

Minutes of Regular Board Meeting

July 15, 2025

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, July 15, 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: Kristen Brickman, Karen Delano, Josh Hutchinson, Crist Miller, Jake Yanchar  
Kris Carroll - Director, Lisa Havlin - Fiscal Officer, Katy Farrell – Assistant Director

Also Present: Mary Balog, Nicole Burnside, Dani Hollar, Denise Javins, John Johnston, Judy Lasco, Mike Pope, Debbie Schrock, and Kristina Lininger

**Approval of Minutes:** Exhibit 07/25/A  
The minutes of the June budget hearing and regular board meeting were approved as presented upon motion by Kristen Brickman and seconded by Josh Hutchinson.  
The motion passed.

**Communications:**  
None

**Agenda:** Exhibit 07/25/B  
Kristen Brickman made a motion, seconded by Josh Hutchinson, to approve the agenda as presented.  
The motion passed.

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

**Fiscal Officer's Report:** Exhibit 07/25/C  
*Approval of Disbursements and Gifts* Exhibit 07/25/D  
Josh Hutchinson made a motion, seconded by Jake Yancar, to approve the Fiscal Officer's Report including June disbursements and gifts as presented in the board packet.  
The motion passed.

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

**Director's Report:** Exhibit 07/25/E  
From her written report, Kris shared the approved state budget resulting in an estimated \$250,000 biennium cut to the library from Public Library Fund revenue. Kris also mentioned that the Ohio House intends to work to overturn various provisions vetoed by the governor. Kris reported that she met with the county auditor and the League of Women's Voters to plan educational programs focused on property taxes.

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Kris also reported that the letter of intent to sell the administrative building has been signed by the county commissioners and the admin team is working on plans to consolidate workspace until the new Chardon branch is complete.

### **Assistant Director's Report:**

Exhibit 07/25/F

Katy shared that she and Erika Noark attended the ALA conference, and summaries are included in her report. The Chardon branch hosted several field trips for the Chardon Middle School Summer Enrichment Camp and Katy stated that a recent project to separate Hallmark movies has received great feedback from patrons.

### **Human Resources Report:**

Exhibit 07/25/G

#### *Human Resource Actions*

Exhibit 07/25/H

Jake Yanchar made a motion, seconded by Kristen Brickman, to approve the Human Resource Actions including the second quarter Outstanding Service Awards as presented in the board packet.

The motion passed.

Ayes: Brickman, Delano, Hutchinson, Miller, Yanchar

Nays: None

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

Dani Hollar, Bainbridge Branch Manager, shared recent programs with the board. For the summer reading program, Bainbridge staff created several art programs using non-traditional materials. The Makerspace Camp for teens has been well attended with the goal of having more teens use the space throughout the year. Library tours are planned for preschool classes to help students learn what the library can provide to be successful in school.

### **Committee Reports:**

None

### **Unfinished Business:**

None

### **New Business:**

#### *Approval of Geauga Mechanical HVAC Quote*

Exhibit 07/25/I

Josh Hutchinson made a motion, seconded by Crist Miller, to approve the quote from Geauga Mechanical to provide HVAC repair at Middlefield.

The motion passed.

Ayes: Brickman, Delano, Hutchinson, Miller, Yanchar

Nays: None

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### *Budget Discussion*

In light of the recent Public Library Fund cuts, Kris shared implemented and planned cost saving measures. Kris discussed planned changes to Lines & Links, the library newsletter, which costs an estimated \$65,000 a year to publish and mail to county residents. Kris plans a savings of \$40,000 by changing how the library shares program information with the public. Currently, staff plan programs months in advance and having a more flexible plan would allow staff to add programming as needs arise.

Karen noted that CCPL emails all program information and said she liked the idea of targeted emails to specific groups. Josh commented that he doesn't keep Lines & Links for planning, but the newsletter does show how great the library is. Jake suggested that less frequent mailings would cut costs.

Kris also discussed database cancellations noting that the usage doesn't justify the cost of some databases.

### *Sunday Closure*

Kris asked the Board to approve closing library buildings on Sundays as a cost saving measure. The Board held a discussion regarding Sunday operations across library branches. Currently, the system is closed on Sundays during the summer months. Josh inquired whether any complaints had been received about Sunday closures; staff reported three patrons had reached out to express concern. Josh also noted that several community members were unaware the library was open on Sundays during the school year, suggesting that remaining closed would not affect those individuals.

Jake expressed a preference to remain open on Sundays, particularly when school is in session, recognizing that it provides an important resource for busy families. Karen raised concerns about the impact on staffing and operations, questioning whether Sunday hours are feasible during the school year given that many families are committed to sports and other weekend activities. She suggested the library could consider reopening Sundays during the academic year but stressed the importance of balancing service with operational sustainability.

Kristen asked what areas of the budget might be reduced to accommodate Sunday hours. In response to a question from the Board, Crist clarified that Amish patrons generally do not visit the library on Sundays. There was general interest in maintaining a consistent schedule across the library system. Jake asked whether staff had strong opinions on the matter; Kris responded that some staff like Sunday hours and others don't so there is no consensus among staff.

Kris suggested that the library could reopen on Sundays during the school year and identify other areas for potential cost savings if the Board strongly supported the change. Josh proposed an alternative approach to remain closed through October and monitoring usage for community feedback. He also recommended gathering data while open and suggested a patron survey to evaluate Sunday usage. Katy reminded the Board that staff work schedules

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are finalized by the 15th of the preceding month, so any scheduling changes would require advance planning.

Dani, the branch manager, was consulted regarding typical Sunday usage. She noted that families frequently visit the library to play and use the space, particularly in poor weather. Additionally, some patrons come to pick up holds or attend scheduled meetings.

Crist recommended continuing the Sunday closures for the remainder of 2025 and reassessing in November for possible changes in 2026. Jake acknowledged that Sundays serve busy patrons and offer a unique service window but stated he is open to suspending Sunday hours for the rest of the year.

Josh Hutchinson made a motion, seconded by Crist Miller, for library buildings to stay closed through the end of 2025.

Discussion – Kristen asked if this would be a permanent closure or if it could be changed if funding changes. The Board agreed that the decision would be revisited at the November 2025 meeting.

The motion passed.

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

### *C3 Closure*

Kris continued the cost saving discussion by asking the board to approve closing C3, the library's makerspace at Chardon High School. Kris noted that usage of the space was low, averaging between 2.5 – 2.9 patrons per day. A makerspace is planned for the new Chardon branch.

Jake Yanchar made a motion, seconded by Kristen Brickman, to approve closing the C3 Makerspace at the end of 2025.

The motion passed.

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

### *Discard List*

Exhibit 07/25/J

Josh Hutchinson made a motion, seconded by Crist Miller, to approve the discard lists as presented in the board packet.

The motion passed.

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

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### **Board Development:**

Kris shared that the governor did not veto the changes to board terms. Future trustee terms will be four years rather than seven years. Kate Pitrone will be sworn in at the August meeting for a seven-year term.

### **Foundation Report:**

Exhibit 07/25/K

Debbie noted that the Foundation received a \$6,000 donation from the Geauga County Board of Developmental Disabilities for the Dolly Parton Imagination Library. Debbie also reported that the Friends held a book sale at the county fairgrounds during the American Legion's 4<sup>th</sup> of July celebration and made \$470.

### **Comments From the Public**

Ruby Hicks, Chagrin Valley Herb Society President, thanked the Board for their continued support and offered tours of the garden. Karen noted that the garden was growing, and she often admired it while driving past the library.

Chris Takas, League of Women Voters, stated that she reads Lines & Links cover-to-cover and highlights the programs she wants to attend. Chris said she signs up for programs online but would have no idea how to find the information online. Chris stated she is in favor of an opt-in option to receive a mailing.

### **Adjournment**

Josh Hutchinson made a motion, seconded by Crist Miller, to adjourn the meeting. The motion passed and the meeting adjourned at 4:47 pm.

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Karen Delano, President

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Crist Miller, Secretary