

Minutes of Regular Board Meeting  
February 18, 2025

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, February 18, 2025, at the Middlefield Branch.

**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, Kate Pitrone  
Kris Carroll - Director, Lisa Havlin - Fiscal Officer, Katy Farrell – Assistant Director

Also Present: Nicole Burnside, Rachael Hartman, Dani Hollar, Denise Javins, John Johnston, Judy Lasco, Erika Noark, Marlene Pelyhes, Mike Pope

**Approval of Minutes:** Exhibit 02/25/A  
The minutes of the Organizational and January regular board meeting were approved as presented upon motion by Kate Pitrone seconded by Kristen Brickman.  
The motion passed.

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

**Communications:** Exhibit 02/25/B  
There were no additions to the communications included in the board packet.

**Agenda:** Exhibit 02/25/C  
Kate Pitrone made a motion, seconded by Josh Hutchinson, to approve the agenda as presented in the board packets.  
The motion passed.

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

**Fiscal Officer's Report:** Exhibit 02/25/D  
*Approval of Disbursements and Gifts* Exhibit 02/25/E  
Kate Pitrone made a motion, seconded by Josh Hutchinson, to approve the Fiscal Officer's Report including January disbursements and gifts as presented in the board packet.  
The motion passed.

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

**Director's Report:** Exhibit 02/25/F  
*Tuition Reimbursement*  
Kate Pitrone made a motion, seconded by Josh Hutchinson, to approve the following correction to a tuition reimbursement request approved in December, as presented in the board packet:

Minutes of Regular Board Meeting  
February 18, 2025

Halli Pliml MLIS Kent State University \$635.00  
LIS 60609-002 Research and Assessment in LIS

Director Kris Carroll highlighted several items from her written report. The Governor's budget request to increase Public Library Fund funding from 1.7% to 1.75% of the General Revenue Fund. The library received eleven Construction Manager at Risk Statement of Qualifications. The library's America 250 project has received a lot of positive press and staff will be trained in March on the new Digital Legacy Labs funded by the Mellon grant.

**Assistant Director's Report:**

Exhibit 02/25/G

Assistant Director Katy Farrell discussed how the recent addition of Outreach Librarian Jo Groh has already resulted in efficiencies by moving six books-by-mail patrons who resided in the same facility to facility delivery. This change also meant the patrons were able to receive more materials.

**Human Resources Report:**

Exhibit 02/25/H

*Human Resource Actions*

Exhibit 02/25/I

Josh Hutchinson made a motion, seconded by Kristen Brickman, to approve the Human Resource Actions as presented in the board packet.  
The motion passed.

Ayes: Brickman, Delano, Hutchinson, Miller, Pitrone

Nays: None

HR Manager, Nicole Burnside also noted that the library's ACA reporting has been completed and that she recently provided additional Paycor recruiting training to all supervisors.

**Local Manager's Report**

Middlefield Manager Rachael Hartman introduced Middlefield's Head of Adult Services, Paula Wagner, who shared information about the recent Valentines for Seniors program. This is the third year for the program. Patrons created valentines either in the library or by taking materials home and returning completed cards to the branch. This year, staff created group bags for groups such as Girl Scouts to participate in the project. Valentines were delivered to local nursing homes, senior living homes as well as the Department on Aging who added Valentines to their mobile meals deliveries.

**Committee Reports:**

None

**Unfinished Business:**

None

**New Business:**

*Chagrin Valley Herb Society Report*

Exhibit 02/25/J

Minutes of Regular Board Meeting  
February 18, 2025

Kris shared highlights from the Society's written report. The Herb Society has collaborated with the library for 36 years.

*Approval of 2025 Chagrin Valley Herb Society MOU*

Exhibit 02/25/K

Kris Carroll presented the MOU noting that no changes had been made. Kate Pitrone made a motion, seconded by Kristen Brickman, to approve the memorandum of understanding for 2025.

The motion passed.

Ayes: Brickman, Delano, Hutchinson, Miller, Pitrone

Nays: None

*Approval of Memorial Bench*

Josh Hutchinson made a motion, seconded by Kate Pitrone, to approve the gift to the library of a memorial bench for the tea house at Bainbridge.

The motion passed.

Ayes: Brickman, Delano, Hutchinson, Miller, Pitrone

Nays: None

*Approval of Updates to Operating Policy 555 Meeting Rooms*

Exhibit 02/25/ L

Kristen Brickman made a motion, seconded by Crist Miller, to approve the updates to the policy as presented in the board packet.

The motion passed.

Ayes: Brickman, Delano, Hutchinson, Miller, Pitrone

Nays: None

*Approval of Operating Policy 558 Study Rooms*

Exhibit 02/25/M

Kristen Brickman made a motion, seconded by Josh Hutchinson, to approve the new policy as presented in the board packet.

The motion passed.

Ayes: Brickman, Delano, Hutchinson, Miller, Pitrone

Nays: None

**Board Development**

Exhibit 02/25/N

Kris shared the recent articles about the library's America 250 grant project and updates to the Committee Assignments descriptions.

Kate Pitrone questioned whether the Facilities Committee's listed responsibilities included overseeing the new Chardon Branch project. After discussion, it was agreed that the item "Review major capital expenditures" would allow for this oversight. Kate Pitrone made a motion, seconded by Kristen Brickman to approve the changes to the committee responsibilities.

The motion passed.

Minutes of Regular Board Meeting  
February 18, 2025

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

**Foundation report:**

Exhibit 02/25/O

In Development Coordinator Debbie Schrock's absence, Kris thanked Kate Pitrone and Karen Delano for attending the recent volunteer appreciation lunch. Kate and Karen agreed that the lunch was a great event and they enjoyed meeting and talking with many of the library's volunteers.

**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 or sale of property.

The motion passed and the board moved to executive session at 4:23 pm.

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

The board returned to regular session at 4:54 pm

**Adjournment:**

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

---

Karen Delano, President

---

Crist Miller, Secretary