

Minutes of Regular Board Meeting

May 20, 2025

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, May 20, 2025, at the Chardon 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 (4:02), Karen Delano, Josh Hutchinson, Crist Miller, Paul Newman, Kate Pitrone, Jake Yanchar  
Kris Carroll - Director, Lisa Havlin - Fiscal Officer

Also Present: Mary Balog, Nicole Burnside, Rachael Hartman, Dani Hollar, Denise Javins, John Johnston, Judy Lasco, Erika Noark, Mike Pope, Debbie Schrock and Jo Groh

**Approval of Minutes:** Exhibit 05/25/A  
The minutes of the April regular board meeting were approved as presented upon motion by Paul Newman and seconded by Kate Pitrone.  
The motion passed.

**Communications:** Exhibit 05/25/B  
There were no additions to the communications included in the board packet.

**Agenda:** Exhibit 05/25/C  
Jake Yanchar made a motion, seconded by Paul Newman, to approve the agenda as amended with the addition of 6A. Approval of Appropriations Transfer  
The motion passed.

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

**Fiscal Officer's Report:** Exhibit 05/25/D  
*Approval of Disbursements and Gifts* Exhibit 05/25/E  
Kate Pitrone made a motion, seconded by Paul Newman, to approve the Fiscal Officer's Report including April disbursements and gifts as presented in the board packet.  
The motion passed.

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

*Approval of Appropriations Transfer*  
Paul Newman made a motion, seconded by Kate Pitrone to approve an appropriations transfer of \$10,000 for the General Fund Contingency account to the General Fund Refunds and Reimbursable account. This transfer will allow the repayment of a reimbursement check that was received and deposited in error.

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The motion passed.

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

Kristen Brickman arrived at the meeting.

**Director's Report:**

Exhibit 05/25/F

*Tuition Reimbursement*

Following a short explanation of Smyth's Spring Educational Assistance request that had been received as required by the library policy, but had inadvertently not been brought to the board for approval, Josh Hutchinson made a motion, seconded by Jake Yanchar, to approve the following tuition reimbursement requests, as presented in the board packet:

Halli Pliml LIS 60608-001	MLIS The Public Library	Kent State University	\$635.00
Lauren Smyth LIS 60020-001 LIS 60040-003	MLIS Information Organization (Spring 2025) Information Institutions and Professions (Spring 2025)	Kent State University	\$2,000
Lauren Smyth LIS 60030-001 LIS 6054-001	MLIS People in the Information Ecology (Summer 2025) Preservation and Conservation of Heritage Materials (Summer 2025)	Kent State University	\$2,000

From her written report, Kris noted that Bainbridge had hosted three student interns over the last several weeks. Kris met this month with the Development Coordinator to explore the feasibility of launching a capital campaign through the Library Foundation. Kris has also been working with the Fiscal Officer and Assistant Director to develop contingency plans in response to uncertainty surrounding state funding. Kris also mentioned that the America 250 grant funded Voices of America kiosk continues to be hosted in branches across the system.

**Assistant Director's Report:**

Exhibit 05/25/G

In the Assistant Director's absence, Kris shared highlights from Katy's report. The library hosted 928 people to have their taxes done saving these patrons an estimated \$185,000 in tax preparation fees. The Volunteer Fair at the Chardon Branch was well attended. Geauga West's Geauga Amish History was also a popular program. Kris also introduced Mary Balog, the new Thompson Branch Manager.

**Human Resources Report:**

Exhibit 05/25/H

*Human Resource Actions*

Exhibit 05/25/I

Kate Pitrone made a motion, seconded by Crist Miller, to approve the Human Resource Actions as presented in the board packet.

The motion passed.

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

Nays: None

HR Manager, Nicole Burnside, noted she had created a procedure document for the recently updated Animals in the Library policy to support staff when dealing with this delicate issue. Nicole also mentioned that she had attended the Ohio Safety Congress and Expo and was pleased to attend several sessions focused on human resource topics including one on mental health in the workplace which discussed the impact of mental health on retention and workplace injuries.

### **Local Manager's Report**

Chardon Branch Manager, Judy Lasco, discussed the summer reading program and the materials provided by the state library. Judy also shared some upcoming summer programs including the Chardon Book Buddies program that partners students in 1<sup>st</sup> and 2<sup>nd</sup> grade with a teen to practice reading throughout the summer. Judy also mentioned the two displays in the meeting room. One display was from the America 250 project and honored veterans while the other showed graduation photos from the late 1800s and early 1900s.

### **Committee Reports:**

None

### **Unfinished Business:**

None

### **New Business:**

*Approval of Bostwick Architect Services Contract*

Exhibit 05/25/J

Josh Hutchingson made a motion, seconded by Kate Pitrone, to approve the Bostwick Architect Services Contract as presented in the board packet.

The motion passed.

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

Nays: None

*Approval of Updates to Operating Policy 120 Hours of Service*

Exhibit 05/25/K

Kris Carroll discussed with the board the possibility of closing the branches on all Sundays and presented three related policies with updates to reflect closing on Sunday. Kris mentioned the state funding uncertainty and possible elimination of property taxes. Library Administration is trying to proactively reduce spending to prepare for a drop in revenue. The branches are only open 4 hours on Sundays while staffing costs are greater than other days since the library pays 1 ½ for part-time employees and full-time employees are not scheduled for 8 hours during the week if they work on a Sunday.

Trustee Paul Newman asked that the policy be changed just for the summer. President Karen Delano said it was terrible to close the branches but practical to plan ahead and if we start now we can be ahead of the game and thinks that Sunday closing would be permanent based on information from a recent OLC sponsored meeting. Trustee Kate Pitrone noted that not as

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many patrons come to the branches on Sunday and it is the shortest day. Trustee Jake Yanchar expressed that he also would like to only close branches on Sundays for the summer.

Following discussion, Kate Pitrone made a motion, seconded by Paul Newman, to approve updates to Operating Policy 120 Hours of Service as amended to reflect closing on Sundays between Memorial Day and Labor Day. All policies will be reviewed at the end of summer to assess any further changes.

The motion passed.

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

Nays: None

*Approval of Updates to Operating Policy 130 Holidays and Other Closings* Exhibit  
05/25/L

Tabled

*Approval of Updates to Personnel Policy 288 Holidays and Closings* Exhibit 05/25/M

Tabled

*Approval of Updates to Operating Policy 350 Acceptance of Gifts* Exhibit 05/25/N  
Fiscal Officer, Lisa Havlin, presented updates to the policy to detail procedures for acceptance of gifts for programs. Trustee Josh Hutchinson mentioned that any gift approval would be after the fact and Lisa replied if the board did not approve the gift, it would be refunded to the donor. After a brief discussion, Paul Newman made a motion, seconded by Jake Yanchar, to approve the updates to Operating Policy 350 Acceptance of Gifts.

The motion passed.

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

Nays: None

*Approval of Operating Policy 570 Video Surveillance* Exhibit 05/25/O

Kate Pitrone made a motion, seconded by Paul Newman, to approve the updates to Operating Policy 570 Video Surveillance.

The motion passed.

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

Nays: None

*Approval of Operating Policy 722 Sick Leave* Exhibit 05/25/P

Fiscal Officer, Lisa Havlin, presented updates to the policy that added language already in the vacation leave policy. The update would keep the policies consistent. Paul Newman made a motion, seconded by Josh Hutchinson, to approve the updates to Operating Policy 722 Sick Leave.

The motion passed.

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

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Nays: None

*Approval of the Discard List*

Exhibit 02/25/ Q

Josh Hutchinson, 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 05/25/R

Kris shared information about the recently approved petition to eliminate property taxes in the state. Signatures need to be collected and submitted by July 2. More information will be shared with the board after that time.

**Foundation report:**

Exhibit 05/25/S

Development Coordinator Debbie Schrock reported that the Foundation had large book donations from two estates and that the recent book donation day at the fairgrounds had 103 cars bring books to donate for Foundation book sales.

**Comments From the Public:**

Chris Takas, League of Women Voters representative asked for clarification about the Chardon project and the mention of including the Administrative Center in the project. Kris replied it was being discussed and was in the planning stages. Chris also asked who two vendors were – Stiefel and Everstream. Lisa replied that Stiefel is the library's bond underwriter firm and Mike Pope replied that Everstream supplies the library's internet access. There were no further comments.

**Executive Session**

Josh Hutchinson made a motion, seconded by Kristen Brickman, to move to executive session to discuss the purchase or sale of property. The board invited Director Kris Carroll, and Fiscal Officer, Lisa Havlin, to join them in executive session.

The motion passed and the board moved to executive session at 4:39 pm.

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

Nays: None

The board returned to regular session at 4:49 pm

*Approval to Explore Sale of Property*

Kate Pitrone made a motion, seconded by Josh Hutchinson to explore the sale of vacant property in Middlefield.

The motion passed.

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

Nays: None

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**Adjournment:**

Josh Hutchinson made a motion, seconded by Crist Miller, to adjourn the meeting. The motion passed and the meeting adjourned at 4:49 P.M.

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Karen Delano, President

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Crist Miller, Secretary