

Minutes of Organizational Meeting

January 17, 2023

The Geauga County Public Library Board of Trustees met for the Organizational Meeting on Tuesday, January 17, 2023, at the Administrative Center.

Call to Order and Roll Call: Vice-President Kate Pitrone called the Organizational meeting to order at 4:00 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

Election of Officers:

Josh Hutchinson made a motion, seconded by Kristen Brickman to approve the following slate of officers as recommended by the Executive Committee.

The motion passed.

The new officers are:

President:	Kate Pitrone
Vice President:	Paul Newman
Secretary:	Larry Pitorak

Oath of office Board Officers

Notary Deborah Schrock conducted the swearing in of the board officers, Kate Pitrone and Paul Newman.

Appointment of Fiscal Officers and Bond:

Exhibit 1/23/A

Josh Hutchinson made a motion, seconded by Paul Newman to approve the appointment of Lisa Havlin as Fiscal Officer at the salary and employment package specified in memorandum and bond to be set at \$40,000 and Dawn Malaska as Deputy Fiscal Officer with bond to be set at \$10,000.

Ayes: Brickman, Delano, Hutchinson, Newman, Pitrone

Nays: None

Oath of Fiscal Officers:

Notary Deborah Schrock conducted the swearing in of the Fiscal Officer and Deputy Fiscal Officer.

Appointment of Director:

Exhibit 1/23/A

Josh Hutchinson made a motion, seconded by Paul Newman to approve the appointment of Kris Carroll as Library Director at the salary and employment package presented in memorandum. The motion passed.

Ayes: Brickman, Delano, Hutchinson, Newman, Pitrone

Nays: None

Approval of Bylaws:

Exhibit 1/23/B

Karen Delano made a motion, seconded by Paul Newman to approve the Bylaws for 2022. The motion passed.

Ayes: Brickman, Delano, Hutchinson, Newman, Pitrone

Nays: None

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Approval of Organizational Chart, Personnel Policies 131-142:

Exhibit 1/23/C

Paul Newman made a motion, seconded by Kate Pitrone, to approve the Organizational Charts, Personnel Policies #131-142 as presented.

The motion passed.

Ayes: Brickman, Delano, Hutchinson, Newman, Pitrone

Nays: None

Committee Appointments:

Exhibit 1/23/E

Paul Newman made a motion, seconded by Kate Pitrone to accept the committee assignments as presented in the board packet

The motion passed.

Ayes: Brickman, Delano, Hutchinson, Newman, Pitrone

Nays: None

Fiscal Officer's Report

Exhibit 1/23/F

Petty Cash and Cash Drawer Amounts

Karen Delano made a motion, seconded by Josh Hutchinson, to approve the Fiscal Officer's recommendations for branch petty cash and cash draw amounts as listed in her board report.

The motion passed.

Ayes: Brickman, Delano, Hutchinson, Newman, Pitrone

Nays: None

Fiscal Officer to invest monies

Josh Hutchinson made a motion, seconded by Karen Delano, to allow the Fiscal Officer to invest monies without prior approval of the Board.

The motion passed.

Ayes: Brickman, Delano, Hutchinson, Newman, Pitrone

Nays: None

Stock Holdings:

Exhibit 1/23/F

Fiscal Officer, Lisa Havlin reported that the stock held by the Library at the end of 2022 had a value of \$11,660.12.

Adjourn:

Josh Hutchinson, made a motion, seconded by Paul Newman to adjourn the meeting. The motion passed and the meeting adjourned at 4:07 P.M.

Kate Pitrone, President

Karen Delano, Secretary