

Minutes of Regular Board Meeting  
May 16, 2023

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, May 2+, 2023, at the Administrative Center.

**Call to order and roll call:** Vice-President Paul Newman called the board meeting to order at 4:00 P.M. and the roll call was conducted.

Present: Kristen Brickman (4:02), Karen Delano, Joshua Hutchinson, Crist Miller, Paul Newman, Jake Yanchar  
Kris Carroll - Director, Lisa Havlin - Fiscal Officer

Also Present: Kevin Barton, Nicole Burnside, Eric Coulbourne, Alicia Evans, Katy Farrell, Rachael Hartman, Danielle Hollar, John Johnston, Judy Lasco, Marlene Pelyhes, Michael Pope

Guests: Meghan Macsuga, Brianna Weaver

**Approval of Minutes:** Exhibit 05/23/A  
The minutes of the March organizational and regular meeting were approved as presented upon motion by Karen Delano, seconded by Josh Hutchinson.  
The motion passed.

Ayes: Delano, Hutchinson, Miller, Newman, Yanchar  
Nays: None

**Communications:** Exhibit 05/23/B  
No additions to the communications as presented in the board packet.

Kristen Brickman arrived at the meeting.

**Agenda:** Exhibit 05/23/C  
Karen Delano made a motion, seconded by Jake Yanchar to approve the agenda as presented in the board packet.  
The motion passed.

Ayes: Brickman, Delano, Hutchinson, Miller, Newman, Yanchar  
Nays: None

**Fiscal Officer's Report:** Exhibit 05/23/D  
*Approval of Disbursements and Gifts* Exhibit 05/23/E  
Karen Delano made a motion, seconded by Kristen Brickman, to approve the Fiscal Officer's Report including March and April disbursements and gifts as presented in the board packet.  
The motion passed.

Ayes: Brickman, Delano, Hutchinson, Miller, Newman, Yanchar  
Nays: None

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*Approval of Electric Supply Contract*

Exhibit 05/23/F

Karen Delano made a motion, seconded by Kristen Brickman to approve the contract for electric supply for January 2025 through December 2027 as presented at the board meeting. The motion passed.

Ayes: Brickman, Delano, Hutchinson, Miller, Newman, Yanchar  
Nays: None

*Approval to Reimburse OLC Membership Dues*

Josh Hutchinson made a motion, seconded by Jake Yanchar, to approve reimbursement of an employee's OLC membership dues after the first quarter of the year. The motion passed.

Ayes: Brickman, Delano, Hutchinson, Miller, Newman, Yanchar  
Nays: None

**Director's Report:**

Exhibit 05/23/G

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

Stefanie Paganini  
Kent State University           \$1,297.50  
LIS 60280    Master's Portfolio  
LIS 60629    Engaging School Age Children  
LIS 60654    Preservation and Conservation of Heritage Materials

Rebecca Althouse  
Kent State University           \$742.50  
LIS 60650    Information Policy  
LIS 61095    Trauma Informed Sources and Services

Deborah Schrock  
Kent State University           \$499.50  
BMRT 36410 Applications of Technology Management Software  
IT 42000      Social Media Security

The motion passed.

Ayes: Brickman, Delano, Hutchinson, Miller, Newman, Yanchar  
Nays: None

Director Kris Carroll introduced Brianna Weaver, a West Geauga student who is participating in an internship program at the Geauga West branch and Megan Macsuga, a Kenston student completing an internship program at the Bainbridge branch.

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**Assistant Director's Report:**

Exhibit 05/23/H

Assistant Director Katy Farrell thanked Geauga West Manager, Eric Coulbourne for his seven years of service with the library. Eric will be leaving GCPL for a position at the Cardoza School of Law in New York.

There were no further additions to the Assistant Director's Report.

**Human Resources Report:**

Exhibit 05/23/I

*Human Resource Actions*

Exhibit 05/23/J

Josh Hutchinson made a motion, seconded by Kristen Brickman to approve the Human Resource Actions including retirement gift, as presented in the board packet.

The motion passed.

Ayes: Brickman, Delano, Hutchinson, Miller, Newman, Yanchar

Nays: None

**Local Manager's Report**

Facilities Manager, John Johnston, shared recent facilities projects with the board. John also thanked his staff for filling in when the department was short staffed.

**Committee Reports:**

Executive Committee

Exhibit 05/23/K

*Approval to Retain Owner's Representative*

Exhibit 05/23/L

Josh Hutchinson made a motion, seconded by Karen Delano, to approve the contract to retain Corbus Library Consulting as owner's representative for the Chardon Branch project.

The motion passed.

Ayes: Brickman, Delano, Hutchinson, Miller, Newman, Yanchar

Nays: None

Personnel Committee

Exhibit 05/23/M

*Approval of Personnel Policies*

Exhibit 05/23/N

Karen Delano made a motion, seconded by Kristen Brickman, to approve the Personnel Policies as presented in the board packet. Policies include new policies 535 Ohio Ethics Compliance and 546 Children in the Workplace as well as updates to policies 340 Educational Assistance and 248 Unanticipated Closure.

The motion passed.

Ayes: Brickman, Delano, Hutchinson, Miller, Newman, Yanchar

Nays: None

*Approval of Maker Space Specialist Job Description*

Exhibit 05/23/N

Karen Delano made a motion, seconded by Josh Hutchinson, to approve the new Maker Space Specialist Job Description.

The motion passed.

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Ayes: Brickman, Delano, Hutchinson, Miller, Newman, Yanchar  
Nays: None

*Approval of Organizational Chart Updates*

Exhibit 05/23/O

Karen Delano made a motion, seconded by Josh Hutchinson, to approve the addition of positions as indicated on the Bainbridge and IT Department organizational charts.  
The motion passed.

Ayes: Brickman, Delano, Hutchinson, Miller, Newman, Yanchar  
Nays: None

*Part-time Benefits Survey*

Exhibit 05/23/P

Also included in the Personnel Committee report was a summary of results from the recent part-time benefits survey.

**Unfinished Business:**

None

**New Business:**

*Approval of Updates to Operating Policy 731*

Exhibit 05/23/Q

Jake Yanchar made a motion, seconded by Kristen Brickman, to approve the updates to Operating Policy 731 Loan Periods, Renewals, Fines and Fees as presented in the board packet.  
The motion passed.

Ayes: Brickman, Delano, Hutchinson, Miller, Newman, Yanchar  
Nays: None

*Approval of Discard List*

Exhibit 05/23/R

Josh Hutchinson made a motion, seconded by Jake Yanchar to approve the May discard list as presented in the board packet.  
The motion passed.

Ayes: Brickman, Delano, Hutchinson, Miller, Newman, Yanchar  
Nays: None

**Board Development**

Exhibit 05/23/S

Director, Kris Carroll shared talking points and contact information for the Board to contact their state senators regarding the impact of proposed stat budget on library funding. Kris also shared the library's petitioning guidelines in light of the expected increase of groups gathering signatures on library property.

**Foundation report:**

Kris reported that Foundation board members have been training on their Little Green Light donor software. The Friends are preparing for the Bainbridge and Fairgrounds books sales and have received a new shipment of candy bars to be sold in the Branches.

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**Comments From the Public:**

None

**Adjournment:**

Karen Delano made a motion, seconded by Josh Hutchinson, to adjourn the meeting. The motion passed and the meeting adjourned at 4:02 P.M.

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Paul Newman, Vice-President

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Karen Delano, Secretary