the Board.

The motion passed.

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

Nays: None

Stock Holdings:

Exhibit 1/22/F

Lisa Havlin reported that the stock held by the Library at the end of 2021 had a value of \$8,311.58.

Adjourn:

Kate Pitrone made a motion, seconded by Josh Hutchinson, to adjourn the meeting. The motion passed and the meeting adjourned at 4:10 P.M.

Jake Yanchar, President

Paul A. Newman, Secretary