

Minutes of Organizational Meeting

January 21, 2025

The Geauga County Public Library Board of Trustees met for the Organizational Meeting on Tuesday, January 21, 2025, at the Administrative Center.

Call to Order and Roll Call: President Paul Newman called the Organizational meeting to order at 4:00 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, Danielle Hollar, Denise Javins, John Johnston, Judy Lasco, Erika Noark, Marlene Pelyhes, Mike Pope, Deborah Schrock, Dawn Malaska, and Nichol Nystrom

Approval of Agenda

Exhibit ORG/25/A

Karen Delano made a motion, seconded by Kate Pitrone, to approve the agenda as presented in the board packet.

The motion passed.

Election of Officers:

Josh Hutchinson made a motion, seconded by Kate Pitrone, to approve the following slate of officers as recommended by the Executive Committee.

The motion passed.

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

Nays: None

2025 officers are:

President:	Karen Delano
Vice President:	Kristen Brickman
Secretary:	Crist Miller

Oath of Office Board Officers:

Notary Deborah Schrock conducted the swearing in of the board officers. Karen Delano began duties as President and conducted the remainder of the Organizational meeting.

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Appointment of Fiscal Officer and Bond:

Exhibit ORG/25/B

Josh Hutchinson made a motion, seconded by Paul Newman, to approve the appointment of Lisa Havlin as Fiscal Officer at the salary and employment package specified in memorandum and bond to be set at \$40,000.

The motion passed.

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

Nays: None

Appointment of Deputy Fiscal Officer and Bond:

Paul Newman made a motion, seconded by Kate Pitrone, to approve the appointment of Dawn Malaska as Deputy Fiscal Officer at the salary with bond to be set at \$10,000.

The motion passed.

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

Nays: None

Oath of Fiscal Officers:

Notary Deborah Schrock conducted the swearing in of the Fiscal Officer and Deputy Fiscal Officer.

Appointment of Director:

Exhibit ORG/25/B

Josh Hutchinson made a motion, seconded by Kristen Brickman, to approve the appointment of Kris Carroll as Library Director at the salary and employment package presented in memorandum. The motion passed.

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

Nays: None

Approval of Bylaws:

Exhibit ORG/25/C

Kate Pitrone made a motion, seconded by Kristen Brickman, to approve the Bylaws for 2025.

The motion passed.

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

Nays: None

Approval of Organizational Chart, Personnel Policies 131-142:

Exhibit ORG/25/D

Josh Hutchinson made a motion, seconded by Paul Newman, to approve the Organizational Charts, Personnel Policies #131-142, as presented.

The motion passed.

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

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Nays: None

Committee Appointments:

Exhibit ORG/25/E

The board discussed the need to update the committee responsibilities as listed on the committee member list. Kris will update for approval at the February board meeting.

Fiscal Officer's Report

Exhibit ORG/25/F

Cash Drawer Amounts

Paul Newman made a motion, seconded by Josh Hutchinson, to approve the Fiscal Officer's recommendations for branch cash draw amounts as listed in her board report.

The motion passed.

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

Nays: None

Fiscal Officer to Invest Monies

Paul Newman made a motion, seconded by Josh Hutchinson, to allow the Fiscal Officer to invest monies without prior approval of the Board.

The motion passed.

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

Nays: None

Stock Holdings:

Exhibit ORG/25/G

Fiscal Officer, Lisa Havlin reported that the stock held by the Library at the end of 2024 had a value of \$11,010.31.

Adjourn:

Josh Hutchinson made a motion, seconded by Kristen Brickman, to adjourn the meeting. The motion passed and the meeting adjourned at 4:08 P.M.

Karen Delano, President

Crist Miller, Secretary