

Minutes of Regular Board Meeting
April 16, 2024

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, April 16 2024, at the Geauga West Branch.

Call to order and roll call: President Paul Newman 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 (arrived 4:02)
Kris Carroll - Director, Lisa Havlin - Fiscal Officer, Katy Farrell, Assistant Director

Also Present: Kevin Barton, Nicole Burnside, Rachael Hartman, Dani Hollar, Denise Javins, John Johnston, Judy Lasco, Erika Noark, Marlene Pelyhes, Mike Pope, Deborah Schrock, and Larry Corbus

Approval of Minutes: Exhibit 04/24/A
The minutes of the March board meeting were approved as presented upon motion by Kate Pitrone, seconded by Karen Delano.
The motion passed.

Communications: Exhibit 04/24/B
The board reviewed the thank you note from a member of the Board of Elections and letter from Chardon Local Schools.

Trustee Jake Yanchar arrived at the meeting.

Agenda: Exhibit 04/24/C
Josh Hutchinson made a motion, seconded by Kate Pitrone, to approve the agenda as amended to include an executive session following public comments.
The motion passed.

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

Fiscal Officer's Report: Exhibit 04/24/D
Approval of Disbursements and Gifts Exhibit 04/24/E
Josh Hutchinson 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, Yanchar
Nays: None

Approval of 2024 Amended Appropriations Exhibit 04/24/F
Josh Hutchinson made a motion, seconded by Karen Delano, to approve Resolution 24-02 amending the 2024 appropriations to include appropriations in the Mellon Grant and Building and Repair Funds and additional appropriations in the Library Materials & Information object.
The resolution passed.

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

Director's Report: Exhibit 04/24/G
Director Kris Carroll noted that the annual library survey report had been submitted to the State Library; the Geauga West roof project had an initial scheduling meeting; and that the Chardon Creativity Center was fully staffed for the summer and summer programs were planned. Kris also highlighted the summary of the PLF Conference and work that the Technical Services department is doing to inform patrons about the recent change to availability of books on CD and to offer them help accessing the library's digital resources. There were no other additions to the Director's report as included in the board packet.

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Assistant Director's Report:

Exhibit 04/24/H

In addition to her written report, Katy Farrell reported that AARP has completed 850 tax appointments. This project was headed by Rachael Hartman, Middlefield Branch Manager. Katy also noted that Mobile Services had provided an eclipse program to six Amish schools. This was a new offering from Mobile Services and was suggested, planned, and presented by one of the Mobile Services' drivers with the help of Middlefield Youth Services staff. There were no other additions to the Assistant Director's report as included in the board packet.

Human Resources Report:

Exhibit 04/24/I

Human Resource Actions

Exhibit 04/24/J

Josh Hutchinson made a motion, seconded by Crist Miller, to approve the Human Resource Actions including retirement gifts and the first Outstanding Service Awards, as presented in the board packet.

The motion passed.

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

Nays: None

Local Manager's Report

Geauga West Branch Manager, Erika Noark highlighted several ways the Geauga West staff were engaging with the community. Several staff members have planned a Rascal "takeover" of the Geauga County Fair by entering various craft entries featuring the library's mascot. For the second year, Geauga West has sponsored the Great Geauga West Egg Scavenger Hunt as a collaboration with local businesses.

Committee Reports:

None

Unfinished Business:

None

New Business:

Northstar Cell Tower Request

Exhibit 04/24/K

Kris reviewed a request from Northstar Towers to lease library owned property in Middlefield for a cell tower. Kris and Trustee Miller plan to meet with Northstar representatives on Wednesday, April 17, 2024.

Approval of Updates to Operating Policy 731

Exhibit 04/24/L

Kate Pitrone made a motion, seconded by Jake Yanchar, to approve the changes to Operating Policy 731 – Loan Periods, Renewal, Fines and Fees to update Hot Spot Fines, as presented in the board packet.

The motion passed.

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

Nays: None

Approval of Discard List

Exhibit 04/24/M

Josh Hutchinson made a motion, seconded by Crist Miller, to approve the April discard list as presented in the board packet.

The motion passed.

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

Nays: None

Board Development

Exhibit 04/24/N

Kris Carroll noted that Ohio Library Council (OLC) Legislative Day is April 24, however, no meetings with the library's legislators have been scheduled. Kris also shared an OLC fact sheet discussion frequently asked questions about library funding. Kris reported that, when inflation is factored in, Public Library Fund revenue in 2023 is still lower than what was received in 2008.

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Foundation report:

Exhibit 04/24/O

Development Coordinator Debbie Schrock reviewed her written report and noted that the library is partnering with Claridon Community Helps with a food drive and that Youth Services staff will prepare weekly activities for the children that take part in the food program.

Comments From the Public:

None

Executive Session

Josh Hutchinson made a motion, seconded by Kate Pitrone, to move to Executive Session to discuss the purchase of property.

The motion passed and the board along with Larry Corbus, Library Consultant, moved to Executive Session at 4:22 P.M.

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

Nays: None

The Board returned to regular session at 4:55 P.M.

Adjournment:

Kate Pitrone made a motion, seconded by Karen Delano, to adjourn the meeting. The motion passed and the meeting adjourned at 4:55 P.M.

Paul A. Newman, President

Kristen Brickman, Secretary