

Minutes of Regular Board Meeting

June 17, 2025

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, June 17, 2025, at the Middlefield Branch.

Call to order and roll call: President Karen Delano called the board meeting to order at 4:01 P.M. and the roll call was conducted.

Present: 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: Mary Balog, Nicole Burnside, Rachael Hartman, Dani Hollar, Denise Javins, John Johnston, Judy Lasco, Mike Pope, Debbie Schrock, and Jill Brickell

Approval of Minutes: Exhibit 06/25/A
The minutes of the May regular board meeting were approved as presented upon motion by Paul Newman and seconded by Kate Pitrone.
The motion passed.

Communications: Exhibit 06/25/B
There were no additions to the communications included in the board packet.

Agenda: Exhibit 06/25/C
Paul Newman made a motion, seconded by Josh Hutchinson, to approve the agenda as presented.
The motion passed.

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

Fiscal Officer's Report: Exhibit 06/25/D
Approval of Disbursements and Gifts Exhibit 06/25/E
Kate Pitrone made a motion, seconded by Paul Newman, to approve the Fiscal Officer's Report including May disbursements and gifts as presented in the board packet.
The motion passed.

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

Approval of 2025/2026 Property and Liability Insurance Coverage
Crist Miller made a motion, seconded by Jake Yanchar, to approve the updated premium for 2025/2026 Library Property and Liability Insurance Coverage.
The motion passed.

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

Director's Report:

Exhibit 06/25/F

Tuition Reimbursement

Kate Pitrone made a motion, seconded by Paul Newman, to approve the following tuition reimbursement request, as presented in the board packet:

Jonathon Kopp	MLIS	Kent State University
\$1,271.00	LIS 60650	Information Policy

From her written report, Kris shared that she and the Development Coordinator have interviewed consultants for a capital campaign through the Library Foundation. Kris shared that members of the board of trustees, Chardon supervisors, and the administrative team met with Bostwick Design to consider programming needs for the new Chardon Branch. Kris also mentioned that the library is moving forward with a plan to retrofit the Fun Bus to make it better suited for ongoing bookmobile service.

Assistant Director's Report:

Exhibit 06/25/G

Katy highlighted information from her written report, including the success of this year's Summer Reading Kickoff at the Geauga County Fairgrounds on June 7. She mentioned that Youth Services staff across the county visited schools in every district to promote this year's Summer Reading Program. Katy also shared that Geauga West saw a surge of after school activity this year, with over 8,000 students visiting the library.

Human Resources Report:

Exhibit 06/25/H

Human Resource Actions

Exhibit 06/25/I

Jake Yanchar made a motion, seconded by Kate Pitrone, to approve the Human Resource Actions as presented in the board packet.
The motion passed.

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

Local Manager's Report

The local manager's report was presented by Jill Brickell, Chair of the Library's Staff Advisory Committee. Jill shared that the Staff Advisory Committee hosts after-hours events at the libraries and ongoing programs to encourage participation and make work more enjoyable for staff. The Staff Advisory Committee is currently running a challenge called the ABCs of Summer, so staff can share the seasonal activities in which they participate. They also have a year-long reading challenge which incorporates the Color Our World Summer Reading theme.

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Committee Reports:

Finance Committee

Exhibit 06/25/J

Fiscal Officer, Lisa Havlin reviewed the 2026 Tax Budget Report and the 2026 Tax Budget Document that were included in the board packets. Lisa reminded the board that with the uncertainty surrounding the Public Library Fund and property tax revenue the 2026 revenue and expenditures could change. Josh Hutchinson made a motion, seconded by Kate Pitrone, to approve the 2026 Tax Budget as recommended by the Finance Committee.

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

Nays: None

Unfinished Business:

None

New Business:

Approval of Updates to Operating Policy 940 Support Groups

Exhibit 06/25/K

Kate Pitrone made a motion, seconded by Josh Hutchinson, to approve the update to Operating Policy 940 Support Groups to remove the line about contributing to the Library's PAC regularly.

The motion passed.

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

Nays: None

Board Development:

Exhibit 06/25/L

Kris shared estimated Public Library Fund revenue for the library based on the Ohio Senate's line-item proposal in the state budget.

Foundation Report:

Exhibit 06/25/M

Kris reported that the Foundation is planning a donor appreciation event at the Bainbridge Branch in September, the Friends' book sales at the Summer Reading Kickoff and Bainbridge Branch were successful, and that the Foundation has other fundraising events coming up.

Executive Session:

Paul Newman made a motion, seconded by Jake Yanchar, to move to executive session to discuss the purchase or sale of property. The board invited Director Kris Carroll, and Fiscal Officer Lisa Havlin, and Assistant Directory Katy Farrell to join them in executive session. The motion passed and the board moved to executive session at 4:19 pm.

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

Nays: None

The board returned to regular session at 4:33 pm

Approval to Sign Letter of Intent

Exhibit 06/25/N

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Kate Pitrone made a motion, seconded by Paul Newman, to authorize Board President, Karen Delano to sign the Letter of Intent for Geauga County Board of Commissioners to purchase the Library's Administrative Center building.

The motion passed.

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

Nays: None

Adjournment:

Crist Miller made a motion, seconded by Josh Hutchinson, to adjourn the meeting. The motion passed and the meeting adjourned at 4:34 pm

Karen Delano, President

Crist Miller, Secretary