

Minutes of Regular Board Meeting
June 18, 2024

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, June 18, 2024, at the Thompson Branch.

Call to order and roll call: President Paul Newman called the board meeting to order at 4:03 P.M. and the roll call was conducted.

Present: Karen Delano, 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, Denise Javins, Jonathon Kopp,
Erika Noark, Marlene Pelyhes, Michael Pope

Approval of Minutes: Exhibit 06/24/A
The minutes of the May board meeting were approved as presented upon motion by Kate Pitrone, seconded by Jake Yanchar.
The motion passed.

Communications: Exhibit 06/24/B
The thank-you notes included in the board packet were reviewed by the board members.

Agenda: Exhibit 06/24/C
Kate Pitrone made a motion, seconded by Jake Yanchar, to approve the agenda as amended to remove item 13D.
The motion passed.

Fiscal Officer's Report: Exhibit 06/24/D
Approval of Disbursements and Gifts Exhibit 06/24/E
Jake Yanchar made a motion, seconded by Kate Pitrone to approve the Fiscal Officer's Report including disbursements and gifts as presented in the board packet.
The motion passed.

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

Director's Report: Exhibit 06/24/F
Approval of Tuition Reimbursement
Kate Pitrone made a motion, seconded by Karen Delano, to approve the following tuition reimbursement requests:

Halli Pliml	\$557.50
MLIS	Kent State University
LIS-60630-002	Reference Sources and Services for Youth
Christine Peace	\$479.68
MLIS	University at Buffalo

The motion passed.

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

Director Kris Carroll noted that Bainbridge floor has been repaired. Kris also informed the board that the summer reading kickoff included a popular Rascal scavenger hunt, headed by Nadia Wheeler. The scavenger hunt encouraged participation of engaged patrons throughout the event. The Makerspace Camp held at the Chardon Creativity Center has also been popular with positive comments from attendees and their parents.

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

Assistant Director's Report:

Exhibit 06/24/G

Assistant Director Katy Farrell reported that the library has been awarded an America 250 grant for the project "Voices of Geauga". Katy also noted that the summer reading program is going well with a large number of registrations. Trustee Paul Newman asked how the statistics for the program are gathered and Katy informed the board that the library uses a software program, Beanstack, to track registrations and entries for the summer reading program.

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

Human Resources Report:

Exhibit 06/24/H

Human Resource Actions

Exhibit 06/24/I

Kate Pitrone made a motion, seconded by Jake Yanchar, to approve the Human Resource Actions including a retirement gift, as presented in the board packet.

The motion passed.

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

HR Manager, Nicole Burnside shared the updated premiums for staff health and dental insurance and noted that the increase was lower than many other entities' increases.

Local Manager's Report

Thompson Branch Manager, Kevin Barton, shared various programs with the board. Kevin highlighted the story walk on the library property; the branch's seed library that has expanded with the addition of patron contributions; and the upcoming Field Day program. Kevin also noted that two patrons who have presented mead programs for Thompson patrons, have recently opened a mead shop in Madison.

Committee Reports:

Finance Committee

Exhibit 06/24/J

Fiscal Officer, Lisa Havlin reviewed the 2025 Tax Budget Report and the 2025 Tax Budget Document that were included in the board packets. Kate Pitrone made a motion, seconded by Crist Miller, to approve the 2025 Tax Budget as recommended by the Finance Committee. The motion passed.

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

Unfinished Business:

None

New Business:

Approval of Updates to Operating Policy #711

Exhibit 06/24/K

Kate Pitrone made a motion, seconded by Jake Yanchar, to approve Operating Policy #711 – Eligibility, Registration, and Use of Library Cards to update the library card renewal period to 7 years, as presented in the board packet.

The motion passed.

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

Approval of Updates to Operating Policy #731

Exhibit 06/24/L

Jake Yanchar made a motion, seconded by Crist Miller to approve Operating Policy #731 – Loan Periods, Renewals, Fines, and Fees to update the library card renewal period to 7 years, as presented in the board packet.

The motion passed.

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

Approval of Operating Policy #510 Information Security
Tabled

Approval of Updates to Organizational Charts

Exhibit 06/24/M

Kate Pitrone made a motion, seconded by Karen Delano, to approve updates to the Chardon and Geauga West Branch organizational charts. The updates reflect a transfer of a full-time position from Geauga West to Chardon and additional part-time hours for Geauga West. The number of total staff hours will be reduced by 12 hours a week.

The motion passed.

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

Board Development

Kris Carroll shared information about the June Public Library Fund receipts which were slightly higher than estimated and asked the board to approve canceling the July Board meeting with the understanding that a special meeting may need to be called to approve property purchase.

Jake Yanchar made a motion, seconded by Crist Miller, to cancel the July board meeting.
The motion passed.

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

Foundation report:

Exhibit 06/24/N

Kris Carroll reviewed the Development Coordinator's written report and noted that the Foundation had received \$3,000 gift from the Ohio Harness Horsemen's Association Race.

Comments From the Public:

None

Adjournment:

Jake Yanchar made a motion, seconded by Kate Pitrone, to adjourn the meeting. The motion passed and the meeting adjourned at 4:37 P.M.

Paul A. Newman, President

Kristen Brickman, Secretary