

Minutes of Regular Board Meeting
January 16, 2024

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, January 16, 2024, at the Administrative Center.

Call to order and roll call: President Paul Newman called the board meeting to order at 4:10 P.M. and the roll call was conducted.

Present: Kristen Brickman, 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, Danielle Hollar, Denise Javins, Judy Lasco, Erika Noark Marlene Pelyhes, Mike Pope, Deborah Schrock, and Dawn Malaska

Approval of Minutes: Exhibit 01/24/A
The minutes of the December regular and special board meetings were approved as presented upon motion by Kate Pitrone, seconded by Crist Miller.
The motion passed.

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

Communications: Exhibit 01/24/B
No additions to the communications as presented in the board packet.

Agenda: Exhibit 01/24/C
Josh Hutchinson made a motion, seconded by Kristen Brickman, to approve the agenda as amended to designate Marlene Pelyhes as presenter for the local manager's report.
The motion passed.

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

Fiscal Officer's Report: Exhibit 01/24/D
Approval of Disbursements and Gifts Exhibit 01/24/E
Kate Pitrone 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, Hutchinson, Miller, Newman, Pitrone
Nays: None

Approval of Banking Changes

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Karen Delano made a motion, seconded by Josh Hutchinson, to approve adding Board President Paul Newman and removing Kate Pitrone as signer on all bank accounts. The motion passed.

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

Appointment of Credit Card Compliance Officer

Kate Pitrone made a motion, seconded by Josh Hutchinson, to appoint Karen Delano as Credit Card Compliance Officer for 2024. The motion passed.

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

Approval to Advertise Request for Qualifications

Exhibit 01/24/F

Kate Pitrone made a motion, seconded by Josh Hutchinson, to advertise Request for Qualification for architect/design professionals as well as landscape design professionals in accordance with ORC 153.68 and 153.65(D). The motion passed.

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

2023 Carryover Balances

Exhibit 01/24/G

Fiscal Officer, Lisa Havlin shared the 2023 ending fund balances with the board.

Director's Report:

Exhibit 01/24/H

Tuition Reimbursement

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

Rebecca Althouse

Kent State University	\$1,297.50
LIS 60510	Digital Technologies I: Data Fundamentals
LIS 60601	Information Sources and Reference Services
LIS 60612	Library Materials and Service

Regan Connor

Kent State University	\$1,112.50
LIS 60050	Research and Assessment in Library and Information Science
LIS 60609	Marketing the Library
LIS 60612	Library Materials and Services

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Jonathon Kopp
Kent State University \$1,115.00
LIS 60040 Information Institutions and Professions

Halli Pliml
Kent State University \$1,112.50
LIS 60020 Information Organization
LIS 60612 Library Materials and Services

The motion passed.

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

Board member, Josh Hutchinson asked Director Kris Carroll if the Clevnet app would be working soon. Kris stated that Clevnet was working on the project.

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

Assistant Director's Report: Exhibit 01/24/I
In addition to her written report, Katy Farrell informed the board that the Winter Reading program began January 1st and the popular Valentines for Seniors program had also started and supplies are available in each branch.

Human Resources Report: Exhibit 01/24/J
Human Resource Actions Exhibit 01/24/K
Kate Pitrone made a motion, seconded by Crist Miller, to approve the Human Resource Actions as presented in the board packet.
The motion passed.

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

Local Manager's Report
Technical Services Manager, Marlene Pelyhes, highlighted additions to the Library of Things collection. Traffic cones have been added and will be marketed along with a new driving test database. Additional pickle ball sets have also been added and will include a list of available indoor courts in Geauga County. Marlene also shared that staff is working on ways to display items to make sure they are being used. Board member Kristen Brickman asked how items in can be checked out and Marlene replied that they are checked out similar to book check outs and Library of Things items have various loan periods.

Committee Reports:
None

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Unfinished Business:

None

New Business:

Approval to Close Bainbridge Branch

Josh Hutchinson made a motion, seconded by Kristen Brickman, to approve closing the Bainbridge Branch on Sunday, March 10, 2023, to accommodate the Foundation's Mini Golf Event.

The motion passed.

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

Nays: None

Approval to Close Library Buildings for Staff Day

Josh Hutchinson made a motion, seconded by Karen Delano, to approve closing all library buildings on Monday, October 10, 2024, for Staff Day.

The motion passed.

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

Nays: None

Approval of NEO-RLS Memorandum of Understanding

Exhibit 01/24/L

Kate Pitrone made a motion, seconded by Kristen Brickman, to approve the Northeast Ohio Regional Library System Memorandum of Understanding for 2024.

The motion passed.

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

Nays: None

Approval of Discard List

Exhibit 01/24/M

Kate Pitrone made a motion, seconded by Kristen Brickman, to approve the January discard list as presented in the board packet.

After discussion, the motion passed.

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

Nays: None

Board Development

Exhibit 01/24/N

Kris Carroll shared the Ohio Library Council's 2024 Advocacy Calendar as well as the recently completed GCPL 2023 Year in Review document.

Foundation report:

Exhibit 01/24/O

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

Comments From the Public:

League of Women Voter' representative Cris Takas, asked the board if it would be possible for petitioners to sit inside the front doors at the Bainbridge Branch to collect signatures. Kris

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Carroll replied that the policy would be reviewed, and she will contact the person in charge with an answer.

Adjournment:

Kristen Brickman made a motion, seconded by Crist Miller, to adjourn the meeting. The motion passed and the meeting adjourned at 4:34 P.M.

Paul A. Newman, President

Kristen Brickman, Secretary