

Minutes of Regular Board Meeting
September 20, 2022

The Geauga County Public Library Board of Trustees met in regular session on Tuesday September 20, 2022, at the Geauga West 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, Paul Newman, Kate Pitrone, Larry Pitorak and Jake Yanchar
Kris Carroll - Director and Lisa Havlin – Fiscal Officer.

Also Present: Kevin Barton, Eric Coulbourne, Alicia Evans, Rachael Hartman, John Johnston, Judy Lasco, Marlene Pelyhes, Mike Pope, and Chris Reda

Approval of Minutes: Exhibit 09/22/A
The minutes of the August regular meeting were approved as presented upon motion by Paul Newman, seconded by Kate Pitrone.
The motion passed.

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

Communications: Exhibit 09/22/B
In addition to the communications included in the board packet, Kris Carroll shared a Maple Leaf letter to the editor praising the library's programming.

Agenda: Exhibit 09/22/C
Paul Newman made a motion, seconded by Kate Pitrone to approve the agenda as amended to include 4C communications and 12 B Geauga Mechanical HVAC contracts.
The motion passed.

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

Fiscal Officer's Report: Exhibit 09/22/D
Approval of Disbursements and Gifts Exhibit 09/22/E
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, Newman, Pitrone, Pitorak, Yanchar
Nays: None

Approval of Appropriations Transfer
Paul Newman made a motion, seconded by Karen Delano to approve a \$14,000 appropriation transfer from account 101.000.55595 Technology Equipment to account 101.000.53840

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Technology Subscriptions and Hosted Services to cover purchases of additional marketing subscriptions. The motion passed.

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

Director's Report:

Exhibit 09/22/F

Approval of Staff Continuing Education Assistance

Kate Pitrone made a motion, seconded by Paul Newman, to approve \$2,325.00 in continuing education assistance for Gabrielle Kusner toward an MLIS from University of Tennessee. The motion passed.

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

Human Resources Report:

Exhibit 09/22G

Human Resource Actions

Exhibit 09/22/H

Paul Newman made a motion, seconded by Kate Pitrone to approve the Human Resource Actions as amended at the board meeting. The motion passed.

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

Addition of Flexible Spending Benefits for Part-time Employees

Kate Pitrone made a motion seconded by Paul Newman to approve offering flexible spending benefits to part-time employees. The additional benefit was required by Stark County Council of Governments, The Library will incur no additional cost for the added benefit. The motion passed.

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

Local Manager's Report

Geauga West Manager, Eric Coulbourne, highlighted multiple system-wide and branch specific programs such as the staff pet photo contest and Geauga West's Third Thursday program. The Third Thursday program has led to the formation of a West Geauga Chamber of Commerce which plans to continue to meet at the branch.

Committee Reports:

Executive Committee:

Exhibit 09/22/I

Kris Carroll reviewed the minutes from the Executive Committee as well as the minutes from the meeting with Bostwick Design.

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Approval of Memorandum of Understanding

Upon recommendation of the Executive Committee, Kate Pitrone made a motion, seconded by Paul Newman to approve the MOU between the Library and Northeast Ohio Regional Library (NEO-RLS) as presented in the board packet.

The motion passed.

Ayes: Delano, Newman, Pitrone, Pitorak, Yanchar

Nays: None

Unfinished Business:

None

New Business:

Discard List

Exhibit 09/22/J

Kate Pitrone made a motion, seconded by Karen Delano, to approve the September discard list as presented in the board packet.

The motion passed.

Ayes: Delano, Newman, Pitrone, Pitorak, Yanchar

Nays: None

Approval of Geauga Mechanical HVAC Quotes

Exhibit 09/22/K

After board discussion about rising cost of labor, parts and materials, Karen Delano made a motion, seconded Paul Newman to approve two Geauga Mechanical quotes for HVAC replacements at the Administrative Center and Geauga West branch. as allowed by Section 9.48 of the Ohio Revised Code, quotes were bid by U.S. Communities joint purchasing cooperative contract 15-JLP-023.

The motion passed.

Ayes: Delano, Newman, Pitrone, Pitorak, Yanchar

Nays: None

Board Development

None

Foundation report:

Foundation members worked with the Partners at the successful Geauga County Public Fair book sale. The Foundation plans to attend the library board's October board meeting to discuss proposed changes to Foundation by-laws and IRS designation

Comments From the Public:

None

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Adjournment:

Josh Hutchinson made a motion, seconded by Paul Newman to adjourn the meeting. The motion passed and the meeting adjourned at 4:24 P.M.

Jake Yanchar, President

Paul A. Newman, Secretary