

Minutes of Regular Board Meeting  
August 20, 2024

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, August 20, 2024, at the Chardon 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 (4:01), Karen Delano, Josh Hutchinson, Crist Miller, Paul Newman, Kate Pitrone, Jake Yanchar  
Kris Carroll - Director, Lisa Havlin - Fiscal Officer, Katy Farrell, Assistant Director

Also Present: Nicole Burnside, Rachael Hartman, Dani Hollar, Denise Javins, Judy Lasco, Marlene Pelyhes, and Deborah Schrock

**Oath of Office:**

Notary Amy Yamamoto conducted the swearing in of Josh Hutchinson reappointed Library Board Trustee.

Kristen Brickman arrived at the meeting.

**Approval of Minutes:**

Exhibit 08/24/A

The minutes of the June budget hearing and regular board meeting were approved as presented upon motion by Kate Pitrone, seconded by Kristen Brickman.  
The motion passed.

**Communications:**

Exhibit 08/24/B

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

**Agenda:**

Exhibit 08/24/C

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

**Fiscal Officer's Report:**

Exhibit 08/24/D

*Approval of Disbursements and Gifts*

Exhibit 08/24/E

Jake Yanchar made a motion, seconded by Josh Hutchinson, to approve the Fiscal Officer's Report including June and July disbursements and gifts as presented in the board packet.  
The motion passed.

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

Nays: None

*Approval of America 250 Grant Resolution #24-03*

Kate Pitrone made a motion, seconded by Kristen Brickman, to approve full participation in the America 250 grant valued at \$4,000 along with its associated responsibilities which include equipment purchase and paying personnel costs. The grant term is June 15, 2024 – May 31, 2025. Further, the board authorizes Library Assistant Director Katy Farrell to execute the grant agreement and Fiscal Officer Lisa Havlin to open any required or needed funds, accounts and/or projects to track grant proceeds and distributions.  
The motion passed.

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

**Director's Report:**

Exhibit 08/24/F

*Tuition Reimbursement*

Kate Pitrone made a motion, seconded by Crist Miller, to approve the following tuition reimbursement request:

Jonathon Kopp	MLIS	Kent State University	\$1271.00
LIS 60050	Research & Info Assessment in Library & Information Science		

The motion passed.

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

In addition to her written report, Kris shared with the board members a timeline of library closures due to power outages. President Paul Newman thanked Kris for her tremendous job managing public services during this time. Kris stated that the Bainbridge branch, which remained open, serviced 150-200 people each day and maxed out their Wi-Fi capabilities.

Kris also reported on the library's Budget Hearing with the county Budget Commission earlier in the day. The Commission members were complimentary on the work the library has been doing to purchase property and move forward with construction of a new Chardon Branch.

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

**Assistant Director's Report:**

Exhibit 08/24/G

Assistant Director Katy Farrell reported that the library had a successful summer reading program with participation increasing in all ages.

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

**Human Resources Report:**

Exhibit 08/24/H

*Human Resource Actions*

Exhibit 08/24/I

Josh Hutchinson made a motion, seconded by Kristen Brickman, to approve the Human Resource Actions including a retirement gift and second quarter 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**

Exhibit 08/24/J

Chardon Branch Manager, Judy Lasco highlighted the photography display created by the genealogy department. Judy also shared that Amy Lydan has been working with NPower Services to provide a music program for adults with developmental disabilities. Judy also reported that the Chardon Branch team had won the Battle of the Books trophy for the third year in a row.

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**Committee Reports:**

Exhibit 08/24/K

*Personnel Committee*

Exhibit 08/24/L

Job Description Updates

Following a brief discussion of the changes, Kate Pitrone made a motion, seconded by Josh Hutchinson, to approve the updates to all current job descriptions as recommended by the Personnel Committee.

The motion passed.

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

Nays: None

Outreach Librarian

Exhibit 08/24/M

Kris Carroll explained the reasoning for the new position and organizational charts. Karen Delano made a motion, seconded by Jake Yanchar, to approve the new position and related organizational charts as recommended by the Personnel Committee.

The motion passed.

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

Nays: None

Digitization Specialist

Exhibit 08/24/N

As recommended by the Personnel Committee, Jake Yanchar made a motion, seconded by Josh Hutchinson, to approve the addition of the grant-funded full-time Digitization Specialist position and related job description and organizational chart.

The motion passed.

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

Nays: None

Personnel Policy 570 – Drug and Alcohol-Free Workplace

Exhibit 08/24/O

Josh Hutchinson made a motion, seconded by Kate Pitrone to approve the updates to Personnel Policy 570 – Drug and Alcohol-Free Workplace to address the recent legalization of marijuana as recommended by the Personnel Committee.

The motion passed.

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

Nays: None

Personnel Policy 534 – Educational Assistance

Exhibit 08/24/P

Karen Delano made a motion, seconded by Josh Hutchinson to approve the updates to Personnel Policy 534 – Educational Assistance to as recommended by the Personnel Committee.

The motion passed.

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

Nays: None

Personnel Policy 516 – Information Security

Exhibit 08/24/Q

Fiscal Officer, Lisa Havlin, discussed the Auditor of State's requirement to develop a fraud prevention policy. As recommended by the Personnel Committee, Kate Pitrone made a motion,

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seconded by Josh Hutchinson, to approve the new Personnel Policy to address the Auditor of State's requirement.  
The motion passed.

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

Public Service Assistant Positions

Exhibit 08/24/R

Director, Kris Carroll, reviewed the hiring and retention information that was included in the board packet. The board discussed the recommendation to add additional full-time positions, and the costs involved. The board recognized the intangible cost of increased hiring and the information that indicated increasing the number of full-time positions could increase employee retention. As recommended by the Personnel Committee, Crist Miller made a motion, seconded by Kristen Brickman to approve the addition of eight full-time Public Service Assistant employees and related organizational charts during the next 24 months based on needs assessment and attrition.  
The motion passed.

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

**Unfinished Business:**

None

**New Business:**

*Geauga West Lease*

Exhibit 08/24/S

Director Kris Carroll reviewed the current Geauga West lease agreement that was included in the board packet. Kris has recently met with the West Geauga Schools Superintendent and Fiscal Officer about the school's plan for a new well and water treatment facility. The new well is planned for the green space in front of the library. The current lease provides for shared payment of the well and possibly the water treatment facility. At the meeting, the school's representatives indicated that they would be requesting funding from the library for the new well and water treatment facility as well as a new lease.

**Board Development**

Exhibit 08/24/T

Kris Carroll shared with the board the recently created Parent and Caregiver Guide. Assistant Director, Katy Farrell reviewed the guide with the board and explained that the purpose of the guide is to give information to parents and caregivers about they types of materials available to children and teens.

**Foundation report:**

Exhibit 08/24/U

Development Coordinator Debbie Schrock reviewed her written report and noted that the Foundation's first newsletter had recently been distributed.

**Comments From the Public:**

None

**Executive Session**

Kate Pitrone made a motion, seconded by Crist Miller, to move to Executive Session to discuss the purchase of property and the compensation of public employees.

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The motion passed and the board moved to Executive Session at 4:38 P.M.

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

The Board returned to regular session at 4:54P.M.

**Adjournment:**

Josh Hutchinson made a motion, seconded by Jake Yanchar, to adjourn the meeting. The motion passed and the meeting adjourned at 4:54 P.M.

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Paul A. Newman, President

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Kristen Brickman, Secretary