

Minutes of Regular Board Meeting  
August 15, 2023

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, August 15, 2023, at the Chardon Branch.

**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, Josh Hutchinson, Crist Miller, Paul Newman, Kate Pitrone, Jake Yanchar  
Kris Carroll - Director, Lisa Havlin - Fiscal Officer, Katy Farrell – Assistant Director

Also Present: Kevin Barton, Nicole Burnside, Rachael Hartman, Danielle Hollar, Denise Javins, John Johnston, Judy Lasco, Marlene Pelyhes, Michael Pope

**Oath of Office:**

Notary Amy Lydan conducted the swearing in of Jake Yanchar, reappointed Library Board Trustee prior to the meeting.

**Approval of Minutes:**

Exhibit 08/23/A

The minutes of the July regular meeting were approved as presented upon motion by Kristen Brickman, seconded by Paul Newman.  
The motion passed.

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

**Communications:**

Exhibit 08/23/B

In addition to the communications presented in the board packet Kris Carroll shared an Ohio State Senate proclamation honoring the library on its sixtieth anniversary.

**Agenda:**

Exhibit 08/23/C

Paul Newman made a motion, seconded by Jake Yanchar, to approve the agenda with the addition of item 16 Executive Session.  
The motion passed.

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

**Fiscal Officer's Report:**

Exhibit 08/23/D

*Approval of Disbursements and Gifts*

Exhibit 08/23/E

Kristen Brickman made a motion, seconded by Paul Newman, to approve the Fiscal Officer's Report including July disbursements and gifts as presented in the board packet.  
The motion passed.

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

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Nays: None

**Director's Report:**

Exhibit 08/23/F

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

Jonathon Kopp  
Kent State University           \$1,115.00  
LIS 60030   People Information Ecology

Regan Connor  
Kent State University           \$2,222.50  
LIS 60020   Information Organization  
LIS 60030   People Information Ecology  
LIS 60040   Information Institutions and Professions  
LIS 60050   Research and Assessment in Library and Information Science

Halli Pliml  
Kent State University           \$1,120.50  
LIS 60030   People Information Ecology  
LIS 60040   Information Institutions and Professions

The motion passed.

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

Kris also reported that over 400 patrons attended the library's 60<sup>th</sup> Anniversary celebration. She thanked everyone who worked on the event and recognized Katy Farrell and Debbie Schrock for spear heading the project.

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

**Assistant Director's Report:**

Exhibit 08/23/G

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

**Human Resources Report:**

Exhibit 08/23/H

*Human Resource Actions*

Exhibit 08/23/I

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

The motion passed.

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

**Local Manager's Report**

Chardon manager, Judy Lasco

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**Committee Reports:**

None

**Unfinished Business:**

None

**New Business:**

*Approval of Additional 15-hour Janitorial Position*

Exhibit 08/23/J

Josh Hutchinson made a motion, seconded by Kristen, to approve the addition of a janitorial position to clean the Administrative Center as presented in the board packet.

The motion passed.

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

Nays: None

*Approval of Geauga Mechanical Quote*

Exhibit 08/23/K

Josh Hutchinson made a motion, seconded by Paul Newman, to approve Geauga Mechanical quote to replace the HVAC controls at the Administrative Center.

The motion passed.

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

Nays: None

*Approval of Discard List*

Exhibit 08/23/L

Paul Newman made a motion, seconded by Kristen Brickman, to approve the August discard list as presented in the board packet.

The motion passed.

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

Nays: None

**Board Development**

None

**Foundation report:**

Kris reported that there was a 50% increase in revenue from the recent Friends booksale at the Thompson branch over last year's sale. The Foundation has set March 9 and 10 as the dates for their Mini-Golf event. Foundation and Friend members attended the 60<sup>th</sup> Anniversary event and recruited several new volunteers.

**Executive Session**

Josh Hutchinson made a motion, seconded by Jake Yanchar, to move to executive session to consider the employment of a public employee.

The motion passed and the board moved to executive session at 4:30 pm.

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

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Nays: None

The board returned to the regular meeting session at 4:40 pm.

**Comments From the Public:**

None

**Adjournment:**

Kristen Brickman made a motion, seconded by Jake Yanchar, to adjourn the meeting. The motion passed and the meeting adjourned at 4:41 pm.

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Kate Pitrone, President

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Karen Delano, Secretary