

Minutes of Regular Board Meeting
September 19, 2023

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, September 19, 2023, at the Geauga West 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: 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 09/23/A

The minutes of the August regular meeting were approved as presented upon motion by Paul Newman, seconded by Jake Yanchar.
The motion passed.

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

Communications:

Exhibit 09/23/B

There were no additions to the communications presented in the board packet.

Agenda:

Exhibit 09/23/C

Paul Newman made a motion, seconded by Josh Hutchinson, to approve the agenda as presented in the board packet.
The motion passed.

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

Fiscal Officer's Report:

Exhibit 09/23/D

Approval of Disbursements

Exhibit 09/23/E

Josh Hutchinson made a motion, seconded by Paul Newman, to approve the Fiscal Officer's Report including August disbursements as presented in the board packet.
The motion passed.

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

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Director's Report:

Exhibit 09/23/F

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

Rebecca Althouse
Kent State University \$1,112.50
LIS 60030 People Information Ecology

Gabrielle Kusner
University of Tennessee \$2,342.00
INSC 514 Information Technology Foundations
INSC 516 Storytelling as a Communications and Learning Tool

Chris Peace
University of Buffalo \$499.68
LIS 575 Research Methods

The motion passed.

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

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

Assistant Director's Report:

Exhibit 09/23/G

Katy introduced the new Geauga West Manager, Erika Noark to the board. Katy mentioned that Geauga West staff and Mobile Services staff (with the Fun Bus) participated in the West Geauga Chamber of Commerce Unity Day.

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

Human Resources Report:

Exhibit 09/23/H

Human Resource Actions

Exhibit 09/23/I

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

The motion passed.

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

Local Manager's Report

Geauga West Manager, Erika Noark shared a recent popular program. GW's Big Foot (Bigfoot) program was attended by 116 patrons. Erika also reported that her popular No Homework Book Club would be moving back to Geauga West.

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Committee Reports:

None

Unfinished Business:

None

New Business:

Approval of Operating Policy 570 Video Surveillance Exhibit 09/23/J

Paul Newman made a motion, seconded by Josh Hutchinson, to approve new Operating Policy 570 Video Surveillance as presented in the board packet.

The motion passed.

Ayes: Hutchinson, Miller, Newman, Pitrone, Yanchar

Nays: None

Approval of Organizational Chart Updates

Exhibit 09/23/K

Paul Newman made a motion, seconded by Josh Hutchinson, to approve the changes to Bainbridge and Mobile Services organizational charts. Bainbridge changes move two positions from Adult Services staff to report to the manager as Maker Space Specialists. Mobile Services changes combine two 20-hour driver positions to create one full time position.

The motion passed.

Ayes: Hutchinson, Miller, Newman, Pitrone, Yanchar

Nays: None

Board Development

Kris reminded the board that Staff Day will be held October 9 and all board members are welcome. A cyber security email will be sent. Please let Mike know if there are any more email issues. The library is preparing for the 2024 solar eclipse. Three viewing parties are already scheduled, and the library will be coordinating with the Geauga Park District for other programming.

Foundation report:

Kris reported that the Fair booksale went well. The Foundation is beginning to plan for the 2024 Mini Golf event. In addition, Debbie Schrock has accepted the Development Coordinator position.

Comments From the Public:

Chris Takas asked how the Chardon Makerspace was going. Kris shared that the space is set up and the grand opening for patrons will be October 21.

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Adjournment:

Paul Newman made a motion, seconded by Jake Yanchar, to adjourn the meeting. The motion passed and the meeting adjourned at 4:19 pm.

Kate Pitrone, President

Karen Delano, Secretary