

Minutes of Regular Board Meeting
December 20, 2022

The Geauga County Public Library Board of Trustees met in regular session on Tuesday December 20, 2022, at the Administrative Center.

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, 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, Mike Pope, and Chris Reda

Approval of Minutes: Exhibit 12/22/A
The minutes of the November records commission and regular meetings were approved as presented upon motion by Kate Pitrone seconded by Josh Hutchinson.
The motion passed.

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

Communications: Exhibit 12/22/B
Kris Carroll informed the board of three communications, a thank-you note from the Geauga West staff; a letter from the Western Reserve Spinners and Weavers Guild donating books in honor of a founding member of the guild; and letters received with donations to the library system in member of former staff member, John Springer.

Agenda: Exhibit 12/22/C
Jake Yanchar made a motion, seconded by Josh Hutchinson to approve the agenda as amended with the addition of 14A – 2023 Executive Committee nominations.
The motion passed.

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

Fiscal Officer's Report: Exhibit 12/22/D
Approval of Disbursements and Gifts Exhibit 12/22/E
Karen Delano made a motion, seconded by Kate Pitrone, to approve the Fiscal Officer's Report including disbursements and gifts as presented in the board packet.
The motion passed.

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

Approval of Resolution #22-05 2022 Appropriations Exhibit 12/22/F
Kate Pitrone made a motion, seconded by Karen Delano, to approve Resolution #22-05; 2022 Final Appropriations as presented in the board packet.

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The motion passed.

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

Approval of Resolution #22-06 Request for Tax Advance Exhibit 12/22/G
Josh Hutchinson made a motion, seconded by Kate Pitrone, to approve Resolution #22-06; Request for Advance of Taxes Collected as presented in the board packet.
The motion passed.

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

Approval of Year End Transfers Exhibit 12/22/H
Kate Pitrone made a motion, seconded by Karen Delano, to approve the year end transfers as presented in the board packet.
The motion passed.

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

Approval of Resolution #22-07 2023 Budget Appropriations Exhibit 12/22/I
Kate Pitrone made a motion, seconded by Karen Delano, to approve Resolution #22-07; 2023 Permanent Appropriations as presented in the board packet.
The motion passed.

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

Approval of 2023 Mileage Reimbursement Rate
Josh Hutchinson made a motion, seconded by Kate Pitrone, to approve using the January 2023 IRS standard rate for employee mileage reimbursement in 2023.
The motion passed.

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

Director's Report: Exhibit 12/22/J
Approval of Staff Continuing Education Assistance
Josh Hutchinson made a motion, seconded Kate Pitrone, to approve continuing education assistance as presented in the board packet:

Debbie Schrock	Kent State University	\$1,1013.70
	21062 Physical Geography	
	21063 Physical Geography Lab	

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47999 Capstone Writing
31009 Management and Entrepreneurship

Gabrielle Kusner University of Tennessee \$2,2325.00
INSC514 Information Technology Foundations
INSC554 Public Libraries

Assistant Director's Report:

Exhibit 12/22/K

There were no additions to the Assistant Director's as presented in the board packet.

Human Resources Report:

Exhibit 12/22/L

Human Resource Actions

Exhibit 12/22/M

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

The motion passed.

Ayes: Delano, Hutchinson, Pitrone, Yanchar

Nays: None

Local Manager's Report

Communications and Marketing Manager, Denise Javins shared three recent projects: the most recent Lines and Links newsletter, the 2022 Our Favorite Reads publication, and the Foundation year end appeal letter.

Committee Reports:

None

Unfinished Business:

None

New Business:

Approval of Resolution #22-08 Reaffirmation of Library Boundaries Exhibit 12/22/N

Kate Pitrone made a motion, seconded by Josh Hutchinson, to approve the resolution requesting reaffirmation of the library's boundaries as set by the Ohio State Library to include Thompson and Munson townships as they were prior to the redistricting of the Ledgemont school district.

The motion passed.

Ayes: Delano, Hutchinson, Pitrone, Yanchar

Nays: None

Approval of Operating Policy 731

Exhibit 12/22/O

Josh Hutchinson made a motion, seconded by Karen Delano to approve the updates to Operating Policy 731 – Loan Periods, Renewals, Fines & Fees to allow for a \$1.00 copy/print credit for library card holders, as presented in the board packet.

The motion passed.

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

Approval of Updated 2023 Board Meeting Dates and Locations Exhibit 12/22/P
Kate Pitrone made a motion, seconded by Karen Delano, to approve the updated 2023 Board Meeting Dates and Locations as presented in the board packet.
The motion passed.

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

Board Development

2023 Officer Candidate Nominations Exhibit 12/21/Q
Josh Hutchinson made a motion, seconded by Karen Delano to accept the officer nominations as presented in the board packet.
The motion passed.

Operating Policy 610 – Materials Selection Policy Exhibit 12/21/R
In light of the recent materials challenges, Kris Carroll shared the library's Materials Selection Policy with the board.

Foundation report:

Four new Foundation Board members, including two library employees, were welcomed at the Foundation's December meeting. Plans are moving forward for 2023 Mini Golf events and the Foundation board is finalizing their updated by-laws.

Comments From the Public:

None

Adjournment:

Kate Pitrone made a motion, seconded by Karen Delano. to adjourn the meeting. The motion passed and the meeting adjourned at 4:19 P.M.

Jake Yanchar, President

Paul A. Newman, Secretary