

Minutes of Regular Board Meeting

August 19, 2025

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, August 19, 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 (arrived 4:10 pm), 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, Marlene Pelyhes, Mike Pope, Debbie Schrock, and Joya Hoge

Oath of Office:

Notary Debbie Schrock conducted the swearing in of Kate Pitrone reappointed Library Board Trustee.

Resolution 25-03 Recognizing Paul Newman

Exhibit 08/25/A

Kris Carroll read a resolution recognizing Paul Newman's 40 years of service to the library. Josh Hutchinson made a motion seconded by Kate Pitrone, to approve the resolution honoring Paul.

The motion passed.

Approval of Minutes:

Exhibit 08/25/B

The minutes of the July regular board meeting were approved as presented upon motion by Josh Hutchinson and seconded by Jake Yanchar.

The motion passed.

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

Nays: None

Communications:

None

Agenda:

Exhibit 08/25/C

Kate Pitrone 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 08/25/D

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Approval of Disbursements and Gifts

Exhibit 08/25/E

Kate Pitrone made a motion, seconded by Crist Miller, to approve the Fiscal Officer's Report including July disbursements and gifts as presented in the board packet.
The motion passed.

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

Approval of Depository Agreements

Exhibit 08/25/F

Josh Hutchinson made a motion, seconded by Paul Newman, to approve the First National Bank and PNC Bank depository agreements for 2025 – 2030 and to authorize Fiscal Officer, Lisa Havlin to sign and submit the agreements.
The motion passed.

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

Approval of FNB Investment Agreement

Exhibit 08/25/G

Josh Hutchinson made a motion, seconded by Paul Newman to approve the updated FNB Investment agreement as presented in the board packet.
The motion passed.

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

Director's Report:

Exhibit 08/25/H

Josh Hutchinson made a motion, seconded by Paul Newman to approve the tuition reimbursement requests as presented in the board packet.
The motion passed.

Halli Pliml	MLIS
Kent State University	\$1,278.25
LIS-60601-001	Information Sources and Reference Services
LIS-60613-001	Information Needs, Seeking and Use

Olivia St. James	MLIS
Kent State University	\$635.50
LIS-60040-003	Information Institutions and Professions
Taylor Pudelski	MLIS
Kent State University	\$635.50
LIS-60040-003	Information Institutions and Professions
Lauren Smith	MLIS
Kent State University	\$2,000

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LIS-60050-001	Research and Assessment in Library and Information Science
LIS-60631-001	Introduction to Digital Preservation
Mark Dubovec	MLIS
Kent State University	\$1,268.50
LIS-60631-001	Introduction to Digital Preservation
LIS-60658-001	Theory and Practice of Archival Description

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

Kristen Brickman arrived at the meeting.

Kris reviewed items from her written report including the progress working with Organizational Architecture to review the library's staffing structure, the Chardon elevator repair, staff cybersecurity training, and progress on the Administrative Building purchase agreement and lease with the County Commissioners.

Assistant Director's Report:

Exhibit 08/25/I

Katy shared summer reading program statistics with the board. Over 10,000 patrons attended the library's summer reading programs, and 2,500 patrons participated in the reading program. A staff committee has been formed to discuss proposed changes to Lines and Links and its impact on programming. The Fun Bus interior was updated to create a more efficient workspace for staff and patrons.

Human Resources Report:

Exhibit 08/25/J

Human Resource Actions

Exhibit 08/25/K

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

The motion passed.

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

Nays: None

Local Manager's Report

Judy Lasco, Chardon Branch Manager, shared that Mary Crotty was promoted to the open Head of Adult Services position, Mary and Lauren Smyth hosted a program, Scanzapalooza, where patrons could scan and digitize documents and photos and become more familiar with the Digital Legacy Lab. Staff also attended the recent Homeschool Fair sponsored by the Geauga Park District and shared handouts with 221 attendees.

Committee Reports:

None

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Unfinished Business:

None

New Business:

Discard List

Exhibit 08/25/L

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

The motion passed.

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

Nays: None

Board Development:

Kris shared that the recently passed state budget bill included a requirement for governmental entities to develop a cybersecurity policy and training plan for staff. The library is already providing training and will update the policy with Clevnet's input.

Foundation Report:

Exhibit 08/25/M

Debbie noted upcoming Foundation events, including the September 26 Donor Appreciation event and the Murder by Moonlight, a fund-raising event which is sold out.

Comments From the Public

None

Adjournment

Paul Newman made a motion, seconded by Kristen Brickman, to adjourn the meeting. The motion passed and the meeting adjourned at 4:22 pm.

Karen Delano, President

Crist Miller, Secretary