

Minutes of Regular Board Meeting  
November 15, 2022

The Geauga County Public Library Board of Trustees met in regular session on Tuesday November 15, 2022, at the Thompson Branch.

**Call to order and roll call:** President Jake Yanchar called the board meeting to order at 4:02 P.M. and the roll call was conducted.

Present: Kristen Brickman, Karen Delano, Josh Hutchinson, Kate Pitrone, and Jake Yanchar  
Kris Carroll - Director and Lisa Havlin – Fiscal Officer.

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

**Approval of Minutes:** Exhibit 11/22/A  
The minutes of the October regular meeting were approved as presented upon motion by Kate Pitrone seconded by Kristen Brickman.  
The motion passed.

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

**Communications:**  
None

**Agenda:** Exhibit 11/22/B  
Kate Pitrone made a motion, seconded by Kristen Brickman to approve the agenda as presented in the board packet  
The motion passed.

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

**Fiscal Officer's Report:** Exhibit 11/22/C  
*Approval of Disbursements and Gifts* Exhibit 11/22/D  
Kate Pitrone 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, Pitrone, Yanchar  
Nays: None

**Approval of Resolution #22-03** Exhibit 11/22/E  
Kate Pitrone made a motion, seconded by Karen Delano to approve Resolution #22-03; Local Government Services engagement letter as presented in the board packet.  
The motion passed.

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

**Director's Report:** Exhibit 11/22/F  
There were no additions to the Director's Report as presented in the board packet

**Assistant Director's Report:** Exhibit 11/22/G  
There were no additions to the Assistant Director's Report as presented in the board packet.

**Human Resources Report:** Exhibit 11/22H  
*Human Resource Actions* Exhibit 11/22/I  
Josh Hutchinson made a motion, seconded by Kate Pitrone to approve the Human Resource Actions including a retirement gift, as presented in the board packet.  
The motion passed.

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

**Local Manager's Report**

Thompson Branch Manager, Kevin Barton, shared a program overview with the board. Thompson has hosted several successful programs recently including an N-scale train program, Toy-time Mondays children's program, several craft programs and special "day" programs which have included Mermaid Day and Pirate Day.

Kevin also shared what he discussed with his staff on Staff Day. Kevin asked his staff to make each patron experience important by remembering to engage, connect, and inspire each patron. Doing this encourages patrons to investigate everything the library has to offer.

**Committee Reports:**

Personnel Committee Exhibit 11/22J  
Kate Pitrone and Kris Carroll described the committee's discussion and recommendations from their October 25<sup>th</sup> committee meeting. Based on the committee's recommendations, the following actions were taken:

*Approval of Marketing Coordinator Job Description* Exhibit 11/22K  
Josh Hutchinson made a motion, seconded by Kristen Brickman, to approve the changes to the Marketing Coordinator job description as presented in the board packet.  
The motion passed.

*Approval of Janitor Job Description* Exhibit 11/22L  
Josh Hutchinson made a motion, seconded by Kristen Brickman, to approve the changes to the Marketing Coordinator job description as presented in the board packet.  
The motion passed.

*Approval of Changes to Facilities Organization Chart* Exhibit 11/22M  
Josh Hutchinson made a motion, seconded by Kristen Brickman, to approve the changes to the Facilities Department organizational chart as presented in the board packet.

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The motion passed.

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

*Approval of Changes Personnel Policy #340*

Exhibit 11/22N

Kate Pitrone made a motion, seconded by Kristen Brickman, to approve the changes to the Facilities Department organizational chart as presented in the board packet.

The motion passed.

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

Discussion of the remaining committee recommendations was moved to Executive Session.

**Unfinished Business:**

None

**New Business:**

*Approval of Resolution #22-04 Real Estate Purchase Agreement*

Exhibit 11/22O

Following discussion of the agreement history, Josh Hutchinson made a motion, seconded by Kate Pitrone, to approve the purchase agreement as presented in the board packet and to authorize President Jake Yanchar to sign the property deed to transfer the property to Cardinal Schools.

The motion passed.

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

*Approval of ADT Access Control Proposal*

Exhibit 11/22P

Kate Pitrone made a motion, seconded by Kristen Brickman, to approve the ADT Access Control Proposal as presented in the board packet, to provide key fob access to all library buildings.

The motion passed.

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

*Discard List*

Exhibit 11/22/Q

Kate Pitrone made a motion, seconded by Jake Yanchar, to approve the November discard list as presented in the board packet.

The motion passed.

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

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**Board Development**

Rescheduled to December meeting

**Foundation report:**

Foundation members are moving forward with updates to their by-laws. The by-law draft has been forwarded to all library board members. The last book sale of the year at Geauga West was November 11 – 14. Kris recommended two new Foundation board members to the Foundation co-chairs.

**Comments From the Public:**

None

**Executive Session**

Kate Pitrone made a motion, seconded by Josh Hutchins to move to executive session for discussion of public employee compensation.

The motion passed and the Board moved to executive session at 4:07 P.M.

The Board returned to regular session at 5:11 P.M.

Kristen Brickman left the board meeting during the executive session.

*Approval of Changes to Merit Payment Structure*

Exhibit 11/22/R

Kate Pitrone made a motion, seconded by Karen Delano to approve changes to the merit payment structure at the 1.5X option as recommended by the Personnel Committee.

The motion passed.

Ayes: Delano, Hutchinson, Pitrone, Yanchar

Nays: None

*Approval of Staff Merit Payments*

Exhibit 11/22/S, V

Josh Hutchinson made a motion, seconded by Kate Pitrone, to approve staff merit payments as presented in the board packets and merit payments for the Director and Fiscal Officer as discussed in executive session.

The motion passed.

Ayes: Delano, Hutchinson, Pitrone, Yanchar

Nays: None

*Approval of Changes to Personnel Policy #270*

Exhibit 11/22/T

Kate Pitrone made a motion, seconded by Karen Delano, to approve changes to Personnel Policy #270, Job Title and Grade, as recommended by the Personnel Committee.

The motion passed.

Ayes: Delano, Hutchinson, Pitrone, Yanchar

Nays: None

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*Approval of Equity Adjustments*

Exhibit 11/22/U

Josh Hutchinson made a motion, seconded by Kate Pitrone, to approve the equity adjustments as recommended by the Personnel Committee.

The motion passed

Ayes: Delano, Hutchinson, Pitrone, Yanchar

Nays: None

*Approval of 2023 Salary Increases*

Exhibit 11/22/U,V

Josh Hutchinson made a motion, seconded by Kate Pitrone, to approve the 2023 salary increases as recommended by the Personnel Committee and Director and Fiscal Officer 2023 salaries as discussed in executive session.

The motion passed

Ayes: Delano, Hutchinson, Pitrone, Yanchar

Nays: None

**Adjournment:**

Kate Pitrone made a motion, seconded by Josh Hutchinson. to adjourn the meeting. The motion passed and the meeting adjourned at 5:15 P.M.

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Jake Yanchar, President

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Paul A. Newman, Secretary