

Minutes of Regular Board Meeting
February 21, 2023

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, February 21, 2023, at the Administrative Center.

Call to order and roll call: President Kate Pitrone called the board meeting to order at 4:00 P.M. and the roll call was conducted.

Present: Kristen Brickman, Karen Delano, Paul Newman, Kate Pitrone, Jake 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 02/23/A
The minutes of the January organizational and regular meeting were approved as presented upon motion by Paul Newman, seconded by Karen Delano.
The motion passed.

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

Communications: Exhibit 02/23/B
No additions to the communications as presented in the board packet.

Agenda: Exhibit 02/23/C
Paul Newman made a motion, seconded by Kristen Brickman, to approve the agenda with the addition of 15B Approval to close library branches on July 3, 15C Approval to move the March Board of Trustee meeting to March 28 and 16A Approval to recommend the reappointment of Jake Yanchar.
The motion passed.

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

Election of Board Secretary:
Paul Newman made a motion, seconded by Jake Yanchar to approve the appointment of Karen Delano as Board Secretary.
The motion passed.

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

Oath of Office Board Secretary
Notary Deborah Schrock conducted the swearing in of Board Secretary, Karen Delano.

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Chardon Concept Plan Presentation

Rick Ortmeyer and Emily Carr, representatives from Bostwick Design presented the recently completed concept plan and estimated cost for an addition and renovation of the Chardon Branch.

Fiscal Officer's Report:

Exhibit 02/23/D

Approval of Disbursements and Gifts

Exhibit 02/23/E

Karen Delano 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, Newman, Pitrone, Yanchar

Nays: None

Approval to Pay Invoices by EFT or ACH

Paul Newman made a motion, seconded by Jake Yanchar, to approve the payment of all necessary invoices or bills by check, electronic funds transfer or ACH transfer.

The motion passed.

Ayes: Brickman, Delano, Newman, Pitrone, Yanchar

Nays: None

Director's Report:

Exhibit 02/23/F

Jake Yanchar made a motion, seconded by Kristen Brickman to approve the following tuition reimbursement requests:

Tracy Toothman	
Goddard College	\$2,276.50
Introduction to Psychology	
Writing in Psychology	
Social Science Research	
Cognitive Neuroscience	
Developmental Psychology	

Jonathon Kopp (corrected amount)	
Kent State University	\$1,087.50
LIS 60020	Information Organization

The motion passed.

Ayes: Brickman, Delano, Newman, Pitrone, Yanchar

Nays: None

Assistant Director's Report:

Exhibit 02/23/G

In addition to her written report, Katy Farrell informed the board that youth services staff had participated in the Ohio Every Child Ready to Read training. Many adult services staff

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attended the NEO-RLS sponsored Adult Summer Reading Program workshop and several staff presented at the workshop.

Human Resources Report:

Exhibit 02/23/H

Human Resource Actions

Exhibit 02/23/I

Paul Newman made a motion, seconded by Jake Yanchar to approve the Human Resource Actions as presented in the board packet.

The motion passed.

Ayes: Brickman, Delano, Newman, Pitrone, Yanchar

Nays: None

Local Manager's Report

Mike Pope, Information Technology Manager, shared several recent IT projects with the board. The IT department installed the necessary hardware to complete the key fob project at all buildings. Little Green Button, a software application that allows employees to instantly request assistance at their location, was installed on all staff computers. Mike worked with Company 119 to complete a website update and worked with the Clevnet members after a recent extended service outage to create procedures to avoid issues in the future. Mike also has been coordinating with Chardon High School staff to select and procure Maker Space equipment for the new space at the high school. IT staff is working to replace all staff workroom computers.

Committee Reports:

Facilities Committee

Chardon School Maker Space Agreement Resolution 23-01

Exhibit 02/23/J

Paul Newman made a motion seconded by Kristen Brickman to approve the agreement between the Chardon Local School District and GCPL to provide public service for a Maker Space at the Chardon High School as recommended by the Facilities Committee.

The motion passed.

Ayes: Brickman, Delano, Newman, Pitrone, Yanchar

Nays: None

Operating Policy 555 Meeting and Study Rooms

Exhibit 02/23/K

Paul Newman made a motion seconded by Jake Yanchar to approve the updates to Operating Policy 555 Meeting and Study Rooms as recommended by the Facilities Committee.

The motion passed.

Ayes: Brickman, Delano, Newman, Pitrone, Yanchar

Nays: None

Chagrin Valley Herb Society Memorandum of Understanding

Exhibit 02/23/L

Kate Pitrone made a motion seconded by Kristen Brickman to approve the memorandum of understanding between the Chagrin Valley Herb Society and GCPL as recommended by the Facilities Committee.

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The motion passed.

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

Unfinished Business:

None

New Business:

Approval of Discard List

Exhibit 02/23/M

Paul Newman made a motion, seconded by Jake Yanchar to approve the February discard list as presented in the board packet.

After discussion, the motion passed.

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

Approval to Close Library July 3, 2023

Paul Newman made a motion, seconded by Kristen Brickman to approve closing the library July 3, 2023. Full-time employees will receive holiday pay for this closure.

The motion passed.

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

Approval to Move March Board Meeting Date and Location

Jake Yanchar made a motion, seconded by Paul Newman to approve moving the March Board of Trustees meeting to 4 pm March 28, 2023, at the Administrative Center.

The motion passed.

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

Board Development

Approval to Recommend Reappointment

Paul Newman made a motion seconded by Kristen Brickman to approve the recommendation of reappointment of Trustee Jake Yanchar to the Judges of the Common Pleas Court.

The motion passed.

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

Director, Kris Carroll shared a recently created 2022 Year in Review document with the board. She also reminded the board that Legislative Day is April 26, 2023 and that the Governor's recommended budget asks that in permanent law, the PLF be increased to 1.7% of the General Revenue Fund.

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Foundation report:

Kris reported that the Foundation changed their meeting dates to the 4th Wednesday of the month at 8:30 am. The Foundation as well as library staff are working on the upcoming Mini Golf event.

Comments From the Public:

None

Adjournment:

Paul Newman made a motion, seconded by Kristen Brickman, to adjourn the meeting. The motion passed and the meeting adjourned at 4:57 P.M.

Kate Pitrone, President

Karen Delano, Secretary