

Minutes of Regular Board Meeting
July 19, 2022

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, July 19, 2022, at the Bainbridge Branch.

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

Present: Karen Delano, Josh Hutchinson, Paul Newman, Larry Pitorak, and Jake Yanchar
Kris Carroll - Director and Lisa Havlin – Fiscal Officer.

Also Present: Kevin Barton, Alicia Evans, Katy Farrell, Rachael Hartman, Denise Javins, John Johnson, Judy Lasco, Marlene Pelyhes, Mike Pope, Christine Reda, and Deborah Schrock

Oath of Office:

Paul Newman conducted the swearing in of Karen Delano, reappointed Library Board Trustee.

Approval of Minutes:

Exhibit 07/22/A

The minutes of the June tax budget regular meeting were approved as presented upon motion by Paul Newman, seconded by Karen Delano.

The motion passed.

Ayes: Delano, Hutchinson, Newman, Pitorak, Yanchar

Nays: None

Communications:

Exhibit 07/22/B

There were no additions to the communications included in the board packet.

Agenda:

Exhibit 07/22/C

Paul Newman made a motion, seconded by Josh Hutchinson to approve the agenda as amended to remove the planned presentation by Greenland Engineering.

The motion passed.

Ayes: Delano, Hutchinson, Newman, Pitorak, Yanchar

Nays: None

Fiscal Officer's Report:

Exhibit 07/22/D

Approval of Disbursements and Gifts

Exhibit 07/22/E

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

The motion passed.

Ayes: Delano, Hutchinson, Newman, Pitorak, Yanchar

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Nays: None

Approval of Appropriations Transfer

Paul Newman made a motion, seconded by Josh Hutchinson, to approve the Appropriations Transfer as presented in the board packet.

The motion passed.

Ayes: Delano, Hutchinson, Newman, Pitorak, Yanchar

Nays: None

Director's Report:

Exhibit 07/22/F

There were no additions to the Director's Report included in the board packet.

Human Resources Report:

Exhibit 07/22G

Human Resource Actions

Exhibit 07/22/H

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

The motion passed.

Ayes: Delano, Hutchinson, Newman, Pitorak, Yanchar

Nays: None

Local Manager's Report

Bainbridge Manager, Katy Farrell introduced Bainbridge Assistant Manager, Head of Adult Services, Erika Noark. Erika returned to GCPL after a brief time working for Warren-Trumbull County Public Library. Katy also shared the "Make of the Month" program that encourages patrons to use the Bainbridge Inspiration Station.

Committee Reports:

Personnel Committee

Exhibit 07/22/I

Fiscal Officer, Lisa Havlin reviewed the Personnel Committee minutes.

Approval of HR Coordinator Job Description Updates

Exhibit 07/22/J

Paul Newman made a motion, seconded by Josh Hutchinson to approve HR Coordinator Job Description updates as presented in the board packet.

The motion passed.

Ayes: Delano, Hutchinson, Newman, Pitorak, Yanchar

Nays: None

Approval of Organizational Chart Updates

Exhibit 07/22/K

Josh Hutchinson made a motion, seconded by Karen Delano to approve the Organization Chart updates as presented in the board packet.

The motion passed.

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

Approval of Personnel Policy Updates

Exhibit 07/22/L

Paul Newman made a motion, seconded by Josh Hutchinson to approve the updates to all Personnel Policies as presented in the board packet as well as Personnel Policies 520, 722 and 840 which had additional updates that were presented at the board meeting.
The motion passed.

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

Facilities Committee

Exhibit 07/22/M

Director Kris Carroll reviewed the committee minutes.

Approval of IPS Proposal for Security Cameras Installation

Exhibit 07/22/N

Paul Newman made a motion, seconded by Karen Delano to approve the IPS Proposal for security cameras as presented in the board packet.
The motion passed.

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

Approval of Greenland Engineering Proposal for Professional Services

Exhibit 07/22/O

After confirming that GCPL can cancel the remainder of the contract after reviewing a construction estimate, Paul Newman made a motion, seconded by Josh Hutchinson to approve the Greenland Engineering Proposal for professional services as presented in the board packet.
The motion passed.

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

Approval of Bostwick Design Partnership Proposal

Exhibit 07/22/P

Paul Newman made a motion, seconded by Karen Delano to approve the Bostwick Design Partnership Proposal for professional services as presented in the board packet.
The motion passed.

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

Approval of Love Insurance Proposal

Exhibit 07/22/Q

Paul Newman made a motion, seconded by Josh Hutchinson to approve the Love Insurance Property and Liability Insurance Proposal as presented in the board packet.
The motion passed.

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

Unfinished Business:None

New Business:

Discard List

Exhibit 07/22/R

Paul Newman made a motion, seconded by Karen Delano, to approve the July discard list as presented in the board packet.

The motion passed.

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

Board Development

Exhibit 07/22/S

Lisa Havlin shared Clevnet's Return on Investment report with the board. After discussion of the reported benefits, Josh Hutchinson questioned whether library administration agreed that there was a benefit to Clevnet membership. IT Manager, Mike Pope agreed that Clevnet provides IT support, Technical Services Manager, Marlene Pelyhes added that Clevnet provides cataloging services that used to be handled by GCPL staff. Josh asked what GCPL's materials ratio was – does GCPL send out more books than GCPL patron requests from Clevnet. Marlene will provide statistics at the August meeting. Lisa will also provide an overview of expense prior to joining Clevnet versus expenses after Joining Clevnet.

Foundation report:

Kris Carroll reported that the Foundation Board continues to work with legal counsel to clarify the Foundation's IRS status type.

Comments From the Public:

None

Adjournment:

Paul Newman made a motion, seconded by Josh Hutchinson to adjourn the meeting. The motion passed and the meeting adjourned at 4:37 P.M.

Jake Yanchar, President

Paul A. Newman, Secretary