

Minutes of Regular Board Meeting  
January 21, 2025

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, January 21, 2025, at the Administrative Center.

**Call to order and roll call:** President Karen Delano 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  
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, Debbie Schrock, Dawn Malaska, Nichol Nystrom

**Approval of Minutes:** Exhibit 01/25/A  
The minutes of the December regular board meeting were approved as presented upon motion by Paul Newman, seconded by Josh Hutchinson.  
The motion passed.

**Communications:** Exhibit 01/25/B  
There were no additions to the communications included in the board packet.

**Agenda:** Exhibit 01/25/C  
Kristen Brickman made a motion, seconded by Karen Delano, to approve the agenda as presented in the board packets.  
The motion passed.

**Fiscal Officer's Report:** Exhibit 01/25/D  
*Approval of Disbursements and Gifts* Exhibit 01/25/E  
Kate Pitrone made a motion, seconded by Paul Newman, to approve the Fiscal Officer's Report including December disbursements and gifts as presented in the board packet.  
The motion passed.

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

*Approval of Banking Changes* Exhibit 01/25/F  
Crist Miller made a motion, seconded by Josh Hutchinson, to approve banking changes to remove Paul Newman and add Karen Delano as authorized signers on the library's banking and investment accounts.  
The motion passed.

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

Minutes of Regular Board Meeting  
January 21, 2025

*Approval of Credit Card Compliance Officer*

Paul Newman made a motion, seconded by Jake Yanchar, to approve the appointment of Kate Pitrone as the 2025 Compliance Officer.

The motion passed.

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

Nays: None

**Director's Report:**

Exhibit 01/25/G

*Tuition Reimbursement*

Paul Newman made a motion, seconded by Josh Hutchinson, to approve the following tuition reimbursement requests as presented in the board packet:

Halli Pliml LIS 60609	MLIS Marketing the Library (additional class added 1/14/2025)	Kent State University	\$633.00
Mark Dubovec LIS 60657 LIS 60665	MLIS Theory & Methods of Archival Acquisition Rare Books and Special Collections	Kent State University	\$1,268.50

Director Kris Carroll highlighted several items from her written report including the recent Foundation Retreat and the America 250 grant county-wide meetings.

**Assistant Director's Report:**

Exhibit 01/25/H

Assistant Director Katy Farrell discussed the 2024 year-end statistics. Middlefield was again the highest circulating branch of the 209 Clevnet branches. Katy also noted the increase in public computer use and the number of reference questions, both indications of increased business at the reference desks.

**Human Resources Report:**

Exhibit 01/25/I

*Human Resource Actions*

Exhibit 01/25/J

Jake Yanchar made a motion, seconded by Kristen Brickman, to approve the Human Resource Actions including the 2024 fourth 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**

Katy Farrell shared the America 250 presentation with the board. An America 250 grant made it possible for the library to purchase a kiosk and develop an interactive presentation that will visit each of the library's branches in 2025. The presentation is also viewable on the library's website. The project was a collaborative effort across the system involving public service staff, as well as the marketing and IT department staff.

Minutes of Regular Board Meeting  
January 21, 2025

Kate Pitrone mentioned that she had viewed the display at the Chardon branch and was impressed with the presentation. Crist Miller asked how long the entire presentation was and was told it would take around 40 minutes to view all the material.

**Committee Reports:**

None

**Unfinished Business:**

None

**New Business:**

*Approval of 2025 NEO-RLS Memorandum of Understanding* Exhibit 01/25/K  
Kris Carroll presented the MOU noting that no changes had been made. Kate Pitrone made a motion, seconded by Paul Newman, to approve the MOU for 2025  
The motion passed.

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

*Approval of Updates to Operating Policy 952 Youth Safety* Exhibit 01/25/ L  
After discussion about the need to limit information shared with adults asking about children in the library, the age of unaccompanied minors, and the procedure for unattended minors at closing, Kate Pitrone made a motion, seconded by Kristen Brickman, to approve the updates to the policy as presented in the board packet.  
The motion passed.

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

*Approval of Operating Policy 955 Unattended Vulnerable Adults* Exhibit 01/25/M  
After discussion of the definition of a vulnerable adult, Paul Newman made a motion, seconded by Jake Yanchar, to approve the new policy as presented in the board packet.  
The motion passed.

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

*Approval of Resolution 25-01 Price Proposal for Architect Agreement* Exhibit 01/25/N  
Paul Newman made a motion, seconded by Josh Hutchison, to approve the resolution for pre-design services, as presented in the board packet.  
The motion passed.

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

*Approval of January Discard List* Exhibit 01/25/O

Minutes of Regular Board Meeting  
January 21, 2025

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

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

**Board Development**

Exhibit 01/25/P

Kris shared the updates to the Citizen Comment Procedure packet. While no procedure or information has changed, the packet was edited for clarity and formatting.

**Foundation report:**

Exhibit 01/25/Q

Debbie Schrock shared highlights from the Foundation report including the results of 2024 fund raising and reminded the Board about the February volunteer appreciation event. Kris mentioned that because of a generous donation from Anne Tripp, a former employee, the Foundation was able to give an additional gift to the library.

**Comments From the Public:**

None

**Adjournment:**

Josh Hutchinson made a motion, seconded by Crist Miller, to adjourn the meeting. The motion passed and the meeting adjourned at 4:36 P.M.

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Karen Delano, President

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Crist Miller, Secretary