

Minutes of Regular Board Meeting
September 21, 2021

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, September 21, 2021, at the Chardon Library.

Call to order and roll call: Vice President Jake Yanchar called the board meeting to order at 4:01 P.M. and the roll call was conducted.

Present: Kristen Brickman, Karen Delano, Joshua Hutchinson, Paul Newman, Kate Pitrone
Kris Carroll - Assistant Director and Lisa Havlin – Fiscal Officer.

Also Present: Kevin Barton, Eric Coulbourne, Patrick Culliton, Alicia Evans, Becki Gierman, Rachael Hartman, Patrick Jolly, Marlene Pelyhes, Mike Pope, Christine Reda
Keister & Associates Representative: John Keister

Approval of Minutes: Exhibit 9/21/A
The minutes of the August regular meeting and August 26 special meeting were approved as presented upon motion by Paul Newman, seconded by Kate Pitrone.
The motion passed.

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

Communications: Exhibit 9/21/B
There were no additions to the communications presented in the board packet

Executive Session:
Kate Pitrone made a motion, seconded by Karen Delano to enter executive session for consideration of employment of a public employee. The motion passed and the board entered along with John Keister into executive session at 4:03.

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

The board returned to regular session at 4:25

Agenda: Exhibit 9/21/C
Kate Pitrone made a motion, seconded by Karen Delano, to approve the agenda as presented in the board packet
The motion passed.

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

Fiscal Officer's Report: Exhibit 9/21/D
Approval of Disbursements and Gifts Exhibit 9/21/E

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

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

Approval of Policy #380 Credit Card Use

Exhibit 9/21/F

Paul Newman made a motion, seconded by Karen Delano, to approve the changes to Policy 380 Credit Card Use to increase the Fiscal Officer's credit limit to \$45,000.
The motion passed.

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

Approval of Policy #510 Hours of Service

Exhibit 9/21/G

Paul Newman made a motion, seconded by Kate Pitrone, to approve the changes to Policy 510 Hours of Service to reflect current library hours.
The motion passed.

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

Approval of Natural Gas Supplier Contract

Exhibit 9/21/H

Kate Pitrone made a motion, seconded by Karen Delano to approve the 4-year contract with Direct Energy to supply natural gas to Bainbridge Library.
The motion passed.

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

Budget Commission Meeting

Fiscal Officer, Lisa Havlin discussed the results of the recent Budget Commission meeting. The library's tax revenue will be reduced by \$600,000 in 2022. The commissioners felt that the library saw a reduction in personnel expense due to COVID-19, and the funds should be returned to the taxpayers. No action was needed by the board.

Director's Report:

Exhibit 9/21/I

Approval of Staff Continuing Education Assistance

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

Eli Millette	\$869.39	
LIS 60050-002		Research and Assessment in Library (Kent State)
EDL 502		Foundation of Literacy (Cleveland State)

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Assistant Director's Report:

Exhibit 9/21/J

In addition to her written report, Kris let the board know that she had signed an additional contract with Meritech to provide fax and scanning services to the branches. The copiers that were originally supplied by Meritech did not have the function that was promised. The machines will be provided at no additional cost.

Kris also reported that the new Thompson library had received an AIA Aspire design award.

Human Resources Report:

Exhibit 9/21/K

Human Resource Actions

Exhibit 9/21/L

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

The motion passed.

Ayes: Brickman, Delano, Hutchinson, Newman, Pitrone

Nays: None

Local Manager's Report

Geauga West manager, Eric Coulbourne informed the board that the library is seeing increased attendance at programs and that the new study rooms are being used and appreciated by patrons.

Committee Reports:

None

Unfinished Business:

Approval of Severance Agreement

Paul Newman made a motion, seconded by Karen Delano to approve the severance agreement as presented in the board packet.

The motion passed.

Ayes: Brickman, Delano, Hutchinson, Newman, Pitrone

Nays: None

New Business:

Approval of Change Order

Exhibit 9/21/M

Paul Newman made a motion, seconded by Karen Delano, to approve Change Order #32 and #33 for GMP #1 Renovations as presented in the board packet. These change orders return CMR held contingency and holds to the library

The motion passed.

Ayes: Brickman, Delano, Hutchinson, Newman, Pitrone

Nays: None

Approval of Amendments to Operating Policies #731 and #765

Exhibit 9/21/N

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Kate Pitrone made a motion, seconded by Karen Delano to approve the amendments to Operating Policy 731 Loan Materials and Policy 765 Lost Materials to add circulating hot spots to the policies.
The motion passed.

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

Approval of Cummins Maintenance Agreement Exhibit 9/21/O
Karen Delano made a motion, seconded by Paul Newman, to approve the Cummins 5-year contract to provide maintenance for the Bainbridge generator.
The motion passed.

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

Approval of September Discard List Exhibit 9/21/P
Paul Newman made a motion, seconded by Karen Delano to approve the discard list as presented in the board packet.
The motion passed.

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

Board Development Exhibit 9/21/Q
The board discussed Operating Policy 610 Materials Selection. Kris told the board that the policy is based on recommendations from the ALA and provides guidance for selecting materials as well as a process for the public to challenge material and programs. The board discussed the need for the library to respect the authority of the parent regarding what materials are appropriate for their children.

Foundation report: Exhibit 9/21/R
There were no additions to the Foundation report as presented in the board packet.

Adjournment:
Paul Newman made a motion, seconded by Karen Delano to adjourn the meeting. The motion passed and the meeting adjourned at 5:00 P.M.

Josh Hutchinson, President

Kate Pitrone, Secretary