

Minutes of Regular Board Meeting
August 16, 2022

The Geauga County Public Library Board of Trustees met in regular session on Tuesday August 16, 2022, at the Chardon 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: Kristen Brickman, Karen Delano, Josh Hutchinson, Paul Newman, and Jake Yanchar
Kris Carroll - Director and Lisa Havlin – Fiscal Officer.

Also Present: Kevin Barton, Alicia Evans, Katy Farrell, Denise Javins, John Johnston, Judy Lasco, Marlene Pelyhes, Mike Pope, and Joya Hoge.

Approval of Minutes: Exhibit 08/22/A
The minutes of the July regular meeting were approved as presented upon motion by Paul Newman, seconded by Josh Hutchinson.
The motion passed.

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

Communications:
None

Agenda: Exhibit 08/22/B
Paul Newman 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, Yanchar
Nays: None

Fiscal Officer's Report: Exhibit 08/22/C
Approval of Disbursements and Gifts Exhibit 08/22/D
Josh Hutchinson made a motion, seconded by Kristen Brickman, to approve the Fiscal Officer's Report including disbursements and gifts as presented in the board packet.
The motion passed.

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

Approval of Staff Day Expense
Paul Newman made a motion, seconded by Josh Hutchinson to approve food expense for the October 10, 2022, Staff Day. Total expense not to exceed \$2,500.

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The motion passed.

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

Approval of Reserve Fund Resolution Exhibit A Amendments Exhibit 08/22/E
Paul Newman made a motion seconded by Kristen Brickman to approve changes to the Reserve Fund Resolution Exhibit A needed to correct a clerical error.
The motion passed.

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

Director's Report: Exhibit 08/22/F
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:

Debbie Schrock	Kent State University	\$ 499.50
Stefanie Paganini	Kent State University	\$ 1,112.50
Katie Whisler	Kent State University	\$ 1,112.50

Human Resources Report: Exhibit 08/22G
Human Resource Actions Exhibit 08/22/H
Paul Newman made a motion, seconded by Kristen Brickman to approve the Human Resource Actions as amended at the board meeting.
The motion passed.

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

Local Manager's Report

Chardon Manager, Judy Lasco, highlighted the library systems specialized kits. Types of kits include Early Literacy Kits which include books, manipulatives, and suggested activities; Backpack Kits for older children which include books and equipment for science experiments and exploration; and STEAM kits. Judy also shared the Brain Fuze resource with the board.

Committee Reports:
None

Unfinished Business:
None

New Business:
Approval of Updates to Operating Policy 731 Exhibit 08/22/I
Paul Newman made a motion, seconded by Josh Hutchinson, to approve the updates to Operating Policy 731

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The motion passed.

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

Approval of Retain Legal Counsel for Routine Employment Issues Exhibit 08/22/J
Josh Hutchinson made a motion, seconded by Karen Delano, to approve retaining legal counsel for routine employment related issues.
The motion passed.

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

Approval of Chagrin Valley Herb Society MOU Exhibit 08/22/K
Following a presentation by Chagrin Valley Herb Society President Kathy Catani, Josh Hutchinson made a motion, seconded by Paul Newman, to approve the Memorandum of Understanding with the Chagrin Valley Herb Society
The motion passed.

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

Approval of Tea House Gift Exhibit 08/22/L
Paul Newman made a motion, seconded by Karen Delano, to approve the acceptance from the Chagrin Valley Herb Society of a gift of a tea house to be constructed in the herb garden at the Bainbridge Branch. The board members approved the proposed design of the tea house, and the Herb Society will seek approval for the sandstone flooring and path for the tea house at a later date.
The motion passed.

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

Approval of Zoning Letter of Authorization and Representation Exhibit 08/22/M
Paul Newman made a motion, seconded by Josh Hutchinson, to approve the Letter of Authorization and Representation authorizing Facilities Manager, John Johnston to represent the library board for zoning matters due to the tea house, with Bainbridge Township.
The motion passed.

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

Discard List Exhibit 08/22/N
Kate Pitrone made a motion, seconded by Kristen Brickman, to approve the August discard list as presented in the board packet.
The motion passed.

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

Board Development

Exhibit 08/22/O

Kris Carroll shared the library strategic plan graphics created by Marketing Manager, Denise Javins, that will be posted on the staff intranet and on the public website. Kris also shared a document from the Ohio Library Council that discusses the need for separation between the library and the Foundation and Friends Groups.

Foundation report:

None

Comments From the Public:

None

Adjournment:

Josh Hutchinson made a motion, seconded by Paul Newman to adjourn the meeting. The motion passed and the meeting adjourned at 4:46 P.M.

Jake Yanchar, President

Paul A. Newman, Secretary