

Minutes of Regular Board Meeting
January 17, 2023

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, January 17, 2023, at the Administrative Center.

Call to order and roll call: President Kate Pitrone called the board meeting to order at 4:07 P.M. and the roll call was conducted.

Present: Kristen Brickman, Karen Delano, Josh Hutchinson, Paul Newman, Kate Pitrone
Kris Carroll - Director, Lisa Havlin - Fiscal Officer

Also Present: Kevin Barton, Nicole Burnside, Eric Coulbourne, Alicia Evans, Katy Farrell, Rachael Hartman, Danielle Hollar, Denise Javins, John Johnston, Judy Lasco, Marlene Pelyhes, Mike Pope, and Deborah Schrock

Approval of Minutes: Exhibit 01/23/A
The minutes of the December regular meeting were approved as presented upon motion by Josh Hutchinson, seconded by Karen Delano.
The motion passed.

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

Communications: Exhibit 01/23/B
No additions to the communications as presented in the board packet.

Agenda: Exhibit 01/23/C
Josh Hutchinson made a motion, seconded by Paul Newman, to approve the agenda as presented in the board packet.
The motion passed.

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

Fiscal Officer's Report: Exhibit 01/23/D
Approval of Disbursements and Gifts Exhibit 01/23/E
Karen Delano made a motion, seconded by Josh Hutchinson, 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, Pitrone
Nays: None

Approval of Banking Changes
Karen Delano made a motion, seconded by Paul Newman, to approve adding Board President Kate Pitrone and removing Jake Yanchar as signer on all bank accounts.
The motion passed.

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

Appointment of Credit Card Compliance Officer
Josh Hutchinson made a motion, seconded by Paul Newman, to appoint Karen Delano as Credit Card Compliance Officer for 2023.
The motion passed.

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

Approval to Advertise Request for Qualifications Exhibit 01/23/F
Josh Hutchinson made a motion, seconded by Karen Delano to advertise Request for Qualification for architect/design professionals as well as landscape design professionals in accordance with ORC 153.68 and 153.65(D).

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The motion passed.

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

Approval of Grant Participation

Exhibit 01/23/G

Karen Delano made a motion, seconded by Kristen Brickman to approve the Library's full participation in the Cleveland Foundation summer intern grant valued at \$7,400 along with its associated responsibilities which include paying personnel costs for a full-time temporary intern.

The motion passed.

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

2022 Carryover Amounts

Exhibit 01/23/H

Fiscal Officer, Lisa Havlin shared the 2022 ending fund balances with the board.

Director's Report:

Exhibit 01/23/I

Karen Delano made a motion, seconded by Paul Newman to approve the following tuition reimbursement requests:

Katie Whisler
Kent State University \$1,112.50
LIS 60625 Engaging Young Children and Families
LIS 60627 The Study of Children's Picture books

Rebecca Althouse
Kent State University \$1,112.50
LIS 60020 Information Organization
LIS 60640 Information Institutions and Professions

Jonathon Kopp
Kent State University \$ 786.66
LIS 60020 Information Organization

Stefanie Paganini \$1,665.00
Kent State University
LIS 60401 Leadership in Libraries
LIS 60614 Collection Management
LIS 60626 Engaging Teens

The motion passed.

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

Assistant Director's Report:

Exhibit 01/23/J

In addition to her written report, Katy Farrell informed the board that Geauga County Public Library was the highest circulating system in Clevnet in 2022 and that the Middlefield Branch was the highest circulating branch in Clevnet in 2022.

Human Resources Report:

Exhibit 01/23/K

Human Resource Actions

Exhibit 01/23/L

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: Brickman, Delano, Hutchinson, Newman, Pitrone
Nays: None

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Local Manager's Report

Technical Services Manager, Marlene Pelyhes highlighted current technical services projects. The Technical Services Department worked with public services to enhance the inspirational fiction section at the Thompson Branch. The Department worked with selector, Lori Pinkey to select appropriate titles for the collection. This project resulted in increased circulation.

Another recent project was the addition of the Historical Plain Dealer database. Marlene was able to add the database to Geauga County Public Library's collection at a significant savings.

Technical Services Specialist, Rachel Nieves has been working with genealogy staff at the Chardon Branch to catalog items in the Allyn Room. These items will now be searchable in

the library's catalog. In addition, genealogy volunteers scanned 1,233 obituaries that were added to the RB Hayes database.

Committee Reports:

None

Unfinished Business:

None

New Business:

Approval to Close Bainbridge Branch

Paul Newman made a motion, seconded by Josh Hutchinson to approve closing the Bainbridge Branch on Sunday, March 19, 2023 to accommodate the Foundation's Mini Golf Event.

The motion passed.

Ayes: Brickman, Delano, Hutchinson, Newman, Pitrone

Nays: None

Approval of Discard List

Exhibit 01/23/M

Josh Hutchinson made a motion, seconded by Kristen Brickman to approve the January discard list as presented in the board packet.

After discussion, the motion passed.

Ayes: Brickman, Delano, Hutchinson, Newman, Pitrone

Nays: None

Board Development

Kris Carroll shared the library's 2023 Round Tables schedule and invited the board to attend these staff meetings.

Foundation report:

Kris reported that the Foundation welcomed a new member at their last meeting and is working with library administrative staff on the Foundation's Mini Golf fundraiser.

Comments From the Public:

Exhibit 01/23/O

Kathy Catani thanked the board for their support of the Chagrin Valley's Herb Society's herb garden at the Bainbridge Branch. A teahouse was recently installed, and Kathy will be sharing the society's progress at the library's February meeting.

Adjournment:

Paul Newman made a motion, seconded by Josh Hutchinson to adjourn the meeting. The motion passed and the meeting adjourned at 4:29 P.M.

Kate Pitrone, President

Karen Delano, Secretary