

Minutes of Regular Board Meeting
March 18, 2025

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, March 18, 2025, at the Bainbridge 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: Karen Delano, Josh Hutchinson, Crist Miller, Kate Pitrone
Kris Carroll - Director, Dawn Malaska - Deputy Fiscal Officer, Katy Farrell – Assistant Director

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

Approval of Minutes: Exhibit 03/25/A
The minutes of the February regular board meeting were approved as presented upon motion by Josh Hutchinson and seconded by Kate Pitrone.
The motion passed.

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

Communications:
None

Agenda: Exhibit 03/25/B
Kate Pitrone made a motion, seconded by Josh Hutchinson, to approve the agenda as presented in the board packet.
The motion passed.

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

Fiscal Officer's Report: Exhibit 03/25/C
Approval of Disbursements and Gifts Exhibit 03/25/D
Kate Pitrone made a motion, seconded by Josh Hutchinson, to approve the Fiscal Officer's Report including February disbursements and gifts as presented in the board packet.
The motion passed.

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

Director's Report: Exhibit 03/25/E
Director Kris Carroll highlighted several items from her written report. Roundtables were held at all the branches in February and in early March, except for the Administrative Center, which is scheduled for March 21. The Chardon Roundtable was a staff engagement session with Bostwick Architects. Bostwick Architects held a community engagement session at the

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Chardon Branch on March 12; the next session is March 21. As of today, 248 responses have been submitted to the Community Engagement Survey for the new Chardon Branch. The Chardon lift will be out of order for at least one month and needs multiple parts replaced. Lines & Links for the Summer session has been completed and will be mailed soon. Mike Pope is working with KnowBe4 on staff cybersecurity training. John Hutchinson asked if Board of Trustee Members were required to take the training, and Mike said it would be beneficial if they did.

Assistant Director's Report:

Exhibit 03/25/F

Assistant Director Katy Farrell mentioned that the Winter Reading program had concluded and was successful. The library will be transitioning to a new system for reserving meeting and study rooms on April 1, which will allow patrons to reserve study rooms online, which patrons have requested several times. The process for meeting room reservations will not change for patrons, they will still need to fill out an application and have the request approved by a manager.

Human Resources Report:

Exhibit 03/25/G

Human Resource Actions

Exhibit 03/25/H

Josh Hutchinson made a motion, seconded by Kate Pitrone, to approve the Human Resource Actions including retirement gift for a part-time employee as presented in the board packet. The motion passed.

Ayes: Delano, Hutchinson, Miller, Pitrone

Nays: None

Local Manager's Report

Bainbridge Manager Dani Hollar began by introducing the new Head of Adult Services, Kristina Lininger. Dani shared a collection of projects created by the Makerspace Assistants to highlight the equipment in the makerspace. Instructions have also been provided for patrons so they can create the items on their own. Dani introduced My Next Read, a new Reader's Advisory program for patrons. Dani also talked about the upcoming Geauga County Library Foundation Mini Golf Fundraiser on April 5, which will include a new game in Blinko. She demonstrated the use of the Meta Quest VR headset, which will be used for the Longest Drive Contest at the event. Board member John Hutchinson asked if the VR headset was available for loan to patrons and Dani said that they are only used for library programming.

Committee Reports:

Ad Hoc Evaluation Committee

Approval of CMR Resolution

Exhibit 03/25/I

Kate Pitrone made a motion, seconded by Crist Miller, to approve Resolution 25-02 Accepting Best-Value Recommendation and Authorizing Negotiation & Execution of Construction Manager at Risk Agreement as presented at the meeting. The Ad Hoc Evaluation Committee interviewed three firms to act as the Construction Manager at Risk for the new Chardon Branch on March 14, 2025. The committee scored firms based on their

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proposals and Regency Construction was selected at the top firm to begin contract negotiations.

The motion passed.

Ayes: Delano, Hutchinson, Miller, Pitrone

Nays: None

Personnel Committee

Exhibit 03/25/J

The minutes from the February 18, 2025, Personnel Committee meeting were reviewed. The Board of Trustees voted on and approved the following policies after recommendation of the Personnel Committee.

Approval of Updates to Personnel Policy 250

Exhibit 03/25/K

Josh Hutchinson made a motion, seconded by Kate Pitrone, to approve the updates to Personnel Policy 250 Trial Performance Period (TPEP) to reduce library employees' Trial Performance Period from six-months to three-months.

The motion passed.

Ayes: Delano, Hutchinson, Miller, Pitrone

Nays: None

Approval of Updates to Personnel Policy 230

Exhibit 03/25/L

Josh Hutchinson made a motion, seconded by Crist Miller, to update Personnel Policy Hiring, Promotion, Transfers, Nepotism to reflect the change to a three-month TPEP as approved in PP 250.

The motion passed.

Ayes: Delano, Hutchinson, Miller, Pitrone

Nays: None

Approval of Updates to Personnel Policy 260

Exhibit 03/25/M

Josh Hutchinson made a motion, seconded by Kate Pitrone, to update Personnel Policy 260 Performance Evaluation policy to reflect the change to a three-month TPEP approved in PP 250. This update also removed a redundant paragraph and added annual salary raise eligibility clarification.

The motion passed.

Ayes: Delano, Hutchinson, Miller, Pitrone

Nays: None

Approval of Updates to Personnel Policy 340

Exhibit 03/25/N

Kate Pitrone made a motion, seconded by Crist Miller, to update Personnel Policy 340 Educational Assistance to reflect the change to a three-month TPEP approved in PP 250. This update also added promotion eligibility so employees who are promoted are eligible for Education Assistance at the rate of their previous position in the system even if still in the probationary period.

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The motion passed.

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

Approval of Updates to Personnel Policy 722

Exhibit 03/25/O

Josh Hutchinson made a motion, seconded by Kate Pitrone, to update Personnel Policy 722 Sick Leave to allow use for parental leave. The policy also updates the individuals included in one's immediate family.

The motion passed.

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

Approval of Updates to Personnel Policy 730

Exhibit 03/25/P

Kate Pitrone made a motion, seconded by Crist Miller, to update Personnel Policy 730 Bereavement Leave to add language requiring the use of leave within 10 days of death and to update individuals included in one's immediate family. Also included is the phrase "Exceptions can be granted by the Director" to allow for instances where a memorial service occurs after the 10-day period.

The motion passed.

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

Approval of Updates to Personnel Policy 735

Exhibit 03/25/Q

Josh Hutchinson made a motion, seconded by Crist Miller, to update Personnel Policy 735 Anniversary Hours to add wording about the availability of Anniversary Hours after retirement. The updated language mirrors that in Personnel Policy 721 Vacation Leave.

The motion passed.

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

Approval of Updates to Personnel Policy 240

Exhibit 03/25/R

Kate Pitrone made a motion, seconded by Crist Miller, to update Personnel Policy 240 Employee Classifications and Types to add Educational Assistance benefits for Grade 13. The motion passed.

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

Unfinished Business:

None

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New Business:

Approval of Recommendation to Reappoint Kate Pitrone Exhibit 03/25/S

Karen Delano made a motion, seconded by Josh Hutchinson, to recommend the reappointment of Kate Pitrone as Library Trustee.

The motion passed.

Ayes: Delano, Hutchinson, Miller, Pitrone

Nays: None

Approval of Ruple Contract Exhibit 03/25/T

Josh Hutchinson made a motion, seconded by Kate Pitrone, to approve the Ruple contract for \$47,599 to provide sealcoating, repair and line striping for scheduled library parking lots.

The motion passed.

Ayes: Delano, Hutchinson, Miller, Pitrone

Nays: None

Approval of the Equalis Group Contract Exhibit 03/25/U

Josh Hutchinson made a motion, seconded by Crist Miller, to approve the proposal for the Administrative Center roof replacement. As allowed by Section 9.48 of the Ohio Revised Code, quotes were bid by U.S. Communities joint purchasing cooperative contract COG-2146-GC2-J.

The motion passed.

Ayes: Delano, Hutchinson, Miller, Pitrone

Nays: None

Approval of the Discard List Exhibit 02/25/V

Kate Pitrone made a motion, seconded by Josh Hutchinson, to approve the discard list as presented in the board packet.

The motion passed.

Ayes: Delano, Hutchinson, Miller, Pitrone

Nays: None

Board Development

Exhibit 03/25/W

Kris shared the new Ohio law (House Bill 257) which allows certain public bodies to meet virtually as of April 9, 2025. To comply with the law, the library must pass a policy allowing virtual meetings and follow the limitations of forbidden actions for virtual meetings. Kate Pitrone asked if this applied to committee meetings, and Kris confirmed that it did. Josh Hutchinson asked if board members could do a hybrid meeting, where some were present in person and some present virtually. Kris said yes and explained the provision. A follow-up question was asked whether the board could vote on major nonroutine expenditures in-person (if a quorum is present) with one or more members attending virtually, who would not vote on the measure. Kris said she would get clarification and respond to that question later.

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Foundation report:

Exhibit 03/25/X

Development Coordinator Debbie Schrock reported that the Foundation and Friends groups' boards were growing. Debbie also stated that Junction Auto is the Presenting Sponsor for the Mini Golf Fundraiser on April 5.

Foundation MOU

Exhibit 03/25/Y

Kate Pitrone made a motion, seconded by Josh Hutchinson, to approve the 2025 Foundation Memorandum of Understanding as presented in the board packet.
The motion passed.

Ayes: Delano, Hutchinson, Miller, Pitrone

Nays: None

Comments From the Public:

An attendee asked whether the CMR for the Chardon Branch had been selected, and Kris stated that Regency Construction has been selected.

Executive Session

Josh Hutchinson made a motion, seconded by Crist Miller, to move to executive session to discuss the purchase or sale of property, and to consider the employment of a public employee.

The motion passed and the board moved to executive session at 4:26 pm.

Ayes: Delano, Hutchinson, Miller, Pitrone

Nays: None

The board returned to regular session at 4:42 pm

Adjournment:

Josh Hutchinson made a motion, seconded by Crist Miller, to adjourn the meeting. The motion passed and the meeting adjourned at 4:43 P.M.

Karen Delano, President

Crist Miller, Secretary