

Minutes of Regular Board Meeting

September 15, 2025

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, September 15, 2025, at the Geauga West 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, 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 Rick Ortmeyer, Bostwick Representative and Scott Weaver, Regency Representative.

**Approval of Minutes:**

Exhibit 09/25/A

The minutes of the August regular board meeting were approved as presented upon motion by Kate Pitrone and seconded by Paul Newman.

The motion passed.

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

**Communications:**

None

**Agenda:**

Exhibit 09/25/B

Jake Yanchar made a motion, seconded by Kate Pitrone, to approve the agenda as presented. The motion passed.

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

**Fiscal Officer's Report:**

Exhibit 09/25/C

*Approval of Disbursements and Gifts*

Exhibit 09/25/D

Paul Newman made a motion, seconded by Crist Miller, to approve the Fiscal Officer's Report including August disbursements and gifts as presented in the board packet.

The motion passed.

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

*Credit Card Rewards Cash Back*

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Fiscal Officer, Lisa Havlin reported that the library had received \$3,946.83 in credit card cash back rewards

**Director's Report:**

Exhibit 09/25/E

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

Robin Kuhlman	MLIS
San Jose State	\$1,136.00
INFO 200	Information Communication
INFO 203	Online Learning

Jonathon Kopp	MLIS
Kent State University	\$1,272.00
LIS-60618-001	Information Literacy Initiatives and Instruction

Ayes: Delano, Miller, Newman, Pitrone, Yanchar

Nays: None

Kris highlighted items from her written report including progress on employee chats which are almost completed and continuing work on a voter education series with the League of Women Voters and county auditor Chuck Walder. Kris also let the board know that the popular Rascal Reader program will begin in October. Trustee Paul Newman asked what the status was on the Geauga West property purchase. Kris replied that the project was on hold since West Geauga schools had pulled their bond issue and the library is waiting on further information about the school's water treatment project.

**Assistant Director's Report:**

Exhibit 09/25/F

Katy invited the board to review the patron feedback comments included in her written report - the best part of her job.

**Human Resources Report:**

Exhibit 09/25/G

*Human Resource Actions*

Exhibit 09/25/H

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: Delano, Miller, Newman, Pitrone, Yanchar

Nays: None

*Pay Grade Updates*

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HR Manager, Nicole Burnside reported that she has been working to align the library's pay grades and compensation. The updates will be presented to the Personnel Committee in October.

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

Erika Noark, Geauga West Branch Manager, shared Geauga West's community partnerships. A recent program, Books with Bunnies partnered with the Feathers and Fleece 4-H club to let children read to bunnies. Jo Groh, Outreach Librarian has partnered with the Department on Aging and the Youth Services Department is working with Eddy's Fruit Farm to present a story time at the farm. Additionally, multiple departments worked together with Ravenwood to bring programming to the John Murray Clubhouse. Programs included a podcasting class and maker space training while computer classes are planned for the future.

### **Committee Reports:**

None

### **Unfinished Business:**

None

### **New Business:**

#### *Cramer and Associates Contract*

Exhibit 09/25/I

Kris Carroll presented the Cramer and Associates contract for a capital campaign feasibility study to the board. Trustee Paul Newman asked what services were included in the contract. Kris replied that the company would conduct a study to gauge the interest and capacity of the community to support a capital campaign for the new Chardon Branch. Any additional help with the campaign would fall under a separate contract.

After this discussion, Paul Newman made a motion, seconded by Jake Yanchar, to approve the contract.

The motion passed.

Ayes: Delano, Miller, Newman, Pitrone, Yanchar

Nays: None

#### *Chardon Branch Schematic Design Review*

Exhibit 09/25/J

Kris reported that the Chardon Branch schematic design was estimated to be \$7 million over budget. Kris shared diagrams that illustrated a reduced square foot building that reduces costs without reducing programming space.

Kris invited Rick Ortmeyer from Bostwick Design and Scott Weaver from Regency Construction to speak about possible additional cost reductions. Under consideration is an added service driveway and moving the building closer to the street to reduce the cost of heavy duty paving and the cost of running utility lines. Another concern is possible unsuitable soils. The current estimate includes costs for soil remediation under the entire building footprint. The library will schedule additional soil borings to evaluate soil conditions which

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could lead to reduced costs. Paul questioned if the building would be moved 50 feet closer to Park. Rick replied that significant savings could come from moving the building closer and that Bostwick is working to determine what that distance should be. Also, by moving the building closer, storm water runoff can be handled by one storm water detention pond behind the building and by tying into the city storm water system.

### *Discard List*

Exhibit 09/25/K

Jake Yanchar made a motion, seconded by Crist Miller, to approve the discard lists as presented in the board packet.  
The motion passed.

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

### **Board Development:**

None

### **Foundation Report:**

Exhibit 09/25/L

Debbie Schrock reported that the Foundation had updated their volunteer packet and shared an updated flyer with the board. Debbie also reported that the Friends had an exceptional year at the fair book sale and had exceeded 2024 proceeds.

### **Comments From the Public**

Cris Takas, League of Women's Voters representative questioned why the Chardon Branch planned for parking in the back of the building. Kris replied that the library believes that is the city's preference and the board also prefers parking in the back for a better appearance.

### **Executive Session**

Paul Newman made a motion, seconded by Kate Pitrone, for the board along with Kris Carroll, Katy Farrell, Lisa Havlin and Nicole Burnside to move to executive session to consider the employment or compensation of a public employee.

The motion passed and the board moved to executive session at 4:25 pm.

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

The board returned to regular session at 4:35 pm.

### *Organizational Chart Updates*

Exhibit 09/25/M

Kate Pitrone made a motion, seconded by Paul Newman, to approve the revisions to the organizational charts as presented and discussed in executive session. The board also approved any minor changes needed to the Head of Youth Services job description necessitated by the change to the organizational charts.

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**Adjournment**

Paul Newman made a motion, seconded by Crist Miller, to adjourn the meeting. The motion passed and the meeting adjourned at 4:37 pm.

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Karen Delano, President

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Crist Miller, Secretary