

Minutes of Regular Board Meeting
November 21, 2023

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, November 21, 2023, at the Thompson Branch.

Call to order and roll call: President Kate Pitrone called the board meeting to order at 4:02 P.M. and the roll call was conducted.

Present: Karen Delano, Josh Hutchinson, Crist Miller, Paul Newman, Kate Pitrone, Kris Carroll - Director, Lisa Havlin - Fiscal Officer, Katy Farrell – Assistant Director

Also Present: Kevin Barton, Nicole Burnside, Rachael Hartman, Dani Hollar, Judy Lasco, Erika Noark, Marlene Pelyhes, Debbie Schrock

Approval of Minutes: Exhibit 11/23/A
The minutes of the October regular meeting were approved as presented upon motion by Paul Newman, seconded by Josh Hutchinson.
The motion passed.

Communications: Exhibit 11/23/B
The board briefly discussed the communication from PBM Wireless Services, LLC. Trustee Crist Miller met with PBM's representatives at the library property and found this is a preliminary discussion. Mr. Miller discussed safety issues with the representatives and Kris Carroll contacted the Geauga Park District to make sure any tower installed on library property would not interfere with a proposed buggy path on the same property. There were no further additions to the communications presented in the board packet.

Agenda: Exhibit 11/23/C
Paul Newman made a motion, seconded by Josh Hutchinson, to approve the agenda as amended with the addition of item 17 Executive Session.
The motion passed.

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

Fiscal Officer's Report: Exhibit 11/23/D
Approval of Disbursements Exhibit 11/23/E
Paul Newman made a motion, seconded by Karen Delano, to approve the Fiscal Officer's Report including September disbursements and gifts as presented in the board packet.
The motion passed.

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

Approval of Amended 2023 Appropriations Resolution 23-01 Exhibit 11/23/F

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Josh Hutchinson made a motion, seconded by Paul Newman, to approve the 2023 Amended Appropriations resolution.
The motion passed.

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

Director's Report:

Exhibit 11/23/G

Paul Newman made a motion, seconded by Josh Hutchinson, to approve the tuition assistance request as presented in the Director's report.

Trance Toothman	Goddard College	\$2,408.50
Memoir in All Forms		
Creating Visual Arts		
Linguistics and Literacy Social Theory		
Writing Poetry		

The motion passed.

Ayes: Delano, Hutchinson, Miller, Newman, Pitrone
Nays:

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

Assistant Director's Report:

Exhibit 11/23/H

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

Human Resources Report:

Exhibit 11/23/I

Human Resource Actions

Exhibit 11/23/J

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

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

Local Manager's Report

Kevin Barton, Thompson Branch manager reminded the board that it has been three years since the new building opened. In that time the staff at Thompson made many community connections including community groups and local businesses such as Hemly Tool. The staff collaborated with the community during the Halloween event and plan to work together on the Thompson Christmas program.

Committee Reports:

Personnel Committee

Exhibit 11/23/K

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Job Description and Organizational Chart Updates

Exhibit 11/23/L

Paul Newman made a motion, seconded by Crist Miller, to approve the changes to the Administrative Assistant and Maintenance Coordinator job descriptions as well as the Facilities Organizational chart as presented in the board packet.

The motion passed.

Ayes: Delano, Hutchinson, Miller, Newman, Pitrone

Nays: None

Sunday Hours

Exhibit 11/23/M

Following a brief discussion about patron use of branches on Sundays during the Summer, Karen Delano made a motion, seconded by Josh Hutchinson to update Operating Policy 130 to close buildings on Mother's and Father's Day as an unpaid closing as recommended by the Personnel Committee.

The motion passed.

Ayes: Delano, Hutchinson, Miller, Newman, Pitrone

Nays: None

Part-time Paid Holidays

Exhibit 11/23/N

Paul Newman made a motion, seconded by Karen Delano to approve 4 hours of paid holiday time for part-time employees beginning with the January 1, 2024 holiday and to approve the updates to all applicable Personnel Policies including #240, #288, and #713.

The motion passed.

Ayes: Delano, Hutchinson, Miller, Newman, Pitrone

Nays: None

Updates to Technical Services Organizational Chart

Exhibit 11/23/O

Paul Newman made a motion, seconded by Crist Miller, to approve the updates to the Technical Services Organizational Chart as recommended by the Personnel Committee.

The motion passed.

Ayes: Delano, Hutchinson, Miller, Newman, Pitrone

Nays: None

Approval of 2023 Merit Recommendations and 2024 Salary Increase
Moved to follow Executive Session

Exhibit 11/23/P

Unfinished Business:

None

New Business:

Approval of Geauga West Interior Painting Proposal

Exhibit 11/23/Q

Paul Newman made a motion, seconded by Karen Delano, to approve the proposal for the Geauga West interior painting as presented in the board packet.

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The motion passed.

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

Approval of Updates to Operating Policy 360 – Cash on Hand Exhibit 11/23/R
Josh Hutchinson made a motion, seconded by Paul Newman, to approve the updates to Operating Policy 360 – Cash on Hand to remove the provision of petty cash as presented in the board packet.

The motion passed.

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

Approval of Updates to Operating Policy 380 Credit Cards Exhibit 11/23/S
Josh Hutchinson made a motion, seconded by Paul Newman, to approve the changes to the Credit Card limits to add a Home Depot card for the IT Manager as presented in the board packet.

The motion passed.

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

Board Development

None

Foundation report:

Exhibit 11/23/T

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

Comments From the Public:

None

Executive Session

Josh Hutchinson made a motion seconded by Paul Newman, to convene an executive session to discuss the compensation of public employees.

The motion passed and the board along with Kris Carroll, Lisa Havlin, and Katy Farrell, and Nicole Burnside entered executive session at 4:42 P.M.

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

The Board returned to regular session at 5:28 P.M.

2023 Merit Payments

Exhibit 11/23/U

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Karen Delano made a motion, seconded by Josh Hutchinson, to approve the 2023 Merit Payments for staff as presented in the board packet and for the Director and Fiscal Officer as discussed in Executive Session.

The motion passed.

Ayes: Delano, Hutchinson, Miller, Newman, Pitrone

Nays: None

2024 Salary Increase

Exhibit 11/23/V

Paul Newman made a motion, seconded by Kate Pitrone, to approve a 4% increase for all eligible staff members including the Director and Fiscal Officer beginning with the first pay of 2024.

The motion passed.

Ayes: Delano, Hutchinson, Miller, Newman, Pitrone

Nays: None

Adjournment:

Paul Newman made a motion, seconded by Josh Hutchinson, to adjourn the meeting. The motion passed and the meeting adjourned at 5:30 pm.

Kate Pitrone, President

Karen Delano, Secretary